



## **Ordinary Meeting**

**Council Chambers**

**Date: 20 July 2016**

**Time: 9:00am**

## **MINUTES**

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## MEMBERS IN ATTENDANCE

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

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

Nil

## BEREAVEMENTS/CONDOLENCES

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

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

Cr Pedersen informed the meeting that he had a conflict of interest, in accordance with Section 173 of the *Local Government Act 2009*, in relation to *ITEM-19 Hoolahan Drive Drainage*, and advised that he will leave the meeting room while the matter is being discussed and voted on, in accordance with the requirements of Section 173 of the *Local Government Act 2009*.

Cr Davies informed the meeting that he had a conflict of interest, in accordance with Section 173 of the *Local Government Act 2009*, in relation to *ITEM-15 Agenda Meeting Master 20/07/2016*, and advised as he will leave the meeting room while the matter is being discussed and voted on, in accordance with the requirements of Section 173 of the *Local Government Act 2009*.

## CONFIRMATION OF MINUTES

Moved by Cr Toppin

Seconded by Cr Pedersen

"That the Minutes of the Special Council Meeting held on 15 June 2016 be confirmed as true and correct."

**CARRIED**

Moved by Cr Davies

Seconded by Cr Graham

"That the Minutes of the Ordinary Council Meeting held on 15 June 2016 be confirmed as true and correct."

**CARRIED**

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

Nil

**CORPORATE AND COMMUNITY SERVICES****REGIONAL LAND USE PLANNING****ITEM-1                      G SEARLE - RECONFIGURING A LOT - SUBDIVISION (1 INTO 2 LOTS) - LOT 22 ON SP227510 - 37 COBRA ROAD, MAREEBA - DA/16/0035**

Moved by Cr Pedersen

Seconded by Cr Toppin

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

APPLICATION		PREMISES	
APPLICANT	G Searle, on behalf of WR & R Blundell	ADDRESS	37 Cobra Road, Mareeba
DATE LODGED	27 June 2016	RPD	Lot 22 on SP227510
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 applicant be notified that the application for a development permit for the development specified in (A) is:

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

(A) REFUSED DEVELOPMENT: Development Permit for Reconfiguring a Lot - Subdivision (1 lot into 2 lots)

(B) ASSESSMENT MANAGER'S REASONS FOR REFUSAL:

1. The proposed development is in conflict with Part 4, Division 14, 4.77 Overall Outcomes for Rural Zone Code:
  - (c) where good quality agricultural land is protected from fragmentation and alienation, not developed for purposes other than agricultural and support uses, and is protected from incompatible land uses in accordance with SPP1/92;
2. The proposed development is in conflict with Part 4, Division 14, Rural Zone Code:
  - 4.80 Reconfiguring a Lot
    - S1 The viability of the farming industry throughout the Shire and including Good Quality Agricultural Land, and future opportunities for farming pursuits are not compromised.

PS1.1 Allotments to have a minimum area of 60 hectares and road frontage of 300 metres within the area identified on Agricultural Land Quality Maps S2, S3, S4, S5; or

3. The proposed development is in conflict with land use policy 2.6.1 of the Far North Queensland Regional Plan 2009-2031.
4. That there are not sufficient grounds to justify approval, despite the identified conflicts."

**CARRIED**

**ITEM-2**

**C & A MURIE - RECONFIGURING A LOT - SUBDIVISION (1 INTO 2 LOTS) - LOT 4 ON RP726331 AND EASEMENTS A & B ON SP226638 - 7A & 7B BLACK MOUNTAIN ROAD & SHIVA CLOSE, KURANDA-DA/16/0032**

Moved by Cr Pedersen

Seconded by Cr Wyatt

1. That in relation to the following development application:

APPLICATION		PREMISES	
APPLICANT	C & A Murie	ADDRESS	7A & 7B Black Mountain Road and Shiva Close, Kuranda
DATE LODGED	17 June 2016	RPD	Lot 4 on RP726331
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 applicant be notified that the application for a development permit for the development specified in (A) is:

Approved by Council in accordance with the approved plans/documents listed in (B), subject to assessment manager conditions in (C), assessment manager's advice in (D), relevant period in (E), further permits in (F), and further approvals from Council listed in (G);

And

The assessment manager does consider that the assessment manager's decision conflicts with a relevant instrument.



Details of the conflict with the relevant instrument	Reason for the decision, including a statement about the sufficient grounds to justify the decision despite the conflict
<p>Rural Zone Code 4.80 Reconfiguring a Lot</p> <p><b>PS1.2</b> - Allotments to have a minimum area of <u>30 hectares</u> and road frontage of 150 metres if outside the area identified on Agricultural Land Quality Maps S2, S3, S4 and S5.</p>	<p><i>The subject land and surrounding allotments are heavily forested with no agricultural potential;</i></p> <p><i>The proposed reconfiguration would separate the sites two existing dwellings and would not create any additional vacant allotments;</i></p> <p><i>As no additional vacant allotments would be created, the development will not result in additional environmental impacts, nor result in an ad-hoc increase in demand on Council's road network and water supply infrastructure; and</i></p> <p><i>A rural residential use of both proposed lots would be consistent with the subject land's rural residential zoning under the new Mareeba Shire Council Planning Scheme.</i></p>

(A) APPROVED DEVELOPMENT: Development Permit for Reconfiguring a Lot - Subdivision (1 into 2 Lots)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
-	Proposed Lots 1 and 2 Cancelling Lot 4 on RP726331	Planz Town Planning	15 June 2016

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

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
  - 2.1 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 development approval would not have been issued if not for the conditions requiring the construction of infrastructure or the additional payment condition/s within these conditions of approval.
- 3.2 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.
- 3.3 All payments or bonds required to be made to the Council 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.
- 3.4 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 otherwise by Council's delegated officer.
- 3.5 Where approved existing buildings and structures are to be retained, setbacks to any new property boundaries are to be in accordance with Planning Scheme requirements for the relevant structure and/or Queensland Development Code. A plan demonstrating compliance of any existing buildings or structures that are in close proximity to any new property boundary must be submitted prior to endorsement of the plan of survey.
- 3.6 All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements and to the satisfaction of Council's delegated officer.
- 3.7 Flood Immunity  
  
All new buildings must be located such that the freeboard of the floor levels of all habitable rooms are a minimum of 300mm above the 100 ARI year level.
- 3.8 No filling is to occur below the 100 ARI flood level unless approved in further Operational Works applications for works associated with the approved conditions of development.
- 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

Any future access to Lot 2 directly off Black Mountain Road must be constructed (from the edge of the road pavement to the property boundary) in accordance with FNQROC Development Manual standards, to the satisfaction of Council's delegated officer.

##### 4.2 Stormwater Drainage

The applicant must ensure a non-worsening effect on surrounding land as a consequence of the development and must take all reasonable and practicable measures to ensure discharge occurs in compliance with the Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual.

##### 4.3 Water Supply

- (a) Where the existing reticulated water supply does not currently service the site or is not at an adequate capacity, the developer is required to extend or upgrade the reticulated water supply infrastructure to connect the site to Council's existing infrastructure at a point that has sufficient capacity to service the development in accordance with FNQROC Development Manual standards (as amended).
- (b) A water service connection must be provided to each proposed lot in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's delegated officer.

##### 4.4 On-Site Wastewater Management

The on-site wastewater disposal system for each lot must be maintained in compliance with the latest version On-Site Domestic Wastewater Management Standard (ASNZ1547).

##### 4.5 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 to each lot.

##### 4.6 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. Additional Payment Condition/s (section 650 of the Sustainable Planning Act 2009)

5.1 The additional payment condition has been imposed as the development will create additional demand on trunk infrastructure which will create additional trunk infrastructure costs for the council.

5.2 The developer must pay \$5,475.00 for each additional allotment as a contribution toward trunk infrastructure with the amount of the contribution increased on 1 July each year in accordance with the increase for the PPI index for the period starting on the day the development approval takes effect, adjusted by reference to the 3-yearly PPI index average to the date of payment.

5.3 The trunk infrastructure for which the payment is required is:

- The trunk water infrastructure servicing the land (\$5,475.00)

5.4 The developer may elect to provide part of the trunk infrastructure instead of making the payment.

5.5 If the developer elects to provide part of the trunk infrastructure the developer must:

- Discuss with Council's delegated officer the part of the works to be undertaken;
- Obtain the necessary approvals for the part of the works;
- Indemnify the Council in relation to any actions, suits or demands relating to or arising from the works;
- Take out joint insurance in the name of the Council and the developer in the sum of \$20,000,000 in relation to the undertaking of the works;
- Comply with the reasonable direction of Council officers in relation to the completion of the works;
- Complete the works to the standards required by the Council; and
- Complete the works prior to endorsement of the plan of subdivision.

(D) ASSESSMENT MANAGER'S ADVICE

(a) A number of other charges or payments may be payable as conditions of approval. The applicable fee is set out in Council's Fees & Charges Schedule for each respective financial year.

(b) Water Meters/Water Service Connection

Prior to the water service connection works commencing, a Water Quotation, Connection, Disconnection Request must be lodged with Council. The cost of the required water connection will be determined based upon the assessment of the Water Quotation Request. The Water Quotation Request must be lodged and the required connection fee paid prior to the signing of the survey plan.

(c) Easement Documents

Council has developed standard easement documentation to assist in the drafting of formal easement documents for Council easements. Please contact the Planning Section for more information regarding the drafting of easement documents for Council easements.

(d) Endorsement Fees

Council charges a fee for the endorsement of a Survey Plan, Community Management Statements, easement documents, and covenants. The fee is set out in Council's Fees & Charges Schedule applicable for each respective financial year.

(e) 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.

(f) Notation on Rates Record

A notation will be placed on Council's Rate record with respect to each lot regarding the following conditions:

- flood immunity

(g) 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.environment.gov.au](http://www.environment.gov.au)

(h) 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 if the applicant acts 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.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

**(E) RELEVANT PERIOD**

When approval lapses if development not started (s.341)

- Reconfiguring a Lot not requiring Operational Works – two (2) years (starting the day the approval takes effect);

**(G) OTHER NECESSARY DEVELOPMENT PERMITS AND/OR COMPLIANCE PERMITS**

- Nil

**(H) OTHER APPROVALS REQUIRED FROM COUNCIL**

- Access approval arising from condition number 4.1 (Please contact Planning Section to obtain an application form and applicable fee)."

**CARRIED**

**ITEM-3                      RODEO ACRES PTY LTD - RECONFIGURING A LOT -  
SUBDIVISION (1 INTO 8 LOTS) - LOT 12 ON SP146292 -  
MAREEBA-DIMBULAH ROAD, MAREEBA- DA/16/0019**

Moved by Cr Brown

Seconded by Cr Toppin

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

<b>APPLICATION</b>		<b>PREMISES</b>	
<b>APPLICANT</b>	Rodeo Acres Pty Ltd	<b>ADDRESS</b>	Mareeba - Dimbulah Road, Mareeba
<b>DATE LODGED</b>	13 April 2016	<b>RPD</b>	Lot 12 on SP146292
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Reconfiguring a Lot - Subdivision (1 into 8 Lots)		

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

Approved by Council in accordance with the approved plans/documents listed in (B), subject to assessment manager conditions in (C), assessment manager's advice in (D), concurrence agency conditions in (E), relevant period in (F), further permits in (G), and further approvals from Council listed in (H);

And

The assessment manager does consider that the assessment manager's decision conflicts with a relevant instrument.

Details of the conflict with the relevant instrument	Reason for the decision, including a statement about the sufficient grounds to justify the decision despite the conflict
<p>1. The proposed development is in conflict with Part 4, Division 14, 4.77 Overall Outcomes for Rural Zone Code:</p> <p>(b) where agricultural production and the raising of animals are protected from incompatible land uses;</p> <p>(c) where good quality agricultural land is protected from fragmentation and alienation, not developed for purposes other than agricultural and support uses, and is protected from incompatible land uses in accordance with SPP1/92;</p> <p>2. The proposed development is in conflict with Part 4, Division 14, Rural Zone Code:</p> <p>4.78 Building Siting, Scale and Amenity</p> <p>S2 Agricultural activities are protected from incompatible land uses.</p> <p>PS2.2 Non-agriculture or agriculture - intensive uses which adjoin any agriculture or agriculture - intensive uses are protected from spray drifts by the maintenance of a separation distance of 300 metres between the agriculture or agriculture - intensive uses and the non-agriculture or agriculture - intensive uses.</p> <p>4.80 Reconfiguring a Lot</p> <p>S1 The viability of the farming industry throughout the Shire and including Good Quality Agricultural Land, and future opportunities for farming pursuits are not compromised.</p> <p>PS1.1 Allotments to have a minimum area of 60 hectares and road frontage of 300 metres within the area identified on Agricultural Land Quality Maps S2, S3, S4, S5; or</p> <p>3. The proposed development is in conflict with land use policies 2.4.1, 2.4.2, 2.6.1, 5.4.2 and 5.4.3 of the Far North Queensland Regional Plan 2009-2031.</p>	<p>Despite the GQAL mapping, the subject land contains predominantly Murphy (Mp) soil type which is suitable for a limited range of agricultural land uses. The Murphy soil type typically features moderate permeability and poor drainage. These areas may be subject to prolonged seasonal waterlogging limiting land uses and machinery access. Subsoils are highly erodible if exposed.</p> <p>The immediately adjoining areas of Lot 2 on RP741790, Lot 11 on SP103862 and Lot 10 on SP146292 feature either Murphy or Masterton (Mt) soil types. The Masterton soil type is suitable for a very limited range of uses (grazing or tea tree). Due to the soil types of the subject land and the immediately adjoining allotments, Council considers that the subject land is not suitable for sustainable agricultural production and further, it is improbable that adjoining allotments will be developed for significant agriculture purposes in the future.</p> <p>In assessing the potential for intensive animal husbandry, Council has applied the S-Factor methodology developed for the assessment of meat poultry farms. The typical meat poultry farm established within the Mareeba Shire accommodates up to 200,000 birds. A buffer distance of 845m is calculated for this farm size. Apply this buffer to the established dwelling houses in the locality demonstrates that it is not possible to achieve this separation distance. Separation distances for the establishment of a piggery or feedlot are expected to be no less than that required for a meat poultry farm.</p> <p>The proposed development is considered to represent the highest and best use of the subject land.</p> <p>Based on the above, Council considers that the subject land is not suitable for agricultural production, is not good quality agricultural land, and there are no incompatible land uses.</p>

(A) APPROVED DEVELOPMENT: Development Permit for Reconfiguring a Lot - Subdivision (1 into 8 lots)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
Sketch 1013-2 E	Lot Layout - Option 2	Trinity Engineering and Consulting	5 July 2016

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

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
  - 2.1 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 development approval would not have been issued if not for the conditions requiring the construction of infrastructure or the payment of infrastructure charges within the conditions of approval or the Adopted Infrastructure Charges Notice.
  - 3.2 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.
  - 3.3 All payments or bonds required to be made to the Council pursuant to any condition of this approval or the Adopted Infrastructure Charges Notice must be made prior to the endorsement of the plan of survey and at the rate applicable at the time of payment.
  - 3.4 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.



- 3.5 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.
- 3.6 Any existing buildings or structures (pools/tennis courts or fences) and/or incidental works that straddle the new boundaries must be altered, demolished or removed, as required, to align with the new property boundaries and/or be wholly contained within a new allotment, unless approved by Council's delegated officer.
- 3.7 Prior to the endorsement of the plan of survey the applicant must provide a letter from any Concurrence Agencies confirming that their conditions have been complied with and/or that they have no objection to Council's endorsement of the plan of survey.
- 3.8 All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements and to the satisfaction of Council's delegated officer.
- 3.9 Flood Immunity

All new buildings must be located such that the freeboard of the floor levels of all habitable rooms are a minimum of 300mm above the 100 ARI year level.

- 3.10 No filling is to occur below the 100 ARI flood level unless approved as part of a subsequent development permit for operational works.
- 3.11 Bushfire Management

3.11.1 Any new dwelling erected on each lot shall:

- (a) be sited in locations of lowest hazard within the lot;
- (b) achieve setbacks from hazardous vegetation of 1.5 times the predominant mature canopy tree height or 10 metres, whichever is the greater;
- (c) be sited 10 metres from any retained vegetation strips or small areas of vegetation;
- (d) be sited so that elements of the development least susceptible to fire are sited closest to the bushfire hazard; and
- (e) be provided with a source of water for fire fighting purposes of not less than 5,000 litres. This may be satisfied by the provision of an accessible dam, swimming pool or tank. In the case of a tank supply, delivery of the water should be provided through a 50mm male Camlock fitting. The outlet from the tank water supply or the dam/pool shall be located within an accessible position within 40 metres from the habitable buildings.

### 3.12 Charges

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

### 3.13 Rural Addressing

The applicant must pay a contribution per lot for provision of rural addressing at the rate identified in the Fees and Charges Schedule at the time of payment.

### 3.14 Lot Layout and Building Envelopes

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

- (a) A plan to scale must be provided which designates a building envelope (minimum dimensions of 30m x 40m) on each lot. Prior to endorsement of the survey plan, the approved building envelope area must be defined by survey markers set at each corner, to the satisfaction of Council's delegated officer.
- (b) The closest point of each building envelope must be setback a minimum of 90 metres from the Mareeba-Dimbulah Road frontage.
- (c) The closest point of each building envelope must be setback a minimum of:
  - i. 20m for proposed Lot 8 and 30m for proposed Lots 5 & 6 from the common boundary with Lot 2 on RP741790 to the west; and
  - ii. 30m for proposed Lots 4 & 5 from the common boundary with Lot 11 on SP103862 to the south; and
  - iii. 20m for proposed Lot 3 and 30m for proposed Lot 4 from the common boundary with Lot 10 on SP146292 to the east.
- (d) All habitable buildings must be located within the approved building envelope area.

## 4. Infrastructure Services and Standards

### 4.1 Access

An access crossover must be constructed (from the edge of the road pavement of the proposed new internal road, to the property boundary of each allotment) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

A bitumen sealed driveway shall be provided within any battle-axe lot access handle. The driveway will:

- have a minimum formation width of 3 metres
- be constructed for the full length of the access handle
- be formed with one-way cross fall to cater for stormwater drainage such that any stormwater runoff is contained within the access strip
- service and utility conduits are to be provided for the full length of the concrete or sealed driveway constructed within the access handle of the battle axe allotment(s).

#### 4.2 Stormwater Drainage

- (a) The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
- (b) Prior to works commencing the applicant must submit a Stormwater Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual to the satisfaction of Council's delegated officer.
- (c) Prior to works commencing the applicant must submit a Stormwater Quality Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Urban Stormwater Quality Planning Guideline and the Queensland Water Quality Guideline to the satisfaction of Council's delegated officer.
- (d) The Stormwater Quality Management Plan must include an Erosion and Sediment Control Plan that meets or exceeds the Soil Erosion and Sedimentation Control Guidelines (Institute of Engineers Australia) to the satisfaction of Council's delegated officer.
- (e) The applicant/developer must construct the stormwater drainage infrastructure in accordance with the approved Stormwater Management Plan and/or Stormwater Quality Management Plan and Report.
- (f) Temporary drainage is to be provided and maintained during the construction phase of the development, discharged to a lawful point and not onto the construction site.
- (g) All stormwater channels through private property must be registered, with the easement for drainage purposes in favour of Council. All documentation leading to the registration of the easement must be completed at no cost to Council.
- (h) All stormwater drainage must be discharged at a lawful point of discharge.

#### 4.3 Roadworks – Internal

Internal roads must be constructed to Rural Road standard, with 4.5 metre seal width, in accordance with FNQROC Development Manual standards to the satisfaction of Council's delegated officer.

#### 4.4 Water Supply

4.4.1 Each Lot must be provided with a potable water supply via bore or by water rights to a perennial stream in accordance with Planning Scheme Policy No. 1 - Water Supply (Outside Reticulated Water Supply Area).

4.4.2 Supply from a watercourse will be acceptable, provided the following can be demonstrated to the satisfaction of Council's delegated officer:

- the watercourse has sufficient flow and is perennial in all but the driest years; and
- the applicant can demonstrate that the Department of Natural Resources and Mines is prepared to grant a water licence for the proposed lot.

4.4.3 Where a bore is to be used as a source of water, bore installation will be in accordance with the requirements of D6.07 of the FNQROC Development Manual.

4.4.4 Where a bore is to be used as a source of potable water, it will be sited in accordance with the setback distances specified in the Queensland Plumbing and Wastewater Code.

4.4.5 The applicant/developer must demonstrate that any source of potable water supply can satisfy the standards for drinking water set by the Australian Drinking Water Guidelines 2004 (National Health and Medical Research Council and the National Resource Management Ministerial Council).

4.4.6 If an existing bore is proposed as a potable water supply for any lot, this bore must comply with 4.4.3 (minimum sustainable yield only), 4.4.4 and 4.4.5 above.

#### 4.5 On-Site Wastewater Management

At the time of construction of a new dwelling on any lot, any associated on-site effluent disposal system must be constructed in compliance with the latest version On-Site Domestic Wastewater Management Standard (ASNZ1547) to the satisfaction of the Council's delegated officer.

#### 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.

#### 4.8 Lighting

Street lighting must be provided to all roads in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.

### 5. Additional Payment Condition/s (section 650 of the Sustainable Planning Act 2009)

5.1 The additional payment condition has been imposed as the development will create additional demand on trunk infrastructure which will create additional trunk infrastructure costs for council.

5.2 The developer must pay \$4,425.00 (per additional lot) as a contribution toward trunk infrastructure with the amount of the contribution increased on 1 July each year in accordance with the increase for the PPI index for the period starting on the day the development approval takes effect, adjusted by reference to the 3-yearly PPI index average to the date of payment.

5.3 The trunk infrastructure for which the payment is required is:

- The trunk parks and open space network servicing the land (\$4,425.00)

5.4 The developer may elect to provide part of the trunk infrastructure instead of making the payment.

5.5 If the developer elects to provide part of the trunk infrastructure the developer must:

- Discuss with Council's delegated officer the part of the works to be undertaken;
- Obtain the necessary approvals for the part of the works;
- Indemnify the Council in relation to any actions, suits or demands relating to or arising from the works;
- Take out joint insurance in the name of the Council and the developer in the sum of \$20,000,000 in relation to the undertaking of the works;

- Comply with the reasonable direction of Council officers in relation to the completion of the works;
- Complete the works to the standards required by the Council; and
- Complete the works prior to endorsement of the plan of subdivision.

(D) ASSESSMENT MANAGER'S ADVICE

- (a) A number of other charges or payments may be payable as conditions of approval. The applicable fee is set out in Council's Fees & Charges Schedule for each respective financial year.

- (b) Easement Documents

Council has developed standard easement documentation to assist in the drafting of formal easement documents for Council easements. Please contact the Planning Section for more information regarding the drafting of easement documents for Council easements.

- (c) Endorsement Fees

Council charges a fee for the endorsement of a Survey Plan, Community Management Statements, easement documents, and covenants. The fee is set out in Council's Fees & Charges Schedule applicable for each respective financial year.

- (d) 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.

- (e) Notation on Rates Record

A notation will be placed on Council's Rate record with respect to each lot regarding the following conditions:

- an approved building envelope plan
- An on-site effluent disposal system must be constructed in accordance with an approved site and soil evaluation report
- an approved source of water supply via bore
- Department of Main Road concurrence agency conditions and advice

- (f) 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.environment.gov.au](http://www.environment.gov.au).

(g) 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 if the applicant acts 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.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

(E) CONCURRENCE AGENCY CONDITIONS

Department of Infrastructure, Local Government and Planning conditions dated 27 May 2016 (Appendix 1)

(F) RELEVANT PERIOD

When approval lapses if development not started (s.341)

- Reconfiguring a Lot requiring Operational Works – four (4) years (starting the day the approval takes effect);

(G) OTHER NECESSARY DEVELOPMENT PERMITS AND/OR COMPLIANCE PERMITS

- Development Permit for Operational Works

(H) OTHER APPROVALS REQUIRED FROM COUNCIL

- Nil

**CARRIED**

**ITEM-4 REEVER AND OCEAN PTY LTD - OPERATIONAL WORKS - EARTHWORKS (WATER STORAGE DAM) - LOT 22 N157227 - BARNWELL ROAD, KURANDA - OW/16/0001**

Moved by Cr Brown

Seconded by Cr Pedersen

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

APPLICATION		PREMISES	
<b>APPLICANT</b>	Reever & Ocean Pty Ltd	<b>ADDRESS</b>	Barnwell Road, Kuranda
<b>DATE LODGED</b>	22 February 2016	<b>RPD</b>	Lot 22 on N157227
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Operational Works - Earthworks (Water Storage Dam)		

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

Approved by Council in accordance with the approved plans/documents listed in (B), subject to assessment manager conditions in (C), assessment manager's advice in (D), relevant period in (E), further permits in (F), and further approvals from Council listed in (G);

And

The assessment manager does not consider that the assessment manager's decision conflicts with a relevant instrument.

(A) **APPROVED DEVELOPMENT:** Development Permit for Operational Works - Earthworks (Water Storage Dam)

(B) **APPROVED PLANS:**

Plan/Document Number	Plan/Document Title	Prepared by	Dated
122-002-C01	Proposed Dam at Myola - Locality Plan and Drawing Index	Civil Walker	22/01/16
122-002-C02	Proposed Dam at Myola - Site Plan	Civil Walker	22/01/16
122-002-C03	Proposed Dam a Myola - Layout Plan and Dam Typical Section	Civil Walker	22/01/16

(C) **ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)**

(a) Development assessable against the Planning Scheme

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 the Council's Delegated Officer at the time of examination of the engineering plans or during construction of the development because of particular engineering requirements;
- to ensure the works comply in all respects with good engineering practice; and
- to ensure compliance with the following conditions of approval.

Council's examination of the documents should not be taken to mean that the documents have been checked in detail and Council takes no responsibility for their accuracy. If during construction, inadequacies of the design are discovered, it is the responsibility of the Principal Consulting Engineer to resubmit amended plans to Council for approval and rectify works accordingly.

## 2. Timing of Effect

- 2.1 The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer prior to the commencement of the use except where specified otherwise in these conditions of approval.
- 2.2 Prior to the commencement of use, the applicant must notify Council that all the conditions of the development permit have been complied with, 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 Hours of Work

- (i) Work involving the operation of construction plant and equipment of any description, shall only be carried out on site during the following times:
  - 7.00am to 6.00pm, Monday to Friday;
  - 7.00am to 1.00pm Saturdays;
  - No work is permitted on Sundays or Public Holidays.
- (ii) No variation to the above working hours is allowed unless otherwise agreed in writing by Council.

## 4. Infrastructure Services and Standards

### 4.1 Erosion and Sediment Control Plan

- (a) The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
- (b) Prior to works re-commencing the applicant must submit a Stormwater Quality Management Plan and Report prepared and

certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Urban Stormwater Quality Planning Guideline and the Queensland Water Quality Guideline to the satisfaction of Council's delegated officer.

- (c) The Stormwater Quality Management Plan must include an Erosion and Sediment Control Plan that meets or exceeds the Soil Erosion and Sedimentation Control Guidelines (Institute of Engineers Australia) to the satisfaction of Council's delegated officer.
- (d) The applicant/developer must construct and implement all Soil Erosion and Sedimentation Control measures in accordance with the approved Stormwater Quality Management Plan and Report.

#### 4.2 Dam construction

- (a) All dam construction must be undertaken in accordance with design plans prepared by a Registered Professional Engineer (RPEQ) who has certified that the design is in accordance with sound engineering practices; and incorporates satisfactory measures to avoid dam failure, ground soakage and overtopping.
- (b) The construction of dam works is completed within three (3) months of this approval taking effect.
- (c) Within three (3) months following the completion of construction of dam works, any disturbed areas are grassed to provide a coverage of at least 8m<sup>2</sup> in every 10m<sup>2</sup> to minimise the potential for erosion or dust.
- (d) At the completion of construction, and within six (6) months of this approval taking effect, the applicant is to provide Council with certification from a RPEQ engineer confirming that the dam has been constructed in accordance with the certified design plans.

#### (D) ASSESSMENT MANAGER'S ADVICE

- (a) 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.

- (b) 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.environment.gov.au](http://www.environment.gov.au)

(c) 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 if the applicant acts 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.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

(d) Transportation of Soil

All soil transported to or from the site must be covered to prevent dust or spillage during transport. If soil is tracked or spilt onto the road pavements as a result of works on the subject site, it must be removed prior to the end of the working day and within four (4) hours of a request from a Council Officer.

(E) RELEVANT PERIOD

When approval lapses if development not started (s.341)

- Any other development – two (2) years (starting the day the approval takes effect).

(F) OTHER NECESSARY DEVELOPMENT PERMITS AND/OR COMPLIANCE PERMITS

- Nil

(G) OTHER APPROVALS REQUIRED FROM COUNCIL

- Nil"

**CARRIED**

## GOVERNANCE AND COMPLIANCE

### ITEM-5

### TELECOMMUNICATIONS TOWER - WATSONVILLE

Moved by Cr Pedersen

Seconded by Cr Wyatt

"That Council delegate authority for the Chief Executive Officer to finalise arrangements for the securing of a suitable site for the construction of a communication facility on Council-owned land in Watsonville subject to the applicant satisfying all other conditions and requirements that may be necessary for such a facility and further, for the Chief Executive Officer to negotiate an appropriate lease for the area on which the facility is to be located."

**CARRIED**

**ITEM-6 CHILLAGOE INDUSTRIAL ESTATE TENDERS**

Moved by Cr Davies

Seconded by Cr Wyatt

"That in relation to tenders received in response to the advertised sale of eleven lots in the Chillagoe Industrial Estate, Council accept the tender submitted by Mr David Hill for purchase of Lot 43 and the tender submitted by Mrs Karyl Struber for purchase of Lots 44 to 48.

**FURTHER** that in relation to future dealings with the unsold lots, the reserve price for these lots be set at \$5,000 (incl GST)."

**CARRIED****ITEM-7 CHILLAGOE INDUSTRIAL ESTATE LAND SALES**

Moved by Cr Wyatt

Seconded by Cr Graham

"That Council accept the offers to purchase the remaining five (5) lots within the Chillagoe Industrial Estate described as:

1. Lot 6 - offer of \$6,200 (inc GST) from Wayne and Tanya Whiting;
2. Lots 17, 18 and 19 - offer of \$6,200 (inc GST) per lot for a total of \$18,600 (inc GST) for all three lots;
3. Lot 38 - offer of \$5,000 (inc GST) from William Pratt."

**CARRIED****ITEM-8 CATHOLIC CHURCH - CREATION OF RESERVE - THORNBOROUGH TOWN RESERVE.DOCX**

Moved by Cr Graham

Seconded by Cr Toppin

"That the Department of Natural Resources and Mines be advised that, with reference to their letter dated 8 June 2016:

1. Council has no objection to the creation of a separate Reserve for Historical purposes over that part of the Thornborough Town Reserve shown as Lot A on the Department's Drawing TSV2013-10, with the Roman Catholic Church being appointed as Trustee of the Reserve, subject to any development on the proposed Reserve complying with the provisions of the Mareeba Shire Planning Scheme.
2. Council has no knowledge of any local non-indigenous cultural heritage values associated with the land."

**CARRIED**

**ITEM-9                    MAREEBA INDUSTRIAL ESTATE - CHANGE TO LOT 61  
AND INCLUSION OF XTRACO IN THE LEASE  
PURCHASE ARRANGEMENT**

Moved by Cr Brown

Seconded by Cr Toppin

"That in relation to the approval granted by Council at its meeting held on 6 April 2016 for the lease/purchase of Lot 46 in the Mareeba Industrial Park by North Queensland Haulage Pty Ltd trading as Mareeba Concrete Company, Council agree to a change in the lot being leased/purchased to Lot 61 on the corner of Martin Tenni Drive and Keegan Streets and a change in the partnership arrangement for the lease/purchase to include both North Queensland Haulage and Xtraco, with the lease/purchase conditions to remain the same as previously offered to North Queensland Haulage."

**CARRIED**

## FINANCE

**ITEM-10 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 JUNE 2016**

Moved by Cr Wyatt

Seconded by Cr Davies

"That Council note the financial report for the year ending 30 June 2016."

**CARRIED**

## COMMUNITY WELLBEING

**ITEM-11 COMMUNITY PARTNERSHIPS PROGRAM REQUEST FOR ASSISTANCE**

Moved by Cr Toppin

Seconded by Cr Brown

"That Council approve an interest free community loan for the Mareeba United Football Club, repaid over a 5 year term, totalling \$35,750. The total amount includes \$8,750 as the existing balance on the Club's current loan and an additional \$27,000 for new projects."

**CARRIED**

## **INFRASTRUCTURE SERVICES**

### **INFRASTRUCTURE**

#### **ITEM-12                      TENDER EVALUATION TMSC2016-01 CAPPING OLD MAREEBA LANDFILL**

Moved by Cr Pedersen

Seconded by Cr Toppin

"That Council award Contract TMSC2016-01 Capping Old Mareeba Landfill, to Celtic Construction & Utility Services for the amount of \$4,213,560.71 (Exclusive of GST)."

**CARRIED**

#### **ITEM-13                      TENDER EVALUATION TMSC2016-04 MAREEBA AIRPORT REDEVELOPMENT - CONSTRUCTION OF VICARY ROAD LEASED AREA PAVEMENTS**

Moved by Cr Brown

Seconded by Cr Pedersen

"That Council award Tender TMSC2016-04 Mareeba Airport Redevelopment - Construction of Vicary Road Leased Area Pavements to Northern Civil Earthworks for a total value of \$176,622.05 (inclusive of GST)."

**CARRIED**

#### **ITEM-14                      TENDER EVALUATION TMSC2016-05 MAREEBA AIRPORT REDEVELOPMENT - CONSTRUCTION OF VICARY ROAD AND RAY ROAD**

Moved by Cr Graham

Seconded by Cr Wyatt

"That Council award Tender TMSC2016-05 Mareeba Airport Redevelopment - Construction of Vicary Road and Ray Road to LDI Constructions (QLD) Pty Ltd for a total value of \$986,727.50 (inclusive of GST)."

**CARRIED**

Cr Davies left the meeting at 9:24am.

#### **ITEM-15                      TENDER EVALUATION TMSC2016-07 MAREEBA AIRPORT REDEVELOPMENT - AIRPORT WATER SUPPLY UPGRADE**

Moved by Cr Toppin

Seconded by Cr Pedersen

"That Council award Tender TMSC2016-07 Mareeba Airport Redevelopment - Airport Water Supply Upgrade to FGF Developments Pty Ltd for a total value of \$746,251.88 (inclusive of GST)."

**CARRIED**

Cr Davies returned to the meeting at 9:25am.

**ITEM-16                      CONTRACT TMSC2015-13 MAREEBA WASTEWATER  
TREATMENT PLANT - DESIGN & CONSTRUCTION -  
JUNE 2016 PROGRESS REPORT**

Moved by Cr Wyatt

Seconded by Cr Toppin

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

**CARRIED**

**ITEM-17                      MAREEBA AIRPORT UPGRADING - JUNE 2016  
PROGRESS REPORT**

Moved by Cr Toppin

Seconded by Cr Davies

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

**CARRIED**

**ITEM-18                      MAREEBA SHIRE COUNCIL NDRRA 2016**

Moved by Cr Graham

Seconded by Cr Wyatt

"That Council note this report on the 2016 NDRRA event submission."

**CARRIED**

**TECHNICAL SERVICES**

Cr Pedersen left the meeting at 9:30am.

**ITEM-19                      HOOLAHAN DRIVE DRAINAGE**

Moved by Cr Graham

Seconded by Cr Wyatt

"That Council supply and deliver stormwater pipes, at Council's expense, to 68 Hoolahan Drive, Mareeba, subject to:

1. The property owners of 68 and 76 Hoolahan Drive being fully responsible for all costs associated with the installation and backfilling of the pipes;
2. Installation and earthworks are carried out in accordance with FNQROC specifications with supervision by a Council delegated officer during construction;
3. Works to be maintained by the property owners for a period of twelve (12) months after practical completion, prior to final acceptance by Council."

**CARRIED**

Cr Pedersen returned to the meeting at 9:32am.

**ITEM-20                      APPLICATION FOR PERMANENT ROAD CLOSURE OF  
AN AREA SEPARATING 38 AND 41 RUSH ROAD,  
BIBOOHRA**

Moved by Cr Graham

Seconded by Cr Wyatt

"That Council advise Planz Town Planning Pty Ltd acting on behalf of Cairns Regional Community and Employment ATSI Corporation (Indigenous Job Connections) that it has no objection to the permanent road closure as detailed in their letter dated 24 May 2016, however Council's preference is for the entire portion of Rush Road from Rogers Road be closed."

**CARRIED**

**ITEM-21                      REQUEST FOR ASSISTANCE TO CONSTRUCT A  
GRAVEL ROAD OFF WOLFRAM ROAD**

Moved by Cr Wyatt

Seconded by Cr Brown

"That Council officers obtain legal advice and Council delegate authority to the Mayor to make a decision on this matter, after consultation with Councillors."

**CARRIED**

**ITEM-22                      TRAFFIC ADVISORY COMMITTEE - MINUTES OF  
MEETING HELD 21 JUNE 2016**

Moved by Cr Wyatt

Seconded by Cr Graham

"That Council notes the Traffic Advisory Committee Meeting Minutes of 21 June 2016, and resolves to:

1. In respect to Item 15.12-01, write to Mr Sweeper advising the outcome of TMR investigations that no change is required in relation to the "Give Way" signage and speed zone on the Kennedy Highway at the intersection of McIver Road;
2. In respect to Item 16.06-07, Council officers investigate the potential of angle parking in front of the old fire brigade."

**CARRIED**



**ITEM-23                                      INFRASTRUCTURE SERVICES - TECHNICAL SERVICES  
- MONTHLY ACTIVITIES REPORT - JUNE 2016**

Moved by Cr Brown

Seconded by Cr Pedersen

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

**CARRIED****WORKS****ITEM-24                                      INFRASTRUCTURE SERVICES - WORKS SECTION  
PROGRESS REPORT - JUNE 2016**

Moved by Cr Wyatt

Seconded by Cr Graham

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

**CARRIED****WATER & WASTE****ITEM-25                                      STANDPIPE MANAGEMENT POLICY**

Moved by Cr Toppin

Seconded by Cr Davies

"That Council adopt the Standpipe Management System Policy, attached to these Minutes as Appendix 2".

**CARRIED****ITEM-26                                      SUB-METERING POLICY**

Moved by Cr Brown

Seconded by Cr Graham

"That Council adopt the Sub-Metering Policy, attached to these Minutes as Appendix 3".

**CARRIED****ITEM-27                                      WATER AND WASTEWATER GROUP FEES & CHARGES  
2016/2017 - AMENDED**

Moved by Cr Brown

Seconded by Cr Toppin

"That Council adopt the amended Water and Wastewater Fees & Charges for the 2016/2017 financial year, as per schedule attached to these Minutes as Appendix 4."

**CARRIED**

**ITEM-28 REGIONAL KERBSIDE COLLECTION PROCUREMENT**

Moved by Cr Davies

Seconded by Cr Graham

"That Council note the information provided and endorse the regional kerbside collection procurement process as outlined in this report."

**CARRIED****ITEM-29 INFRASTRUCTURE SERVICES - WATER AND WASTEWATER GROUP - MONTHLY OPERATIONS REPORT**

Moved by Cr Graham

Seconded by Cr Toppin

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

**CARRIED****ITEM-30 INFRASTRUCTURE SERVICES - WASTE OPERATIONS REPORT - JUNE 2016**

Moved by Cr Pedersen

Seconded by Cr Wyatt

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

**CARRIED****ITEM-31 TRADE WASTE POLICY REVIEW**

Moved by Cr Wyatt

Seconded by Cr Graham

"That Council adopt the Trade Waste Policy, attached to these Minutes as Appendix 5."

**CARRIED****CHIEF EXECUTIVE OFFICER****ITEM-32 CHANGE IN ORDINARY COUNCIL MEETING DATE - OCTOBER 2016**

Moved by Cr Brown

Seconded by Cr Toppin

"That Council change the date of the Ordinary Council Meeting scheduled for Wednesday 19 October 2016 to Wednesday 12 October 2016, commencing at 9am in Council Chambers."

**CARRIED**

**ITEM-33 MSC SHOW HOLIDAY 2017**

Moved by Cr Graham

Seconded by Cr Davies

"That Council request the Treasurer to declare the following show holidays within the Mareeba Shire for 2017:

11 July 2017 for the parishes of Irvinebank, Myosotis and Western, which links to the Atherton Annual Show;

21 July 2017 for the Mareeba Shire Council area excluding the parishes of Irvinebank, Myosotis, Western, Mowbray, Salisbury, Riflemead and that part of the parish of Garioch located north of Hunter and Rifle Creeks, which links to the Cairns Annual Show;

24 July 2017 for the parishes of Mowbray, Salisbury, Riflemead and that part of the parish of Garioch located north of Hunter and Rifle Creeks, which links to the Mossman Annual Show.  
"

**CARRIED****ITEM-34 PETITION MCIVER ROAD MAREEBA SEALING**

Moved by Cr Graham

Seconded by Cr Toppin

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

**CARRIED****BUSINESS WITHOUT NOTICE****ADHOC-1 COLUMBARIUM WALL - DIMBULAH CEMETERY**

Moved by Cr Graham

Seconded by Cr Davies

"That a Report be presented to Council outlining the potential construction of a columbarium wall at the Dimbulah cemetery."

**CARRIED****ADHOC-2 PARKING BAYS - BYRNES STREET MAREEBA**

Moved by Cr Graham

Seconded by Cr Brown

"That the CEO consider a request for two 15 minute parking bays to be created out the front of the The Express office in Byrnes Street and respond to the applicant."

**CARRIED**

**MORNING TEA ADJOURNMENT**

The meeting adjourned for morning tea at 10:01am and resumed at 10:35am.

**CLOSURE OF MEETING**

Moved by Cr Wyatt

Seconded by Cr Graham

"That in accordance with Section 275(1)(e) of the Local Government Regulation 2012, the meeting be closed to the public at 11:01am to discuss matters relative to contracts proposed to be made by it.

**CARRIED**

**OPENING OF MEETING**

Moved by Cr Pedersen

Seconded by Cr Graham

"That the meeting be opened at 11:36am."

**CARRIED**

**ITEM-35 COURT COSTS**

Moved by Cr Pedersen

Seconded by Cr Graham

"That Council delegate authority for the Mayor to negotiate without prejudice, a settlement amount with the Mayor of Tablelands Regional Council in regards to costs awarded by the Supreme Court in the matter of TRC v The Honourable Jackie Trad and Mareeba Shire Council and report back to Council."

**CARRIED**

**ITEM-36 GOLD COAST 2018 COMMONWEALTH GAMES  
QUEEN'S BATON RELAY AGREEMENT**

Moved by Cr Davies

Seconded by Cr Toppin

"That Council enters into further discussions with the Gold Coast 2018 Commonwealth Games Committee with regard to how the relay could possibly be facilitated."

**CARRIED**

**ITEM-37****OUTSTANDING DE-AMALGAMATION NDRRA ISSUE**

Moved by Cr Brown

Seconded by Cr Toppin

"That Council enter into negotiations with the Tablelands Regional Council with respect to the terms of a written agreement the material terms of which will provide for:

- a. the appointment of an Independent Assessor (by both Councils) to finalise all outstanding claims in respect of NDRRA shortfalls and trigger points;
- b. that the Independent Assessor have the power to make a final determination with regard to all outstanding de-amalgamation matters relating to the NDRRA; and
- c. that the Independent Assessor's determination be binding on both Councils."

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

The next meeting of Council will be held at 9:00 am on Wednesday 17 August 2016.

There being no further business, the meeting closed at 12:15 pm.

.....  
Cr Tom Gilmore  
Mayor

**APPENDIX 1 -ITEM-3 RODEO ACRES PTY LTD - RECONFIGURING A LOT -  
SUBDIVISION (1 INTO 8 LOTS) - LOT 12 ON SP146292 -  
MAREEBA-DIMBULAH ROAD, MAREEBA- DA/16/0019**

Department of Infrastructure,  
Local Government and Planning

Our reference: SDA-0416-029717

Your reference: DA/16/0019

27 May 2016

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

Attn: Carl Ewin

Dear Sir

**Concurrence agency response—with conditions**

Development permit for reconfiguring a lot (1 into 8 lots) at Mareeba-Dimbulah Road Mareeba,  
more particularly known as Lot 12 on SP146292

(Given under section 285 of the *Sustainable Planning Act 2009*)

The referral agency material for the development application described below was received by the  
Department of Infrastructure, Local Government and Planning under section 272 of the  
*Sustainable Planning Act 2009* on 19 April 2016.

**Applicant details**

Applicant name:	Rodeo Acres Pty Ltd
Applicant contact details:	C/- Planz Town Planning PO Box 181 Edge Hill QLD 4870 info@planztp.com

**Site details**

Street address:	Mareeba-Dimbulah Road Mareeba
Lot on plan:	Lot 12 on SP146292
Local government area:	Mareeba Shire Council

**Application details**

Proposed development:	Development permit for reconfiguring a lot (1 into 8 lots)
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Page 1

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

**Aspects of development and type of approval being sought**

Nature of Development	Approval Type	Brief Proposal of Description	Level of Assessment
Reconfiguring a Lot	Development permit	Reconfiguration of a lot – 1 into 8	Code Assessment

**Referral triggers**

The development application was referred to the department under the following provisions of the *Sustainable Planning Regulation 2009*:

Referral trigger                      Schedule 7, Table 2, Item 2—state-controlled roads

**Conditions**

Under section 287(1)(a) of the *Sustainable Planning Act 2009*, the conditions set out in Attachment 1 must be attached to any development approval.

**Reasons for decision to impose conditions**

Under section 289(1) of the *Sustainable Planning Act 2009*, the department must set out the reasons for the decision to impose conditions. These reasons are set out in Attachment 2.

**Further advice**

Under section 287(6) of the *Sustainable Planning Act 2009*, the department offers advice about the application to the assessment manager—see Attachment 3.

**Approved plans and specifications**

The department requires that the following plans and specifications set out below and in Attachment 4 must be attached to any development approval.

Drawing/Report Title	Prepared by	Date	Reference no.	Version/Issue
<b>Aspect of development: reconfiguring a lot</b>				
Lot Layout – Option 2	Trinity Engineering and Consulting	29 February 2016	1013-2	D
Road Layout and Typical Cross Section	Trinity Engineering and Consulting	8 March 2016	1013-4	A
TMR Layout Plan (664 – 6.55km)	Queensland Transport and Main Roads	19 May 2016	275/664(500-993)	A
Basic right (BAR) turn treatment on a two-lane rural road	Austroads Guide to Road Design, Part 4A: Unsignalised and Signalised Intersections	2010	Figure 7.5	-
Rural basic left-turn treatment (BAL)	Austroads Guide to Road Design, Part 4A: Unsignalised and Signalised	2010	Figure 8.2	-

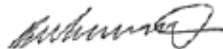
SDA-0416-029717

	Intersections			
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A copy of this response has been sent to the applicant for their information.

For further information, please contact Michele Creecy, Senior Planning Officer, SARA Far North QLD on 4037 3206, or email [michele.creecy@dlgp.qld.gov.au](mailto:michele.creecy@dlgp.qld.gov.au) who will be pleased to assist.

Yours sincerely



Brett Nancarrow  
Manager (Planning)

cc: Rodeo Acres Pty Ltd, [info@planztp.com](mailto:info@planztp.com)  
enc: Attachment 1—Conditions to be imposed  
Attachment 2—Reasons for decision to impose conditions  
Attachment 3—Further advice  
Attachment 4—Approved Plans and Specifications



SDA-0416-029717

Our reference: SDA-0416-029717

Your reference: DA/16/009

### Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
<b>Aspect of development – reconfiguring a lot</b>		
Schedule 7, Table 2, Item 2—Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i> , the chief executive administering the Act nominates the Director-General Department of Transport and Main Roads to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	<p>The development must be carried out generally in accordance with the following plans:</p> <ul style="list-style-type: none"> <li>Lot Layout – Option 2 prepared by Trinity Engineering and Consulting, dated 29 February 2016, Reference Sketch 1013-2 and Revision D.</li> <li>Road Layout and Typical Cross Section prepared by Trinity Engineering and Consulting, dated 8 March 2016, Reference Sketch 1013-4 and Revision A.</li> <li>TMR Layout Plan (664 – 6.55km) prepared by Queensland Transport and Main Roads, dated 19 May 2016, File Reference: 275/664 (500-993), Issue A.</li> </ul>	Prior to submitting the Plan of Survey to the local government for approval and to be maintained at all times.
2.	<p>The development must be generally in accordance with the Development Application Engineering Report prepared by Trinity Engineering and Consulting, dated 7/03/2016, Reference 16001 and Revision No 1; in particular:</p> <ul style="list-style-type: none"> <li>the access is to be relocated 350m from the eastern boundary;</li> <li>the new access is to be designed as a BAL / BAR access;</li> <li>a flag-light is to be constructed at the new BAL / BAR access; and</li> <li>the proposed development must maintain existing stormwater flow patterns towards the south-east, away from the Mareeba-Dimbulah Road.</li> </ul>	Prior to submitting the Plan of Survey to the local government for approval and to be maintained at all times.
3.	<p>(a) The road access location is to be located at TMR road chainage 6.55km generally in accordance with TMR Layout Plan (664 – 6.55km) prepared by Queensland Transport and Main Roads, dated 19 May 2016, File Reference: 275/664(500-993), Issue A.</p> <p>(b) Road access works comprising of a sealed Basic right turn (BAR) and a Rural basic left turn (BAL) treatment must be provided at the road access location.</p> <p>(c) The road works must be designed and constructed generally in accordance with:</p> <ul style="list-style-type: none"> <li>Austroads Guide to Road Design, Part 4A: Unsignalised and Signalised Intersections, Figure 7.5 (Basic right (BAR) turn treatment on a two-lane rural road) and Figure 8.2 (Rural basic left-turn treatment (BAL)); and</li> <li>The Department of Main Roads Road Planning and Design Manual (2<sup>nd</sup> edition), Volume 6: Lighting – Figure 7.1.4a (flag lighting at isolated intersections).</li> </ul>	<p>(a) At all times.</p> <p>(b) and (c): Prior to submitting the Plan of Survey to the local government for approval and to be maintained at all times.</p>

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No.	Conditions	Condition timing
4.	The existing vehicular property accesses located between Lot 12 on SP146292 and Mareeba-Dimbulah Road must be permanently closed and removed.	Prior to submitting the Plan of Survey to the local government for approval.

SDA-0416-029717

Our reference: SDA-0416-029717  
Your reference: DA/16/0019

**Attachment 2—Reasons for decision to impose conditions**

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The reasons for this decision are:

- **Condition 1** – to ensure the development is carried out generally in accordance with the plans of development submitted with the application.
- **Condition 2** – to ensure the development complies with the proposed location of the entry to the subject site and is designed to comply with the Austroads Guild to Road Design.
- **Condition 3** – to ensure the road access location to the state-controlled road from the site does not compromise the safety and efficiency of the state-controlled road and to ensure the design of any road access maintains the safety and efficiency of the state-controlled road.
- **Condition 4** – to maintain the safety and efficiency of the state-controlled road by reducing the number of road access.

SDA-0416-029717

Our reference: SDA-0416-029717

Your reference: DA/16/0019

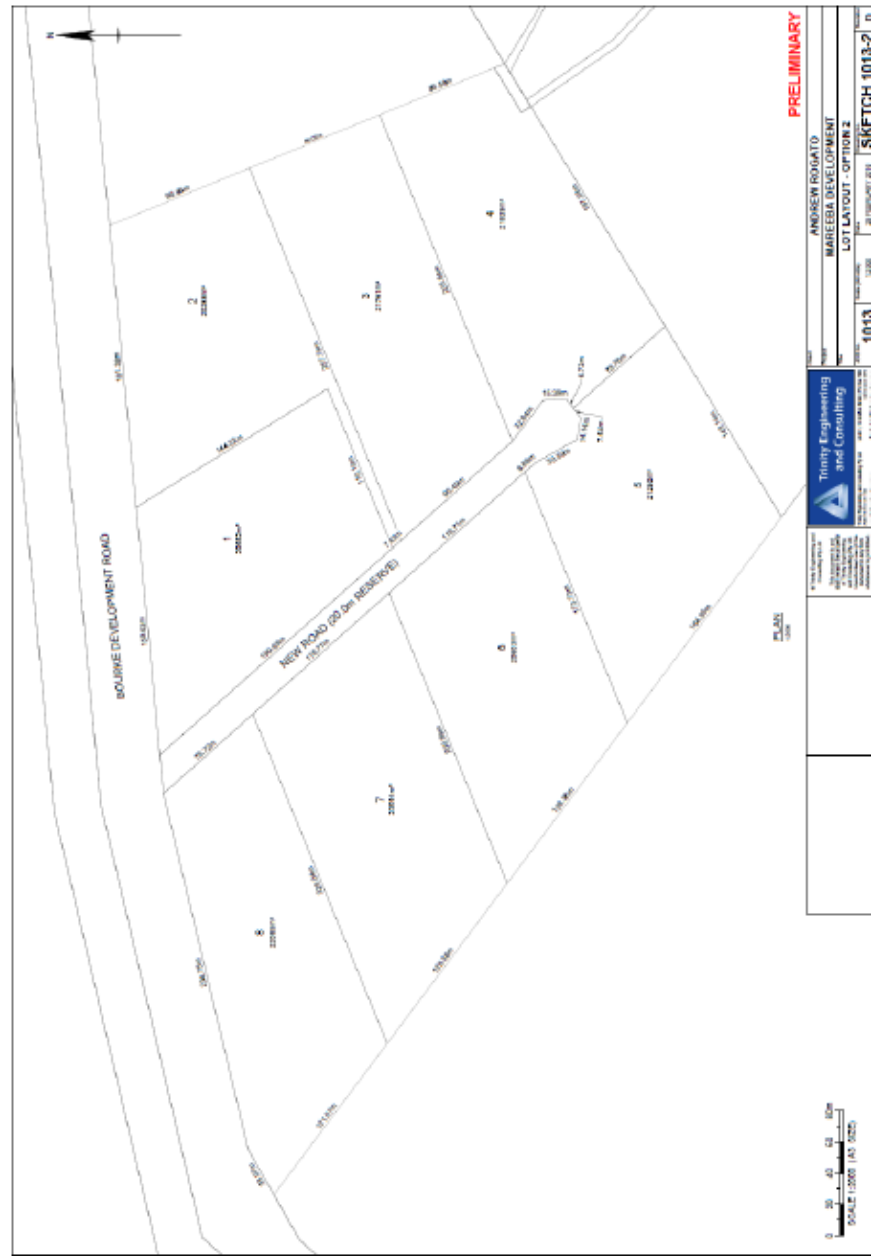
**Attachment 3—Further advice**

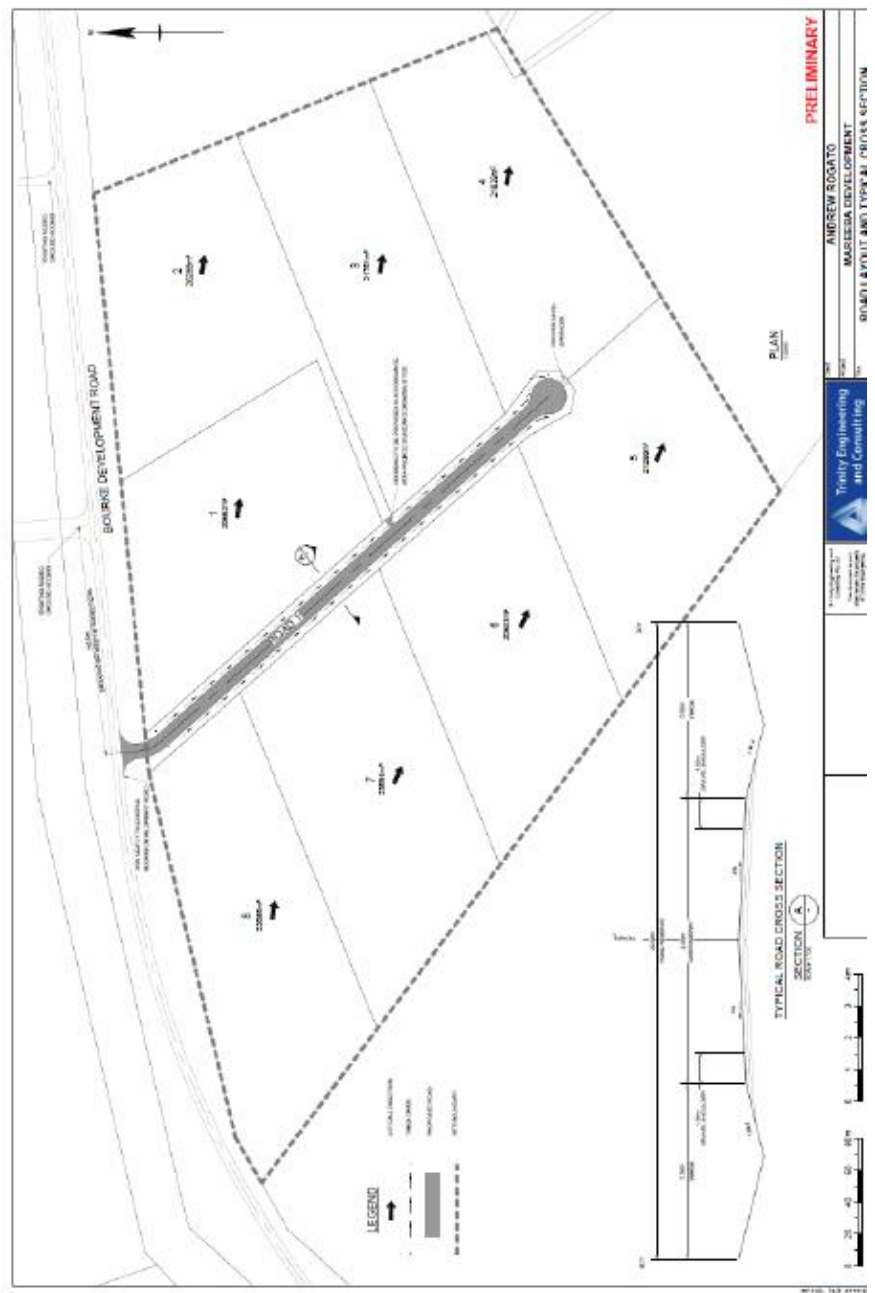
General advice	
Ref.	Advertising device
1.	<p>A local government should obtain advice from the Department of Transport and Main Roads (DTMR) if it intends to approve the erection, alteration or operation of an advertising sign or another advertising device that would be visible from a state-controlled road, and beyond the boundaries of the state-controlled road, and reasonably likely to create a traffic hazard for the state-controlled road.</p> <p>Note: DTMR has powers under section 111 of the <i>Transport Operations (Roads Use Management – Accreditation and Other Provisions) Regulations 2005</i> to require removal or modification of an advertising sign and / or a device which is deemed that it creates a danger to traffic.</p>
Ref.	Transport noise corridor
2.	<p>Mandatory Part (MP) 4.4 of the Queensland Development Code (QDC) commenced on 1 September 2010 and applies to building work for the construction or renovation of a residential building in a designated transport noise corridor. MP4.4 seeks to ensure that the habitable rooms of Class 1, 2, 3 and 4 buildings located in a transport noise corridor are designed and constructed to reduce transport noise. Transport noise corridor means land designated under Chapter 8B of the Building Act 1975 as a transport noise corridor. Information about transport noise corridors is available at state and local government offices. This tool is available at the Department of Local Government and Planning website: <a href="http://www.dilqp.qld.gov.au/planning/state-planning-instruments/spp-interactive-mapping-system.html">http://www.dilqp.qld.gov.au/planning/state-planning-instruments/spp-interactive-mapping-system.html</a> and allows searches on a registered lot number and/or property address to determine whether and how the QDC applies to the land. Transport Noise Corridors (NAPMAP) are located under Administrative Layers.</p>
Ref.	Far North Queensland Regional Plan 2009-2031
3.	<p>Mareeba Shire Council, in its role as assessment manager, must assess the development application against the Far North Queensland Regional Plan 2009-2031, such as the rural subdivision and rural residential development policies, and to the extent it is not identified in its planning scheme as being appropriately reflected.</p> <p>It is noted Mareeba Shire Council has requested third party advice from the department in relation to the Far North Queensland Regional Plan 2009-2031 and that this will be provided in separate correspondence from the department.</p>
Further development permits, compliance permits or compliance certificates	
Ref.	Road access works approval
4.	<p>Under sections 62 and 33 of the Transport Infrastructure Act 1994, written approval is required from the Department of Transport and Main Roads to carry out road works that are road access works (including driveways) on a state-controlled road. Please contact the Department of Transport and Main Roads on 4045 7144 at the Cairns district office to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ).</p> <p>The road access works approval process takes time – please contact Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.</p>

SDA-0416-029717

Our reference: SD/  
Your reference: Da/

Attachment 4—A



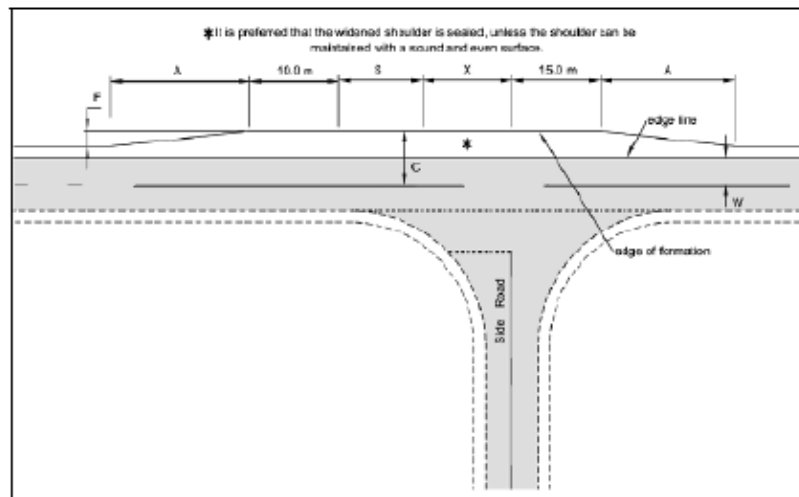






SDA-0416-029717

Guide to Road Design - Part 4A: Unsignalised and Signalised Intersections



Notes:

1. This treatment applies to the right turn from a major road to a minor road.
  2. The dimensions of the treatment are defined thus:
- W = Nominal through lane width (m) (including widening for curves). Width to be continuous through the intersection.
- C = On straight – 6.5 m minimum

7.0 m minimum for Type 1 & Type 2 road trains

On curves – width as above + curve widening (based on widening for the design turning vehicle plus widening for the design through vehicle).

$$A = \frac{0.5VF}{3.6}$$

Increase length A on tighter curves (i.e. those with a side friction demand greater than the maximum desirable). Where the design through vehicle is larger than or equal to a 19 m semi-trailer the minimum speed used to calculate A is 80 km/h.

- V = Design speed of major road approach (km/h).
- F = Formation/camber/shoulder widening (m).
- S = Storage length to cater for one design turning vehicle (m) (minimum length 12.5 m).
- X = Distance based on design vehicle turning path, typically 10-11 m.

Source: OOMR (2008).

Figure 7.5: Basic right (BAR) turn treatment on a two-lane rural road

### 7.5.2 Rural Channelised T-junction – Short Lane Type CHR(S)

The CHR(S) turn treatment shown in Figure 7.6 is a more desirable treatment than the BAR treatment because it provides greater protection for vehicles waiting to turn right from the centre of the road. This treatment is suitable where there are low to moderate through and turning volumes. For higher volume sites, a full-length CHR turn treatment (Figure 7.7) is preferred.

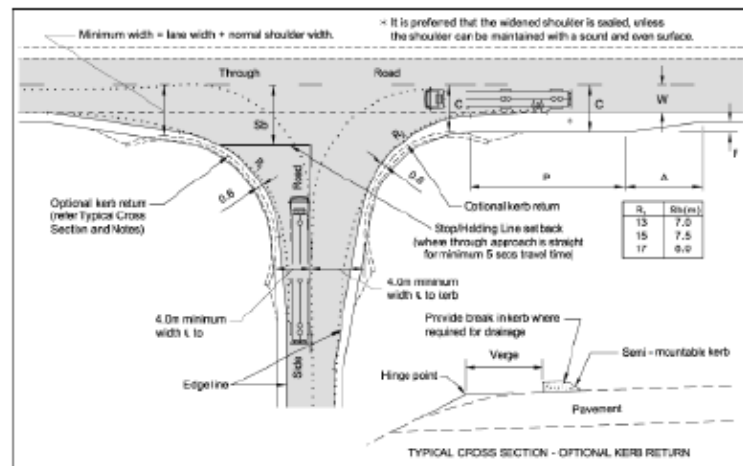
Austrroads 2009  
— 101 —

Department of Transport and Main Roads note:  
Site specific requirements may not reflect this example in its  
entirety. Detailed drawings will be issued upon application for a  
Road Corridor Permit.



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Guide to Road Design – Part 4A: Unsignalised and Signalised Intersections



Notes:

1. R1 and R2 are determined by the swept path of the design vehicle.

2. The dimensions of the treatment are defined thus:

W = Nominal through lane width (m) (including widening for curves).

C = On straights – 6.0 m minimum.

On curves – 6.0 m plus curve widening (based on widening for the design turning vehicle plus widening for the design through vehicle).

$A = \frac{0.5VF^2}{3.6}$

V = Design speed of major road approach (km/h).

F = Formation/campanway widening (m).

P = Minimum length of parallel widened shoulder (Table 8.1).

Source: QDMR (2006).

Department of Transport and Main Roads note:

Site specific requirements may not reflect this example in its entirety. Detailed drawings will be issued upon application.

Figure 8.2: Rural basic left-turn treatment (BAL)

Table 8.1: Minimum length of widened parallel shoulder

Design speed of major road approach (km/h)	Minimum length of parallel widened shoulder P (m)
50	0
60	5
70	10
80	15
90	20
100	25
110	30
120	40

Note: Adjust the length for grade using the 'correction to grade' factor in Table 6.3

Source: QDMR (2006).

Austrroads 2009

— 124 —

**APPENDIX 2 - ITEM-25 STANDPIPE MANAGEMENT POLICY****Standpipe Management System Policy**

Council Policy <input type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input type="checkbox"/>
Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>	Version:
File ref:		Policy Section:
Date Adopted:		Review Date:
Author:		Review Officer:

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## 1. POLICY INTENT

To set out the process for the use, hire and charges for the supply of potable water through the use of Standpipes and to provide guidance on the processes for enforcement action in instances of unauthorised use of a Standpipe to take water from Mareeba Shire Council's water supply.

## 2. SCOPE

This policy applies to the provision of water through Mobile Metered Standpipes, Fixed Standpipes, Fire Flow/Pressure Testing Devices and all water extracted from the Mareeba Shire Council water supply other than:

- By an individual metered water service; or
- For firefighting purposes.

## 3. BACKGROUND

Under the *Water Supply (Safety and Reliability) Act 2008 (Qld)* (WSSR Act), MSC is a registered service provider that owns and operates the water service infrastructure under the jurisdiction of MSC.

This policy was formulated to allow customers to obtain temporary access to MSC's water supply through the use of hired Standpipes or Electronic Keys. Standpipes or Electronic Keys are used to obtain water directly from hydrants on MSC mains.

### 3.1 Legislation

In accordance with section 145(1) of the WSSR Act, a person must not take water from a firefighting system or a service provider's hydrant without the permission of the service provider unless the water is taken for firefighting purposes.

Section 191 of the WSSR Act states that a person must not, without the written consent of a service provider, connect to, or disconnect from, the service provider's infrastructure.

A person can only connect to MSC's water network by accessing an approved Metered Standpipe through a hire agreement with MSC. A maximum penalty of 1000 penalty units will apply<sup>1</sup>.

Section 192(1) of the WSSR Act states that a person must not, without the written consent of a service provider, interfere with a service provider's infrastructure. A person must ensure that they comply with 'MSC Standpipe Hire - Conditions of Use' when using an MSC approved metered standpipe. A maximum penalty of 1000 penalty units will apply<sup>1</sup>.

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<sup>1</sup> Value of penalty unit for particular purposes—Act, s5A(1) -  
<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PenaltASenR15.pdf> - Section 3

Section 195(1) of the WSSR Act states that a person must not, without a service provider's written approval, take water from a service provider's infrastructure. A maximum penalty of 1000 penalty units will apply<sup>1</sup>.

Section 195(2) taking water from MSC infrastructure which is supplied for domestic purposes without approval. A maximum penalty of 1000 penalty units will apply<sup>1</sup>.

#### **4. DEFINITIONS**

To assist in interpretation, the following definitions shall apply:

**Annual Revenue Statement** shall mean an outline and explanation of the measures that the Mareeba Shire Council has adopted for raising revenue.

**Applicant** shall mean the person or entity described on the relevant application form and includes all persons employed by or otherwise authorised by the Applicant to possess and operate a Standpipe.

**Authorised Person** shall mean a person who is appointed under the Local Government Act 2009 to ensure that members of the public comply with the Local Government Act.

**Electronic Key** shall mean a key provided by MSC to an Applicant that enables access to a Fixed Standpipe.

**Fire Flow/Pressure Test Device** shall mean a Mobile Standpipe with approved pressure measuring equipment installed.

**Fixed Hydrant** shall mean a fixed apparatus located at MSC's predetermined locations that allow the extraction of water under pressure to be released from the fixed hydrant.

**Fixed Standpipe** shall mean a temporary or permanent facility including pipework, control and metering equipment and other support equipment provided in a designated location by MSC for the purpose of extracting water from the reticulated water supply by an Applicant.

**Hire Agreement** shall mean an agreement between MSC and the Applicant in which the terms are binding until the return of the metered standpipe and payment of all applicable fees and charges.

**Hirer** shall mean the person, organisation, company or MSC Department nominated as the authorised user of the hired standpipe.

**Hydrant** shall mean an apparatus to allow the extraction of water under pressure to be released from MSC's infrastructure.

**Internal Hire** shall mean the hire of the metered standpipe or electronic key for council department projects.

**Internal Staff** shall mean an employee of MSC

**Long Term Hire** shall mean an agreement between MSC and the Applicant for the hire of an approved standpipe from MSC for a maximum six months period.

**Metered Standpipe** in accordance with definition of "Standpipe" however, with a meter attached to measure the flow of water to be drawn from the device.

**MSC** shall mean Mareeba Shire Council

**MSC Fees and Charges** shall mean the fees and charges for Council for the financial year.

**Reticulated Water Supply** shall mean the network of reservoirs, pumps, pipes and fittings that deliver water to a designated location.

**Security Deposits/Bonds** shall mean the amount paid by the hirer to MSC to be held until the return of the standpipe in a good condition and fees are fully paid.

**Service Provider** shall mean a supplier of water or sewerage service who is registered under s.20 of the *Water Supply (Safety and Reliability) Act 2008* as a service provider and may include a local government that owns infrastructure for supplying water or sewerage services.

**Short Term Hire** shall mean an agreement between MSC and the customer for the hire of an approved standpipe from MSC on a daily period.

**Standpipe** shall mean a device which attaches to MSC's managed water infrastructure to provide access to draw a controlled flow of water from the reticulated water supply.

**Water and Waste Services** shall mean a commercial division of MSC. For the purpose of this policy, 'Water and Waste Services' refers to any MSC staff having responsibility for implementation of this policy.

**WSSR** shall mean the *Water Supply (Safety and Reliability) Act 2008*.

## **5. POLICY STATEMENT**

### **5.1 Supply of Temporary Water Meter (Metered Standpipe)**

- 5.1.1 Metered water shall be supplied from either Mobile Metered Standpipes, or Fixed metered Standpipes (Electronic Key) as determined by MSC. Hirers will be instructed by the issuing staff on what specific hydrants they can draw water from on commencement of the hire agreement.

The use of non-Council (unauthorised) Standpipes to draw water from MSC's water supply system or hydrants is not permitted and will result in fines being imposed in accordance with the WSSR Act.

- 5.1.2 Bulk water may be accessed by completing an Application for the issue of a Short or Long Term Hire Metered Standpipe and upon receipt of approval from MSC. Prior approval from Water & Waste Services must be received for the drawing of water from every proposed location.

- 5.1.3 Standpipes/Electronic Key may be hired to customers through Short Term Hire or Long Term Hire.

5.2 Hire Agreement Conditions

MSC will issue a Standpipe or Electronic Key on the terms set out within the Hire Agreement.

5.2.1 Term of the Agreement

The term of the agreement shall be from the date of issue of the Standpipe/Electronic Key to the agreed date of return of the metered Standpipe/Electronic Key, or the date of payment of all applicable fees and charges, whichever is later. Late fees will apply if the Standpipe/Electronic Key is not returned by the due date.

5.2.2 Extension of Agreement

The hirer may be granted a two (2) day extension on the hire agreement for the continued use of the Standpipe/Electronic Key without being charged late fees on the condition that they contact Council at least one (1) day prior to the cessation of the agreement. Standard daily hire charges in accordance with MSC - Fees and Charges will apply to the period of the extension.

5.2.3 Extension of Agreement due to Exceptional Circumstances

In situations where a hirer is unable to return the Standpipe/Electronic Key by the due date as a result of force majeure conditions, the hirer is required to contact MSC informing of the circumstances and will be given an extension with an agreed upon return date. The hirer will not be charged late fees for the period of the extension however late fees will apply should the Standpipe/Electronic Key not be returned by this date. Standard daily hire charges in accordance with *MSC - Fees and Charges* will apply to the period of extension.

5.2.4 Termination of the Agreement

MSC has the right to terminate an agreement without notice to the hirer if the hirer:

- (i) fails to comply with a reasonable direction by an authorised person of MSC in relation to the use and inspection of the Standpipe;
- (ii) does not comply with any of the conditions of the agreement including but not limited to non payment of any fees and charges under the agreement;
- (iii) has any outstanding accounts with MSC.

If the agreement is terminated due to a breach as described above, the hirer shall:

- (iv) forfeit the unexpired portion of the hire charge;

- (v) immediately return the standpipe to MSC;
- (vi) if so directed by an authorised person of MSC, return the standpipe on demand to the authorised person;
- (vii) be liable for any water usage charges;
- (viii) forfeit the security deposit paid at commencement of the agreement.

Either party may terminate the agreement by giving the other party fourteen (14) days notice in writing and the agreement shall be terminated at the expiration of such period. The hirer will then immediately return the Standpipe/Electronic Key to MSC and will pay any unpaid portion of the hire charges, or portion of cost of repair to the value of the Standpipe or Electronic Key.

#### 5.2.5 Transfer of the Agreement

Appropriate delegation is applicable only to the person signing the agreement on behalf of the company hiring the Standpipe/Electronic Key and will not apply to sub-contractors of the company. The agreement to hire a Standpipe/Electronic Key is non-transferable.

### 5.3 Fees and Charges for Supply of Water from Standpipes and Hire of Metered Standpipes/Electronic Keys

Water drawn from Standpipes shall be charged at the current bulk water rates as per the adopted Annual Revenue Statement. Hire, penalty fees and standpipe bonds shall be charged at the current schedule of MSC - Fees and Charges.

At the commencement of each new financial year, by way of correspondence to Annual Hirers, MSC will provide information relating to fees and charges adopted by MSC for that financial year.

New customers will not be granted an account with MSC until they have been a cash customer for at least six months.

### 5.4 Instructions for Use of Standpipes

On commencement of the hire agreement the hirer will be provided with operating instructions for the use of Standpipes.

### 5.5 Conditions for Use of Mobile Metered Standpipes

The hirer shall use the standpipe in accordance with the MSC Metered Standpipes - Conditions of Hire & Use which will be available at the commencement of the hire agreement. The hirer is to ensure to replace dust covers after use. The hirer will use the standpipe only for the purposes stated within the hire agreement.

Refer to Appendix 1 - MSC Metered Standpipes - Conditions of Hire & Use, for the full list of conditions of use of MSC approved standpipes.



#### 5.6 Conditions for Use of Fixed Metered Standpipes (Electronic Keys)

The hirer shall use the standpipe in accordance with the MSC Metered Standpipes - Conditions of Hire & Use which will be available at the commencement of the hire agreement. Approval will be granted for the use of one or more Fixed Standpipes at designated locations as detailed in the application.

A Security Deposit as shown in the MSC -Fees and Charges will be charged for each Electronic Key allocated.

Electronic Keys remain the property of MSC and are to be returned at the end of the Hire Agreement or when requested by an Authorised Person.

The allocation of additional Electronic Keys is at the discretion of MSC.

MSC reserves the right to cancel inactive Electronic Keys after a period of 6 months.

#### 5.7 MSC Hydrant Locations

The hirer must use specific hydrants as directed by Water & Waste Services staff. Permission will not be given to draw water from hydrants directly from trunk mains. (Under no circumstances can water be drawn from any hydrant outside of the MSC boundary area). Non compliance with this requirement will incur costs associated with any subsequent damage or claim. At the commencement of the hire agreement, hirers will be informed of the location of hydrants available for use.

#### 5.8 Unauthorised Drawing of Water from MSC's Water Reticulation Supply

Any unauthorised drawing of water from the MSC water reticulation supply by any means will be prosecuted to the full extent of the law. "Unauthorised" in this context refers to non adherence to legislation (WSSR Act) and the MSC Metered Standpipes - Conditions of Hire & Use as set out in this policy and in the hire agreement.

#### 5.9 Lost, Stolen or Destroyed Standpipes/Electronic Keys

The Standpipe remains the property of Water & Waste Services and must be returned to Water & Waste Services on demand or at cessation of the hire agreement.

- If while in the possession of the hirer a Standpipe/Electronic Key goes missing or is reported stolen, a report must be filed by the hirer to the Police immediately and MSC must be contacted and supplied with the Police reference number and any other relevant details. Costs incurred as a result of loss or theft will be the responsibility of the hirer.

Once the hirer has reported the theft to MSC, the hirer shall;

- (i) Reimburse the current cost of a replacement standpipe to MSC;

- (ii) Pay any outstanding water usage charges based on usage for the previous reading period or on MSC's estimate of average standpipe water usage for the same financial year. On receipt of payment for the replacement cost of the standpipe and outstanding water usage charges, MSC will provide a replacement Standpipe/Electronic Key for the remainder of the hire term.

#### 5.10 Care and Maintenance of Equipment on Hire

The care and maintenance of equipment shall be the responsibility of the person nominated on the hire agreement.

On return of the Standpipe/Electronic Key at the cessation of the hire agreement, the hirer will be required to complete the Return Details on the *MSC Application for the Issue of Short or Long Term Hire Metered Standpipe*.

Refer to Appendix 2 - MSC Application for the Issue of a Short or Long Term Hire Metered Standpipe.

#### 5.11 Use of Standpipes in accordance with Workplace, Health and Safety requirements and approved Quality Procedures

Particular attention to correct signage and barricades shall be mandatory for Mobile Standpipe hirers when drawing water from hydrants situated in roadways, or where subjected to vehicular traffic.

Signage must be in accordance with the *Manual of Uniform Traffic Control Devices 2011, Part 3*. Risk assessments must be undertaken to determine the needs for control regarding manual handling, and the needs for control regarding PPE i.e., safety boots, riggers gloves/hand protection.

#### 5.12 Internal Hire Process

Any council project that requires water to be extracted from Council's water reticulation hydrants must be through a metered Standpipe or via the issuing of an Electronic Key.

##### Short Term Hire Process

An initial deposit shall apply to the hire of each and every Standpipe/Electronic Key. Charges will be levied for equipment hire, and the volume of water used in connection to the specific application. Water usage shall be charged at the current bulk water rates as per the adopted annual revenue statement. Hire and penalty fees shall be charged at the current schedule of *MSC - Fees and Charges*.

The hirer will be required to complete a self-read form on a monthly basis and return this information to the MSC before the due date for billing purposes. Failure to do this may result in the issuing of late fees.

Security deposits will only be released once full payment for hire, water usage, any penalty fees incurred and damage to equipment has been received. The hirer is required to complete the Return Details on the MSC Application for the Issue of Short or Long Term Hire Metered Standpipe.

#### Long Term Hire Process

At the initial hire, applicants must pay a security deposit which will be held until the cessation of hire. The hire fee payable by annual hirers will be as per the current schedule of *MSC - Fees and Charges* and is payable at the commencement of the hire agreement.

Hire is for a maximum six monthly basis. The hirer will be required to complete a self-read form every three (3) months and return the form to MSC. The hirer must return the Standpipe/Electronic Key every six months for inspection, meter reading and maintenance. The hirer will be notified in writing of their obligations. Failure to return the standpipe may result in confiscation of the hired equipment and forfeit of the security deposit.

The Standpipe is to be clean and dry when returned. Upon return of the Standpipe/Electronic Key and presentation of a new security deposit and completed application form, another Standpipe/Electronic Key will be issued if required.

Security deposits will only be released once full payment for hire, water usage, any penalty fees incurred has been received. The hirer is to complete the Return Details on the *MSC Application for the Issue of Short or Long Term Hire Metered Standpipe*.

## **6. REVIEW**

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**This policy is to remain in force until otherwise determined.**

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

## **7. REFERENCES**

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- Local Government Act 2009
- Water Supply (Safety and Reliability) Act 2008
- Manual of Uniform Traffic Control Devices 2011
- MSC - Annual Revenue Statement
- MSC - Fees and Charges
- MSC - Application for Short or Long Term Hire Metered Standpipe
- MSC - Metered Standpipes Conditions of Hire & Use

## 8. ATTACHMENTS

Appendix 1



### COUNCIL MOBILE & FIXED METERED STANDPIPES

#### CONDITIONS OF HIRE & USE

##### INTRODUCTION

Mareeba Shire Council is committed to protecting the environment and reducing water consumption. To help us save one of the world's most precious resources, we have introduced metered standpipes.

Standpipes are used to obtain water directly from hydrants on our mains for activities such as roadwork, water carting, concrete sawing and the filling of swimming pools.

We believe that the use of a metered standpipe is fairer and more equitable in ensuring charges reflect actual usage and endorses our commitment to reduce water consumption.

##### POLICY

Drawing of water from Council's reticulation system other than by a Council owned metered standpipe is not permitted.

*Mobile Metered Standpipes* hired from Mareeba Shire Council, Kowa Street, Depot Stores Department must be used for drawing water from hydrants on our mains.

*Fixed Metered Standpipes* operated by electronic key hired from Mareeba Shire Council Customer Service Centre must be used for drawing water from fixed meter locations.

Mobile and Fixed Metered standpipes will be owned by and remain the property of Mareeba Shire Council.

Fire Brigade and Emergency Services are exempt.

##### INTENDED USE

The treated water product is intended for the highest use for the general population i.e. drinking water. The water is not intended to be used for special industrial, commercial or other uses, such as aquaculture, pharmaceuticals, medical uses and other uses that need water of different quality from potable water.

There are people (such as the old, young, pregnant or immunocompromised) who are advised to provide additional point-of-use treatment before drinking the water based on specific medical advice as such patients are not necessarily the intended users.

Council takes no responsibility for the quality of water after it has left the Council reticulation system. Domestic delivery vessels supplying clients with water for drinking purposes must have a current registered health inspection certificate from Council.

**If the following conditions of use are not adhered to a maximum penalty of 50 penalty units may be imposed under Local Law 23.**

##### CHARGES

Fees stated are for the **2015/2016 financial year** and are subject to review each financial year.



### **HIRING A STANDPIPE**

The "Hirer" is any person, including its employees and agents, who request to hire a standpipe from Mareeba Shire Council Water and Waste (the Owner). Application to hire a standpipe may be made at the Customer Service Centre, Council Office, 65 Rankin Street, Mareeba between the hours of 8:45am and 4:30pm.

### **SHORT TERM**

**Maximum of 7 days** (e.g. builders, filling swimming pools, etc.)

If the standpipe return date falls on a weekend and is not returned on the first business day then additional charge rates apply.

### **LONG TERM**

Hirers **must have a current** trade account with Mareeba Shire Council.

The hirer will be required to complete a self-read form every three (3) months for mobile meter standpipes and the information returned to Mareeba Shire Council, Kowa Street Depot, Stores Department before the due date, for billing purposes. Failure to do this may result in the issuing of late fees.

Long-term hire is on a maximum six (6) monthly basis. The standpipe must be returned every six (6) months to the Stores Department for inspection, meter reading and maintenance. You will be notified in writing of your obligations.

**Failure to return the standpipe may result in confiscation of the hired standpipe and forfeiting your bond.**

The standpipe is to be clean and dry when returned. Upon return of the standpipe and presentation of a new security deposit another standpipe will be issued, if required.

If a standpipe is still required after this six (6) month period, it will be replaced upon receipt of a security bond and completion of a new hire agreement.

### **USING YOUR STANDPIPE**

The incorrect use of a standpipe can damage the standpipe, the hydrant, our mains, and contaminate the water supply.

Operating instructions are available from the Customer Service Centre to all hirers of metered standpipes.

The standpipe is not transferable to any other party and is the responsibility of the nominated approved standpipe holder.

### **DEPOSIT/BOND**

Deposit will be taken on issue of the standpipe. Deposit will only be returned after Mareeba Shire Council determines the condition of the standpipe and any outstanding charges for that standpipe have been paid in full.

The deposit/security bond is non-transferable.

**REPAIRS AND REPLACEMENT**

Any damaged or faulty metered standpipe must be reported to Mareeba Shire Council within 24 hours.

If a standpipe is lost or stolen it must be reported to the police and a reference number obtained and advised to Mareeba Shire Council within 24 hours.

If a standpipe is lost, stolen, damaged or destroyed the hirer will be responsible for cost of repairs or replacement.

**ON THE SPOT FINES**

Under S195 Water Supply (Safety and Reliability) Act 2008, Council will impose on the spot fines for unlawful taking of water.

**FAILURE TO COMPLY**

Failure to comply with any of the above conditions, including non-payment of standpipe fees and charges due, will result in the hire agreement for the use of the standpipe being withdrawn and action taken for the recovery of the standpipe.

**ENQUIRIES**

All enquiries should be directed to Council's Customer Service on 1 300 308 461.

**Appendix 2**


65 Rankin Street  
PO Box 154 MAREEBA QLD 4880  
P: 1300 308 461  
F: 07 4092 3323  
W: www.msc.qld.gov.au  
E: info@msc.qld.gov.au

**APPLICATION FOR THE ISSUE OF A SHORT OR LONG TERM HIRE OF METERED STANDPIPE**  
(Standpipe Management System Policy to be supplied to Applicant)

*Privacy Notice: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

**Applicant Details**

I / We hereby make application to be granted approval to hire a metered standpipe.			
<b>Applicant Name</b>		<b>Driver's Licence #</b>	
		<b>Mobile Phone</b>	
<b>Business Trading Name</b>		<b>ABN / ACN #</b>	
<b>Business Address</b>			
<b>Postal Address</b>			
<b>Email Address</b>			

Customers must have a current trade account with Mareeba Shire Council or otherwise have completed a trade account application and had it approved.

Does the applicant have a trade account with Mareeba Shire Council?

Yes ☐ No ☐

If no please complete and attach a Credit Application form.

Is the Credit Application form completed and attached?

Yes ☐ No ☐

**Issuing Officer (to complete this section)**

Standpipe to be issued to applicant?

Yes ☐ No ☐

Name of Authorising Officer (please print) \_\_\_\_\_

☐ **Mobile Metered Standpipe Details**

ID Number of Standpipe issued:			
Type of Standpipe (tick applicable type)	<input type="checkbox"/> LCD	<input type="checkbox"/> DIAL	<input type="checkbox"/> NEW STYLE DIAL
Issue Read: NB: Analogue standpipe has 6 dials and a dial under the black figures			

☐ **Fixed Metered Details**

ID Number of Electronic Key issued:			
Location of Standpipe (circle)	Mareeba	Kuranda	Dimbulah
Issue Read: NB: Analogue standpipe has 6 dials and a dial under the black figures			

**Applicant Declaration**

☐ I / We have received a copy of 'Council Metered Standpipes – Conditions of Hire & Use' and the Standpipe Management System Policy in relation to being granted the use of a metered standpipe and agree to abide by these conditions. I / We hereby verify that the details of standpipe on issue are correct.

<b>Signature of Applicant</b>		<b>Date</b>	
<b>Name of Issuing Officer</b>		<b>Signature</b>	

**OFFICE USE**

General Ledger	Receipt No.	Date	Amount	Update Register	CSO Initials

**Return Details (Receiving Officer to complete this section)**
**Mobile Metered**

ID Number of Standpipe issued:			
Type of Standpipe (tick applicable type)	<input type="radio"/> LCD	<input type="radio"/> DIAL	<input type="radio"/> NEW STYLE DIAL
Return Read: NB: Analogue standpipe has 6 dials and a dial under the black figures			
Additional comments required if damaged or faulty:-			

**Fixed Metered**

ID Number of Electronic Key issued:			
Location of Standpipe (circle)	Mareeba	Kuranda	Dimbulah
Return Read: NB: Analogue standpipe has 6 dials and a dial under the black figures			
Additional comments required if damaged or faulty:-			

**Receiving Officer's Details**

Name of Receiving Officer:	Signature
----------------------------	-----------

**Applicant's Declaration**

I/We are aware that the Standpipe or Electronic Key is now subject to Council inspection and the bond will be returned once all outstanding charges for this Standpipe or Electronic Key have been cleared.

Signature of Applicant:	Date
Name of Applicant:	Signature

**HOW TO READ ANALOGUE DIAL**  
**Read Counter & First Black Dial**

**Example a Meter Reading**

This Standpipe meter reads 12 kilolitres.

The reading on the 6 small black Counter/Digit roller is 1 x 10 kilolitres. Therefore the read is 10 kilolitres.

**THE READING ON THIS FIRST DIAL IS BETWEEN THE NUMBERS 2 AND 3. NOTE: IF THE HAND IS BETWEEN NUMBERS, USE THE LOWER NUMBER. THEREFORE THE READ ON THE BLACK DIAL 2 KILOLITRES.**

**HOW TO READ NEW STYLE DIAL**  
**Read Counter only**  
(Do not read red dials)

**Example a Meter Reading NSD**

This Standpipe meter reads 170 kilolitres

The reading on the 7 small black counter/digit roller is 170 x 1 kilolitres. Therefore the read is 170 kilolitres.

**OFFICE USE**

Reset	Period to/from	KL	Days	Total Charges	Charges INV#	Damages INV#





## **COUNCIL MOBILE & FIXED METERED STANDPIPES**

### **CONDITIONS OF HIRE & USE**

---

#### **INTRODUCTION**

Mareeba Shire Council is committed to protecting the environment and reducing water consumption. To help us save one of the world's most precious resources, we have introduced metered standpipes.

Standpipes are used to obtain water directly from hydrants on our mains for activities such as roadwork, water carting, concrete sawing and the filling of swimming pools.

We believe that the use of a metered standpipe is fairer and more equitable in ensuring charges reflect actual usage and endorses our commitment to reduce water consumption.

#### **POLICY**

Drawing of water from Council's reticulation system other than by a Council owned metered standpipe is not permitted.

*Mobile Metered Standpipes* hired from Mareeba Shire Council, Kowa Street, Depot Stores Department must be used for drawing water from hydrants on our mains.

*Fixed Metered Standpipes* operated by electronic key hired from Mareeba Shire Council Customer Service Centre must be used for drawing water from fixed meter locations.

Mobile and Fixed Metered standpipes will be owned by and remain the property of Mareeba Shire Council.

Fire Brigade and Emergency Services are exempt.

#### **INTENDED USE**

The treated water product is intended for the highest use for the general population i.e. drinking water. The water is not intended to be used for special industrial, commercial or other uses, such as aquaculture, pharmaceuticals, medical uses and other uses that need water of different quality from potable water.

There are people (such as the old, young, pregnant or immunocompromised) who are advised to provide additional point-of-use treatment before drinking the water based on specific medical advice as such patients are not necessarily the intended users.

Council takes no responsibility for the quality of water after it has left the Council reticulation system. Domestic delivery vessels supplying clients with water for drinking purposes must have a current registered health inspection certificate from Council.

**If the following conditions of use are not adhered to a maximum penalty of 50 penalty units may be imposed under Local Law 23.**

#### **CHARGES**

Fees stated are for the **2015/2016 financial year** and are subject to review each financial year.



### **HIRING A STANDPIPE**

The "Hirer" is any person, including its employees and agents, who request to hire a standpipe from Mareeba Shire Council Water and Waste (the Owner). Application to hire a standpipe may be made at the Customer Service Centre, Council Office, 65 Rankin Street, Mareeba between the hours of 8:45 am and 4:30pm.

### **SHORT TERM**

**Maximum of 7 days** (e.g. builders, filling swimming pools, etc.)

If the standpipe return date falls on a weekend and is not returned on the first business day then additional charge rates apply.

### **LONG TERM**

Hirers **must have a current** trade account with Mareeba Shire Council.

The hirer will be required to complete a self-read form every three (3) months for mobile meter standpipes and the information returned to Mareeba Shire Council, Kowa Street Depot, Stores Department before the due date, for billing purposes. Failure to do this may result in the issuing of late fees.

Long-term hire is on a maximum six (6) monthly basis. The standpipe must be returned every six (6) months to the Stores Department for inspection, meter reading and maintenance. You will be notified in writing of your obligations.

**Failure to return the standpipe may result in confiscation of the hired standpipe and forfeiting your bond.**

The standpipe is to be clean and dry when returned. Upon return of the standpipe and presentation of a new security deposit another standpipe will be issued, if required.

If a standpipe is still required after this six (6) month period, it will be replaced upon receipt of a security bond and completion of a new hire agreement.

### **USING YOUR STANDPIPE**

The incorrect use of a standpipe can damage the standpipe, the hydrant, our mains, and contaminate the water supply.

Operating instructions are available from the Customer Service Centre to all hirers of metered standpipes.

The standpipe is not transferable to any other party and is the responsibility of the nominated approved standpipe holder.

### **DEPOSIT/BOND**

Deposit will be taken on issue of the standpipe. Deposit will only be returned after Mareeba Shire Council determines the condition of the standpipe and any outstanding charges for that standpipe have been paid in full.

The deposit/security bond is non-transferable.

**REPAIRS AND REPLACEMENT**

Any damaged or faulty metered standpipe must be reported to Mareeba Shire Council within 24 hours.

If a standpipe is lost or stolen it must be reported to the police and a reference number obtained and advised to Mareeba Shire Council within 24 hours.

If a standpipe is lost, stolen, damaged or destroyed the hirer will be responsible for cost of repairs or replacement.

**ON THE SPOT FINES**

Under S195 Water Supply (Safety and Reliability) Act 2008, Council will impose on the spot fines for unlawful taking of water.

**FAILURE TO COMPLY**

Failure to comply with any of the above conditions, including non-payment of standpipe fees and charges due, will result in the hire agreement for the use of the standpipe being withdrawn and action taken for the recovery of the standpipe.

**ENQUIRIES**

All enquiries should be directed to Council's Customer Service on 1300 308 461.

**APPENDIX 3 - ITEM-26 SUB-METERING POLICY****Sub-Metering Policy**

Council Policy <input type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input type="checkbox"/>
Draft x	Final <input type="checkbox"/>	Version: 1.0
File ref:	Policy Section:	
Date Adopted:	Review Date:	
Author:	Review Officer:	

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## 1. POLICY INTENT

To establish, in accordance with legislation, a formal Council position in relation to the requirement of sub-meters on a meterable premises. Sub-meters are required in all Multiple Unit Premises and some non-residential developments. These premises must be fitted with a device (water meter) to measure the amount of water supplied to the premises, as described in the QPW Code and Mareeba Shire Council's Guideline - Sub-metering (Potable Water Supply).

## 2. SCOPE

This policy applies to the installation, ownership and maintenance of metered connections to multiple unit complex.

## 3. BACKGROUND

From 1 January 2008 the Queensland Plumbing and Wastewater Code (QPW Code) required sub-meters to be installed in all new multi-unit properties (MUPs). (see definition).

Owners of *existing developments* which would have a *master meter* but not *sub-meters* may choose to comply with the new *sub-metering* requirements at their own costs however, the owners do not have to comply with the new requirements.

## 4. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

**Classes 1 to 10** has the same meaning as provided in the Building Code of Australia - Classification of Buildings.

**Council** shall mean Mareeba Shire Council.

**Existing Developments** shall mean any development for which a Plumbing Compliance Certificate has been issued, or a request for such has been lodged, prior to 1 January 2008.

**Master Meter** shall mean a meter upstream of sub-meters and used to register the bulk consumption of the complex.

**Meterable Premises** shall mean:

- (a) all class 1 buildings; and
- (b) each lot within a community title scheme, including the common property, in a water service provider's area; and
- (c) the sole-occupancy unit of a class 2, 4, 5, 6, 7 or 8 building in a water service provider's area; and
- (d) each storey of a class 5 building in a water service provider's area where the building consists of more than one storey and sole-occupancy units are not identified at the time of the building's plumbing compliance assessment.

**MSC** shall mean Mareeba Shire Council

**Multiple Unit Premise (MUP)** shall mean new developments with multiple units on the property.

**Sub-metering** shall mean the installation of individual water meters to measure water consumption to individual houses, units, flats or apartments that form part of a complex.

**Service Provider** shall mean a supplier of water or sewerage service who is registered under s.20 of the *Water Supply (Safety and Reliability) Act 2008* as a service provider and may include a local government that owns infrastructure for supplying water or sewerage services.

**Unit** shall mean a house, flat, lot of land or an apartment within a complex.

**Water Meter** shall mean device, including equipment related to the device, for measuring the volume of water supplied to premises.

**Water Supply** shall mean a system of pipes that carry the supply of water for a particular area.

**Water and Waste Services** shall mean a commercial division of MSC. For the purpose of this policy, 'Water and Waste Services' refers to any MSC staff having responsibility for implementation of this policy.

## 5. POLICY STATEMENT

---

The *water supply* to a *meterable premise* must be fitted with a device (*water meter*) to measure the amount of water supplied to the premises in accordance with the QPW Code and the Mareeba Shire Council - Sub Metering (Potable Water Supply) Implementation Guideline.

### 5.1 Application Process

The property owner/developer must submit a "Water Service Request" to MSC, for the installation of a water connection from the water supply infrastructure.

### 5.2 Supply of Sub-Meters

All water meters will be supplied by MSC, at the cost of the property owner. Water meters supplied by MSC will incorporate an AMR (either inbuilt into the meter or as an appended device) to facilitate remote reading of the meter.

### 5.3 Installation of Sub-Meters

As per the Sub-Metering Guidelines

### 5.4 Ownership and Maintenance of Sub-Meters

As per the Sub-Metering Guidelines

### 5.5 Billing

MSC will charge the owner for the water consumed through each sub-meter and will charge the body corporate of the complex for any water consumed in the common property. With one exception being when a Water Consumption Agreement has been executed between Council and the body corporate as per of s.196(4) of the Body Corporate and Community Management Act.

## 6. REVIEW

---

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy shall be reviewed at intervals of no more than 2 years.

## **7. REFERENCES**

---

- Local Government Act 2009
- Water Act 2000
- Water Supply (Safety and Reliability) Act 2008
- Water Regulation 2002
- Building Act 1975
- Building Regulation 2006
- Sustainable Planning Act 2002
- Plumbing and Drainage Act 2002
- Standard Plumbing and Drainage Regulations 2003
- Public Health Act 2005
- Water Efficiency Labelling and Standards Act 2005
- Building Code of Australia
- Plumbing Code of Australia
- Queensland Plumbing and Wastewater Code



## 8. ATTACHMENTS

### Water Service Request

**PRIVACY NOTICE:** Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process this application. The information will only be accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

#### New Water Connection - Quotation Request

ECM: Action: Water Quotation Request Subject WAT-APP-CON  
Precis: Water Quotation Request - New Water Connection - Service Address, Owner's Name, Phone No.

#### New Water Connection - PAID

ECM: Action: New Connection Subject WAT-APP-CON  
Precis: New Water Connection - Paid \$\$\$, Rec #1234 - Service Address, Owner's Name, Phone No.

#### Water Disconnection at Owner's Request - PAID

ECM: Action: Disconnection of Service Subject WAT-APP-CON  
Precis: Disconnect Water - Paid \$\$\$, Rec #1234 - Service Address, Owner's Name, Phone No.

#### Water Reconnection - PAID

ECM: Action: Reinstatement of Service Subject WAT-APP-CON  
Precis: Reconnect Water - Paid \$\$\$, Rec #1234 - Service Address, Owner's Name, Phone No.

#### Water Meter Relocation - Quotation Request

ECM: Action: Water Quotation Request Subject WAT-APP-CON  
Precis: Water Quotation Request - Water Meter Relocation - Service Address, Owner's Name, Phone No.

<b>Date Request Received:</b>	
<b>How Request Received:</b>	<input type="checkbox"/> Phone <input type="checkbox"/> Over Counter <input type="checkbox"/> Email <input type="checkbox"/> Corresp
<b>MSC Property No.:</b>	<b>Lot and Plan No.:</b>
<b>Owner's Name:</b>	
<b>Address of Connection:</b>	
<b>Contact Name:</b>	<b>Phone No.:</b>
<b>Is this a single dwelling?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Is the property Domestic, Commercial or Industrial?</b>	<b>Domestic:</b> <input type="checkbox"/> <b>Commercial/ Industrial:</b> <input type="checkbox"/>
<b>Is a standard 20mm service requested?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Is this water service associated with a Town Planning Department Approval?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Additional Information:</b>	
<b>Office Use Only</b>	Quoted Price: \$
	Customer Advised by Whom:
	Date Customer Advised:
	Date Quoted Price added as ECM Note:

Last Updated: 14/07/2014

Page 1 of 1



**SUB-METERING INSTALLATION GUIDELINES**  
**(Potable Water Supply)**

Council Policy <input type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input type="checkbox"/>
Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>	Version: 1.0
File ref:	Policy Section:	
Date Adopted:	Review Date:	
Author:	Review Officer:	

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## 1. INTRODCUTION

From 1 January 2008 the Queensland Plumbing and Wastewater Code (QPW Code) required *sub-meters* to be installed in all new *multi-unit properties (MUPs)*. This document provides guidelines and technical information relating to the processes and works required to fulfil the requirements of the Mareeba Shire Council (MSC) Council Policy - 'Sub-metering (Potable Water Supply)'.

Sub-meters to all applicable properties within the MSC area are to be installed in keeping with these guidelines.

---

## 2. DEFINITIONS

In this document the following terms shall have the corresponding meanings.

**Accessible** shall mean easily reached without having to overcome obstructions for water meter reading, maintenance and replacement purposes, within reasonable times (between 7am and 5pm), with the *sub-meters* where applicable being located in a non-locked enclosure requiring non-key access.

**Act** shall mean the *Water Supply (Safety & Reliability) Act 2008*.

**AMR** shall mean Automatic Meter Read device.

**Billing Meter** shall mean water *meter* (whether a *master meter* or a *sub-meter*), the consumption recorded on which, is used to generate a *water notice* to the owner of the property. Billing meters will always be the property of the *Water Service Provider*.

**Body Corporate** shall mean a corporation or body of persons or even an individual, with a legal existence distinct from the individual person(s) making up the corporate entity, created under the Body Corporate and Community Management Act 1997 for a Community Titles Scheme.

**Boundary** shall mean the line demarcating the property from adjoining properties, external streets and pathways, or depicted by legal title.

**Common Area** shall mean an area available for use by many or all *sole-occupancy units* within a complex.

**Common Property** shall mean freehold land in a complex, forming part of the complex land, but not forming part of a lot/unit included in the scheme/complex.

**Community Title Scheme (CTS)** shall mean a single community management statement recorded by the registrar identifying land (the scheme land); and the scheme. See Section 10 of the *Body Corporate and Community Management Act 1997*.

**Complex** shall mean a Community Titles Schemes and multi *sole-occupancy units* of a class 2, 4, 5, 6, 7 or 8 building and each level of a class 5 building.

**Complying Valve** shall mean a device incorporated as part of the *water meter*, installed upstream of the *water meter*, which a *Water Service Provider* can use to securely restrict the flow of water, either partially or fully, to the *meterable premises*.

**Deed** shall mean Community Title Scheme

**Developer** shall mean a person or entity, who builds a development in which the houses/units form part of a *complex* and can be rented or sold to individual *occupiers* or *owners*.

**Horizontal Developments** shall mean a development consisting of free standing or attached *sole-occupancy units*.

**Internal Master Meter** shall mean a water meter which has its own set of sub-meters, but is downstream of the master meter to the overall property.

**Level** shall mean the space within a building which is situated between one floor level and the floor level next above, or if there is no floor above, the ceiling or roof above, but not –

- (a) a space that contains only –
  - i. a lift shaft, stairway or meter room; or
  - ii. a bathroom, shower room, laundry, water closet, or sanitary compartment; or
  - iii. accommodation intended for not more than 3 vehicles; or
  - iv. a combination of the above; or
- (b) a mezzanine

**Lot** shall mean a *sole-occupancy unit*, an area of exclusive use within the property.

**Management** shall mean person or entity managing a complex which can be a Body Corporate of a *Community Title Scheme* or a representative body of a multi *sole-occupancy unit*.

**Master Meter** shall mean a *water meter* upstream of *sub-meters* used to register the total consumption of a *complex* including the total sum consumption of all its *sub-meters*.

**Meterable Premises** means;

- (a) all class 1 buildings; and
- (b) each *lot* within a Community Title Scheme, including the common property, in a Water Service Provider's area; and
- (c) the sole-occupancy unit of a class 2, 4, 5, 6, 7 or 8 building in a Water Service Provider's area; and
- (d) each level of a class 5 building in a Water Service Provider's area where the building consists of more than one level and sole-occupancy units are not identified at the time of the building's plumbing compliance assessment.

**MPE** shall mean a Maximum Permissible Error which a *water meter* is allowed to operate within.

**MSC** shall mean the Mareeba Shire Council

**Multi-unit Premises (MUP)** shall mean a property with more than one occupancy unit.

**Occupant** shall mean the person(s) occupying a *sole-occupancy unit* within a complex, whether as a lessee, tenant or other occupier to the exclusion of any other occupier(s). An *occupant* may also be the *owner*.

**Owner** shall mean the person or entity owning a *sole-occupancy unit* within a complex. An *owner* may also be the *occupant*.

**Private Meter** shall mean a *water meter* that is not a *billing meter*. A *private meter* will provide information on the consumption for the applicable *meterable premises*.

**QPW Code** shall mean the Queensland Plumbing and Wastewater Code.

**Sole-occupancy Unit** shall mean a part of a building for occupation by one occupier, and includes:

- (a) a dwelling; or
- (b) a room or suite of rooms in a Class 3 building which includes sleeping facilities;

or

- (c) a room or suite of associated rooms in a Class 5, 6, 7, 8 or 9 building; or

- (d) a room or suite of associated rooms in a Class 9c aged care building, which includes sleeping facilities and any area for the exclusive use of an occupant.

**Sub-meter** shall mean an individual water meter measuring the water supply to a meterable premises or a common area within a complex. The term also differentiates from master meter that measures the supply of water to a complex as a whole.

**Sub-metering** shall mean the installation of individual water meters to measure water consumption to meterable premises that form part of a complex.

**Unit** shall mean a dwelling, flat, lot of land or an apartment within a complex.

**Water Meter** shall mean a device, including equipment related or appended to the device, for measuring the volume of water supplied.

**Water Notice** shall mean the bill issued by Mareeba Shire Council, in keeping with standard Mareeba Shire Council billing practices, for the water consumption and/or other water related charges, to property owners.

**Water Service Provider (WSP)** shall mean the entity registered under the *Water Supply (Safety and Reliability) Act 2008*, Chapter 2, Part 3, as the WSP for retail water services to the premises, the WSP is Mareeba Shire Council.

### 3. DOCUMENT REFERENCES

#### 3.1 Queensland Legislation

- *Building Act 1975*
- *Building Regulation 2006*
- *Electrical Safety Act 2002*
- *Sustainable Planning Act 2009*
- *Plumbing and Drainage Act 2002*
- *Public Health Act 2005*
- *Standard Plumbing and Drainage Regulations 2003*
- *Water Act 2000.*
- *Water Efficiency Labeling and Standards Act 2005*
- *Water Regulation 2002*
- *Water Supply (Safety & Reliability) Act 2008*
- *Work, Health and Safety Act 2011*

#### 3.2 Australian Standards

All materials and equipment used for *water meters* shall be new and in accordance with the following Australian Standards.

**Table 1: Relevant Australian Standards**

AS 2419.1-2005	Fire Hydrant Installations - System Design, Installation and Commissioning
AS3000:2007	Electrical Installations (known as the Australian/New Zealand Wiring Rules)
AS 3500.1:2003	Plumbing and Drainage - Water Services
AS 3565.1:2010	Meter for cold and heated drinking and non-drinking water supplies – technical requirements

#### 3.3 Codes of Practice

- *Queensland Plumbing and Wastewater Code*
- *Building Code Australia*
- *Plumbing Code of Australia*

#### 4. QUEENSLAND PLUMBING AND WASTEWATER CODE

Part 4 'Water meters for new premises' of the *QPW Code* requires that *sub-meters* be installed in all new multi-unit properties (*MUPs*) within the *Water Service Provider's* area supplied with reticulated water. The requirement is that water use of each *meterable premises* must be metered based on the following performance criteria and corresponding acceptable solutions detailed in Table 2 below.

**Table 2 : QPW Code - Water Meters for New Premises**

	Performance Criteria		Acceptable Solutions
P1	The water supply to <i>meterable premises</i> must be fitted with a device ( <i>water meter</i> ) to measure the amount of water supplied to the premises.	A1	Each <i>water supply</i> to a <i>meterable premises</i> is to be fitted with a <i>water meter</i> which – (a) measures only the water supplied by that <i>water supply</i> to that <i>meterable premises</i> ; and (b) is approved by the <i>Water Service Provider</i> ; and (c) complies with the relevant requirements of the <i>Water Service Provider</i> that may be imposed under the <i>Water Supply (Safety and Reliability) Act 2008</i> .
P2	A <i>water meter</i> must be located so it is easy to read and maintain.	A2	The <i>water meter</i> is located – (a) so that it can be easily maintained and read from a <i>common area</i> , <i>common property</i> or <i>public area</i> ; and (b) it is installed – i. in a <i>common area</i> ; or ii. in <i>common property</i> ; or iii. less than 3m from a property boundary within a <i>public area</i> .
P3	A <i>water meter</i> must be properly maintained.	A3	A <i>water meter</i> is to be maintained in accordance with the relevant Australian Standards**
P4	The installation of a <i>water meter</i> includes a device that allows for the restriction of the flow of water from the <i>water service</i> to the <i>water meter</i> .	A4	The <i>water meter</i> has a <i>complying valve</i> .

\*\* The relevant Australian Standards are the AS3565 series detailed in Table 1 paragraph 3.2 of this document.

#### 5. PROPERTY & SUB-METERING CONFIGURATIONS

This section details the sub-metering configurations required for different land uses and types of developments. Water supply pipework and master meters are to be nominated by a hydraulic engineer on hydraulic design plans and flow and pressure tests performed on existing infrastructure.

### 5.1 Sole Occupancy Unit Developments

Each sole-occupancy unit under the following classes of building must be provided with a sub-meter.

- class 2 – residential
- class 4 – residential
- class 5 – residential
- class 6 – commercial
- class 8 – industrial

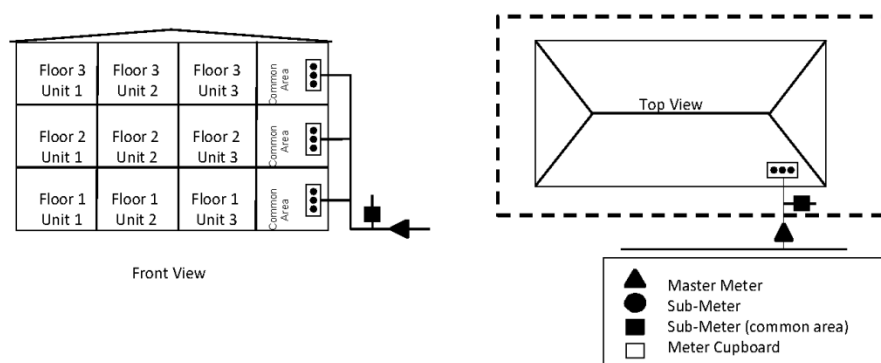
For full definitions of the different classes of building, please refer to the Building Code of Australia.

For properties subject to a material change of use, the requirements of the relevant building class will apply.

### 5.2 Apartment Buildings

Apartment building developments may consist of a number of meterable premises on each floor of a multi-level development. Each floor shall have a meter cupboard housing the sub-meters associated with each of the meterable premises on that level. Refer to diagrams in Figure 5.1 below.

**Figure 5.1 : Sub-metering Configuration for Apartment Buildings**

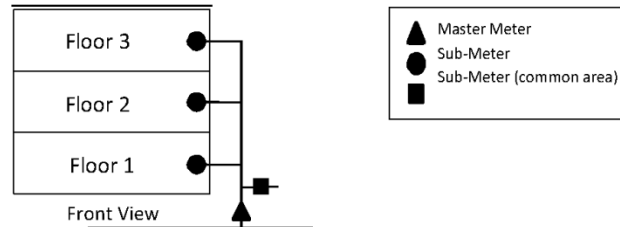


### 5.3 Office Buildings

Office buildings will require at least one sub-meter per floor. If, at the time of design / construction, it is not possible to identify the areas of a class 5 multi-level building which are going to be leased out separately (i.e. Sole-occupancy Units), a sub-meter must be fitted to each level of the building. Refer to Figure 5.2 below for one example of an office building sub-metering system.



**Figure 5.2 : Sub-metering Configuration for Office Buildings**



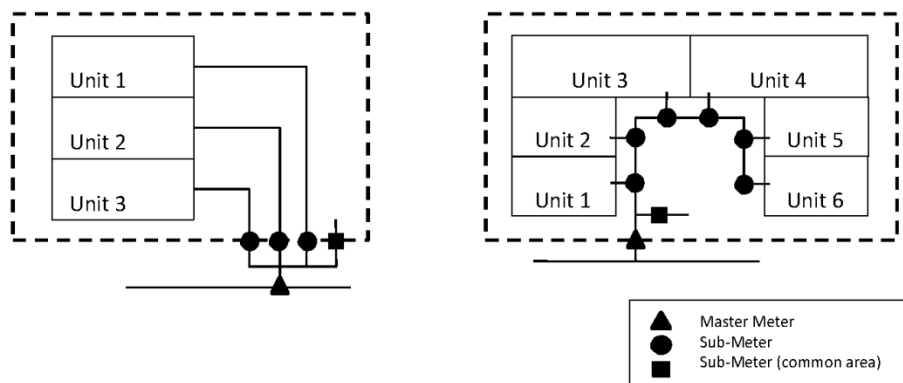
If at the time of design / construction, multiple sole-occupancy units are identified on a single level, a sub-meter must be fitted for each such sole-occupancy unit, located in the cupboard housing the sub-meters on that level. If this is the case, the meter configuration would be similar to that depicted in Figure 5.1, including the requirement for a meter cupboard in a common area.

#### 5.4 Community Title Schemes / Body Corporate Developments

A development within a Community Titles Scheme requires all *lots* within the scheme to be metered. Therefore, a *master meter* at the boundary as well as an individual *sub-meter* for each unit and the common property (*meterable premises*) is required.

As illustrated in Figure 5.3 below, configurations may consist of *sub-meters* located either at the front property boundary in proximity to the *master meter* or closer to each *meterable premises*, as long as installation and access requirements are met.

**Figure 5.3 : Sub-metering Configuration for Community Title Schemes**



Short term accommodation uses such as motels do not require individual meters under the QPW Code. However, should the class of building change in the future and individual units be created then *sub-meters* will be required. Likewise, any restaurant or other facility within the motel that may be leased to another party will require a *sub-meter*. For these reasons, it is strongly recommended that *sub-meters* be installed, or allowances be made for future installations during construction, in order to not restrict the future use of the building.

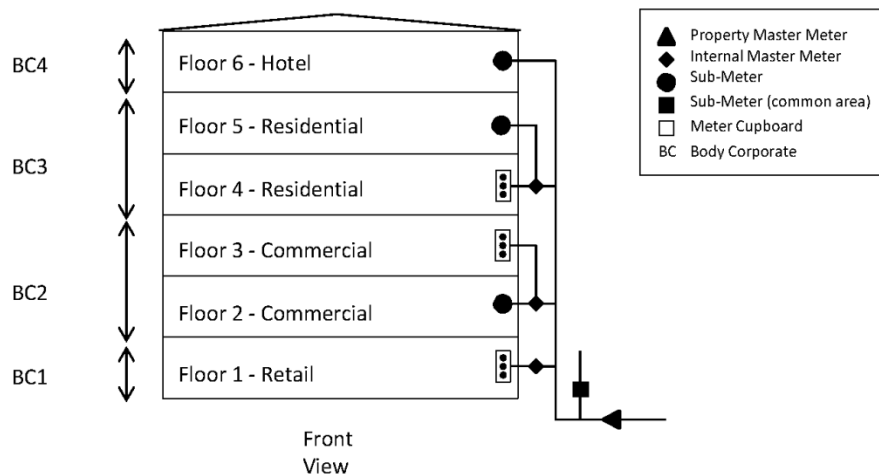
#### 5.5 Mixed Use

If a development is mixed use, then each land use shall follow the relevant sub-metering requirements. For example, as illustrated in Figure 5.4, a high rise building with retail on the ground floor, offices on intermediate floors, residential floors above commercial floors and a hotel on the top floor, the development would require:

- each retail tenancy to be sub-metered individually;
- each floor of commercial space (or each identifiable sole-occupancy unit) be sub-metered in keeping with paragraph 5.3;
- each residential apartment to be sub-metered separately, in keeping with paragraph 5.2; and
- a single sub-meter for the hotel water usage.

A master meter would be required for the property as a whole. In addition, if the building is to be managed by multiple body corporates, say based on type of use, the total water supply to each body corporate would need to be monitored via an internal master meter, covering the supply to each body corporate area.

**Figure 5.4 : Sub-Metering Configuration for Mixed Use Developments**



Note – Floor 2 and Floor 5 is assuming 1 tenancy per floor.

As indicated in Figure 5.4: Sub-Metering Configuration for Mixed Used Development, in relation to Floor 6 - Hotel it would be strongly recommended that *sub-meters* be installed, or allowances be made for future installations during construction, in order to not restrict the future use of the area.

#### 5.6 Centralised Reticulated Hot Water Supply

For developments that are designed to have a centralised reticulated hot water supply, two sub-meters will be required each meterable premises, one monitoring the cold water supply and the other monitoring the hot water supply, thereby enabling the calculation of the total water consumption at each meterable premises. It is also strongly recommended that the cold water inlet to the hot water system has its own sub-meter.

Where a centralised hot water system is envisaged, it is strongly recommended that a discussion be initiated with MSC, prior to finalisation of plumbing plans, to ensure variations are not required at a later stage.

#### 5.7 Private Meters and Billing Meters

The installation of a sub-meter does not necessarily mean that each such sub-meter will be used for purposes of issuing a water notice. For more details on the billing process please see paragraph 7.4.

Where a water meter (whether a master meter, internal master meter or a sub-meter), the consumption recorded on which is not used for issuance of Water Notices, such a meter would be considered a private meter. Any water meter, the consumption recorded on which, is used as the basis for generating a Water Notice to the property owner, will be considered a billing meter.

Billing meters will at all times remain the property of MSC and MSC will be responsible for their maintenance. Private meters will be owned by and be the responsibility of the property owner.

### **6. SUB-METERING PROCESS**

The sub-metering process consists of the following steps:

1. Developer reviews Development Approval to determine specific development requirements. Sub-metering conditions will identify requirements for the design and installation of sub-meters.
2. An application to be made by the property owner, using MSC's "Water Service Request" form, for the installation of the master meter. On application, MSC will provide a quotation for the installation of the master meter.
3. Where the intention is to sell each meterable premise to a separate owner, in which case each sub-meter will end up as a billing meter, a separate application shall be made by the property owner(s) using MSC's form "Water Service Request" for each individual meterable premise. In most instances (but not necessarily), these will be for developments described in paragraph 5.4.
4. MSC reviews the application and communicates the decision (approve or request for revision) to the applicant.
5. Developer notifies the Water Service Provider of the details of the Responsible Person who will perform/oversee the installation of the sub-metering system. Form 7 – "Notification of Responsible Person" to be submitted. Form 7 is available from the Queensland Governments Department of Local Government and Planning website.
6. Construction commences. Sub-meters installed as part of construction. Progressive plumbing inspections take place.
7. Construction completed and as-constructed information submitted to MSC. Information related to the sub-meters (meter numbers, AMR numbers, installation date time, stat read etc.) submitted to MSC as per MSC specified format.
8. Final plumbing inspection to include verification of the sub-meter installations. If issues/faults identified, rectification notice issued, else Plumbing Compliance Certificate

issued.

9. Issuance of water notices, in keeping with standard billing practices of MSC, commences with the next billing cycle.

## 7. SUB-METERING REQUIREMENTS & SPECIFICATIONS

### 7.1 Supply

All *water meters* will be supplied by MSC, at the cost of the property owner. *Water meters* supplied by MSC will incorporate an *AMR* (either inbuilt into the meter or as an appended device) to facilitate remote reading of the meter.

MSC takes on the responsibility that *water meters* supplied comply with the dimensions described in Appendix D of AS3565.1.

All communications equipment required for the operation of the *AMR* devices will also be supplied by MSC.

### 7.2 Assembly

Each *sub-meter* shall be installed with barrel union and ball valves on both sides for shutting off the water supply and the safe and convenient removal of the *sub-meter*. These items are referred to collectively as the 'sub-meter assembly' and relate to meter cupboard installations.

The *sub-meter* assembly shall connect to the property plumbing on the upstream side and the *meterable premises* plumbing on the downstream side, both with male iron adaptors. For *internal master meters*, the plumbing on both sides will be property/*Body Corporate* plumbing.

### 7.3 Installation

No water meters are to be installed until after an approval in response to the application(s). (See Section 2 of Part 6)

#### Installation of Water Connection & Master Meter

The property owner/developer is to submit a "Water Service Request" to MSC, for the installation of a water connection from *WSP* infrastructure, which will include the *master meter*.

The installation of the *master meter* monitoring the flow of water from the *WSP* infrastructure to the property is the sole responsibility of the *WSP*. Any work carried out on the service connection or the said *master meter* by personnel other than MSC authorised personnel, will be considered as "tampering with *WSP* infrastructure", which is an offence under the Act.

On submission of a "Water Service Request", MSC will submit a quotation for the supply of material and installation of the water connection. On receipt of payment and the availability of downstream plumbing infrastructure (i.e. plumbing infrastructure within the property), MSC will make arrangements to make the cut in and installation. It is the responsibility of the applicant to inform MSC when site is ready for the installation of the connection, noting that lead times for such installation will vary depending on a variety of factors.

#### Installation of Sub-meters and AMR Devices

Depending on the type of development, the property owner/developer to submit multiple "Water Service Request" to MSC for the installation of *sub-meters*, including internal *master meters* (if any).

All *water meters* and associated *AMR* devices shall be sourced from MSC. Any *water meters* and/or *AMR* devices/system installed that are not sourced from MSC will be considered

unauthorised meters/devices or private meters, and will need to be replaced with MSC supplied *water meters* and *AMR* devices before a Plumbing Compliance Certificate is issued.

The property owner/developer may determine a party to install the *sub-meters* under approval from MSC and any private meters will not be read by MSC. It is the responsibility of the property owner/developer to ensure appropriately qualified and licensed contractors are engaged. The owner/developer may request MSC to carry out the installation work, which will be carried out as a commercial assignment for a separate fee. Whether or not to accept such an assignment will be at the sole discretion of MSC.

On receipt of the application(s) MSC will supply a quotation for the supply of *water meters* and *AMR* devices. Specifications and infrastructure requirements for the installation of the communications equipment for the operation of the *AMR* devices (where relevant) will accompany such quotation. If requested and agreed, the quotation will include installation.

Where the installation of the *water meters* and *AMR* devices is to be carried out by a third party arranged by the owner/developer, MSC will provide instructions for the installation of the *AMR* devices and capture of related data. Communications equipment will at all times be installed by MSC or an authorised contractor.

In addition to the costs associated with the supply of materials and installation (if any), the property owner will also be billed an ongoing annual fee, as per MSC's adopted Schedule of Fees and Charges<sup>1</sup>, for the supply of data related to the *sub-meters*.

A single *sub-meter* shall capture all cold water entering each *meterable premise*. These *sub-meters* shall capture only the water entering the premises for which they are assigned.

All *sub-meters* must contain a durable label (usually a metal or plastic tag with an inscription) attached to the meter, which clearly identifies the *meterable premises* that is supplied by that *sub-meter*.

Where the installation of *sub-meters* and *AMR* devices is carried out by a third party, it will be the responsibility of the property owner/developer to provide to MSC the installation data, in the format as specified by MSC. The installation will not be considered completed until such data is supplied to MSC and validated by MSC. Any invalidated data will need to be corrected.

#### Location of Sub-meters

For *sub-meter* configurations detailed in paragraphs 5.2, 5.3, and 5.5 all sub-meters, including internal master meters, shall be located in a meter cupboard. The meter cupboards and the installation of *water meters* within the cupboards shall conform to the following requirements:

- conforms to and comply with all standards and regulations applicable to such meter cupboards, including standards and regulations applicable to enclosures housing other devices if the enclosure is a shared enclosure housing *water meters* and other devices (e.g. fire hose reel)
- installed above ground with installations in basements or individual meters in underground pits to be avoided
- be installed in a common area (i.e. not inside the *meterable premises*), either in a single location when practical or in a common location on each floor/section
- clearly identified by the words "Water Sub-meters" on the outside of the door of the meter cupboard and where the meter cupboard is located in a separate room or structure, on the outside of the entry door to that room or structure
- constructed of material that permits the free passing of radio waves (not be constructed of metal)<sup>1</sup>

<sup>1</sup> Metal enclosures inhibit the transmission of radio waves, which is used by the *AMR* devices for transmission of meter readings to the communications equipment.

- where meter cupboard is located in a utility room or a separate structure or enclosure (i.e. shed) such structure/enclosure, including its doors, also to be constructed of material that permits the free passing of radio waves (not be constructed of metal)
- a minimum gap the size of the meter on either side of the meter
- a minimum 150mm gap, perpendicular to the direction of the pipes, between sub-meters
- a minimum 150mm gap between the outermost valves and the edges of the cupboard
- if the cupboard also houses other devices (e.g. fire hose reels, gas meters), the fire rating not be compromised
- the *water meters* are easily accessible and readable from floor level, unassisted by a ladder or other equipment
- the cupboard (and where it is located within a separate room or structure, that room or structure) not be classifiable as a confined space for entry purposes
- a minimum of two metres perpendicular to the meter cupboard doors, for the entire width of the meter cupboard or a width of one metre, whichever is greater, is available in front of the meter cupboard as free working space
- such space in front of the meter cupboard is clearly identified as an area not be obstructed, by placing of materials/equipment, parking of vehicles (where applicable) or placement/planting of vegetation (where applicable)
- adequate lighting is available at all times for manual reading of meters as well as carrying out maintenance work
- sufficient room for the cupboard door(s) to swing open completely and provision for them to be held open without compromising the free working space in front of the meter cupboard
- a minimum 100mm deep bund at the opening if the meter cupboard is located inside a building
- sufficiently waterproof and drained to prevent seepage into the surrounding building structure in the event of a leak
- fastened with a latch, but not be locked as to restrict access.
- unrestricted access, from the property boundary to inside the meter cupboard to all *water meters* without having to use physical or electronic keys or make prior arrangements.
  - o entry through a reasonable security process which is manned during normal work hours is not considered restricted access
  - o entry using a personal identification number (PIN) of no more than four numbers that is customisable by MSC is not considered restricted access

For *sub-meter* configurations as detailed in paragraph 5.4, both the *master meter* and all *sub-meters* may be located at the front *boundary* of the property or alternatively, the master meter may be located at the front *boundary* of the property with the individual *sub-meters* located at the front *boundary* of each *lot* within the property. In such instances all *water meters* to be installed above ground in keeping with relevant MSC standard drawings.

In exceptional circumstances, *sub-meters* no larger than 25mm in diameter, may be installed in an underground pit provided prior concurrence of WSP is obtained. Where water meters are installed in underground pits, such pits and enclosure to conform to following requirements:

- the pit to be no more than 500mm from the front boundary of the *lot*
- the pit to be in an open area, not inside a building or structure
- water meter to be installed within an enclosure made of plastic material
- the top of the water meter to be no deeper than 150mm from ground level
- the enclosure cover (top lid) to be also made of plastic material
- access to the pit/enclosure to be unobstructed by structures, vegetation, equipment

- or materials at all times
- pit cover not to be locked
- A minimum work area of 2 square meters be available around the pit / enclosure

Where the *water meter* is larger than 32mm in diameter, there must be 10 times the diameter of straight pipe upstream of the *water meter* and 5 times the diameter of straight pipe downstream of the *water meter*, with all required valves and joints outside these sections. Where the *water meter* is 32mm or smaller in diameter, there should be 5 times the diameter of straight pipe upstream of the *water meter* and 3 times the diameter of straight pipe downstream of the *water meter*, with all required valves and joints outside these sections.

#### Location of AMR System

Where dedicated communications equipment is required to be located on-site<sup>2</sup>, the property owner will be required to provide the following at no initial or ongoing cost to MSC, to facilitate the automated capture of water meter reads from the *water meters* located on the property.

- location on a wall, out of direct sunlight and rain, for installation of the communications receiver station of a size no more than 500mm x 500mm x 250mm (depth), weighing no more than 20 Kg
- a dedicated, uninterruptable (on 24/7 with no switch that can be turned off by non-MSD personnel) 240V AC power supply to the location of the receiver station
- a mounting pole (25mm NB medium duty steel pipe usually suffices), mounted in a manner conforming to all standards relevant to the Far North Queensland region<sup>3</sup> for the location of the communications antenna weighing no more than 2.5 Kg, that will provide three (3) metres clear above the highest point of the roof or surrounding trees, whichever is higher
- a water proofed (as required) cable path from antenna to communications receiver station.
- Distance of cable path from location of receiver station to the top of the antenna mounting pole to be no more than 30 meters

Suitable locations for both the equipment and the antenna are to be discussed and agreed upon with MSC. The receiver station typically requires 25 watts of power.

Where dedicated equipment is required, the communications receiver station, the antenna, and the connecting cable(s) will be supplied by MSC, and included in the quotation supplied in response to the "Application for Private Metering Solution (Water)".

The communications equipment will remain the property of MSC at all times. The property owner will be required to enter into a simple agreement with MSC for the location of the communications equipment on the property.

#### 7.4 Billing (Water Notices)

MSC will issue a separate *water notice* for each individual assessment, for the water consumed by that assessment, in keeping with the rates contained within MSC's Revenue Statement applicable to the period of the *water notice*. The *water notice* will be issued to the owner(s) of the property covered by the assessment number.

Where all *units* within a property fall under a single assessment with common ownership across the *units*, a single *water notice* will be issued based on the *master meter*.

<sup>2</sup> The need for on-site equipment will depend on the number of *sub-meters*, location of *sub-meters* and the complexity of the development from a radio communications viewpoint.

<sup>3</sup> It should be noted that the Far North Queensland region is prone to cyclones and other forms of severe weather. Restoration of damages caused by weather events to the antenna and other communications equipment will be at the cost of the property owner.

Consumption information for individual units, based on the respective *sub- meters* will be available to the owners as well as the occupiers, but not be used for billing.

Where individual units within a property are not under common ownership (and have individual assessment numbers), separate *water notices* will be issued to the owner(s) of each unit. In such instances, the property will be required to register a *deed*, which determines the ratio in which water usage for common areas will be split between the owners of the *units*. Common consumption split between the owners, using the basis identified in the *deed* will consist of:

- water supplied to common areas within the property through a dedicated *sub- meter* or *sub-meters*
- residue calculated by deducting the sum consumption of all relevant *sub- meters* within the property from the consumption of the *master meter* of the property.

The *water notice* issued to owner(s) of each *unit* will be for the total consumption consisting of the specific consumption of the *unit* as determined by the *unit's sub-meter(s)* and a share of the common consumption split between the units on the basis specified in the *deed*.

As a policy, *water notices* for a given assessment are issued to the property owners. MSC does however have an agreement with some body corporates to issue *water notices*, including *water notices* for common consumption to the body corporate.

The allocation of water consumption to individual *units*, for billing or information purposes, will be based on the *water meter* and *AMR* installation data provided by the property owner/developer to MSC, immediately after the installation. While MSC will take all reasonable steps to validate the data, liability for any billing errors due to data errors will be with the property owner/developer responsible for the supply of the installation data.

#### 7.5 Maintenance Responsibilities

The plumbing infrastructure (excluding the water meters), within the property will always remain the property of the property owners. As such, all maintenance responsibilities for such infrastructure will lie with the property owner(s) and/or their agents (e.g. body corporate). The cost of water consumed as a result of any failures in such infrastructure will lie with the property owner(s).

The master meter monitoring water flow from the WSP infrastructure to the property plumbing infrastructure will always remain the property of the WSP, and therefore the maintenance responsibility of, the WSP. The WSP will also be responsible for ensuring that such water meters continue to operate within the MPE.

Billing meters, including the full meter assembly, will always be the property of the WSP, and therefore the WSP will be responsible for their maintenance, including ensuring that such meters operate within the MPE. Decisions on the replacement of WSP owned meters will be at the sole discretion of the WSP. Interfering with WSP owned infrastructure, including meters, is an offence under the Water Supply (Safety and Reliability) Act 2008.

Maintenance of private meters, including ensuring that they operate within the MPE, will be the responsibility of the property owner and/or their agent.

As the supplier of the AMR devices and the related communications equipment, MSC will be responsible for meeting all warranty requirements on such devices and equipment, even the devices installed on private meters.



## APPENDIX 4 - ITEM-27 WATER AND WASTEWATER GROUP FEES & CHARGES 2016/2017 - AMENDED

	Fee	Per	GST STATUS	2016/17 Fees
<b>Waste Fees</b>				
<b>Domestic Waste</b>				
F0080	Up to 1m3 (trailer or utility load)* With Exception Mareeba 2m3. <small>* excludes regulated waste (eg tyres, asbestos). Greater than 1m3 /load will be charged at commercial rates and may be directed to Mareeba WTS at the Operator's discretion. A fee will be charged for unsorted waste.</small>	trailer or utility load		No Charge
F0566	Matresses <small>* Non-shire residents to be charged at commercial rates.</small>	each		No Charge
		each	GST	\$ 75.00
F0001	Sorting fee - Required if mixed load requires sorting by Council staff. PER M3	cubic metre	GST	\$ 115.00
F0081	Green waste			No Charge
<b>Mulch Purchase</b>				
F0082	Box trailer or utility load - self load	trailer or utility load	GST	\$ 12.00
F0083	Box trailer or utility load - machine to load	trailer or utility load	GST	\$ 16.00
F0084	Purchases greater than 1000m3 (in one instance)	>1000m3	GST	\$10.00 per m3
F0567	Minimum fee commercial waste - weigh bridge charge	each	GST	\$ 10.00
<b>Recyclables (Commercial)</b>				
F0085	Includes HDPE, PET, Aluminium and steel cans, glass, other packaging items labelled as recyclable.	tonne	GST	\$ 10.00
<b>Scrap Metal - Commercial and Domestic</b>				
F0086	Car bodies - must have fluids and tyres removed - EACH	each		No Charge
F0087	Car Bodies with fluids and or tyres	each	GST	\$ 50.00
F0088	Motor bikes - must have fluids and tyres removed - EACH	each		No Charge
F0564	Motor bikes - with fluids and or tyres	each	GST	\$ 15.00
F0089	White goods - fridges/freezers must be degassed (sorting fee will apply if goods are in fridges or freezers \$115.00)	each	GST	\$ 115.00
F0574	White goods, air conditioners not de-gassed \$25.00	each	GST	\$ 25.00
F0090	Air conditioners and fridges - must be degassed	each		No Charge
F0091	Gas bottles - must be degassed	each	GST	\$ 5.00
<b>Commercial Waste Mareeba Waste Management Facility</b>				
F0092	MSW - Municipal Solid Waste	tonne	GST	\$ 90.00
F0093	C&I - Commercial and Industrial	tonne	GST	\$ 75.00
F0094	C&D - Construction and Demolition	tonne	GST	\$ 75.00
F0095	Concrete	tonne	GST	\$ 20.00
F0096	Green waste	tonne		No Charge
<b>Dead Animals</b>				
F0565	Small animal - each - (cat, small dog, possum - disposed as wet waste)	each	GST	\$ 5.00
F0565	Medium animal -each -(wallaby, large dog, calf, goat, pig - disposed as wet waste)	each	GST	\$ 20.00
<b>Regulated Waste</b>				
F0097	Batteries	each		No Charge
F0098	Oil under 600 litres	Litre		No Charge
F0098	Oil 601-1000 litres	Litre		No Charge
F0098	Oil over 1001 litres	Litre		No Charge
<b>Asbestos NOT accepted at any MSC Landfill or Waste Transfer Site</b>				
<b>Paint (wet) will not be accepted</b>				
<b>Regulated Waste</b>				
<b>EACH - Tyre</b>				
F0100	Passenger	each	GST	\$ 8.00
F0101	Light truck	each	GST	\$ 11.00
F0102	truck	each	GST	\$ 25.00
F0103	Super Single	each	GST	\$ 50.00
F0104	Solid Small - Up to 0.3m high	each	GST	\$ 18.00
F0105	Solid Medium - 0.3m - 0.45m	each	GST	\$ 28.00
F0106	Solid Large - 0.45 - 0.6m	each	GST	\$ 35.00
F0107	Solid XL - Greater than 0.6m	each	GST	\$ 50.00
F0108	Tractor Small - Up to 1m high	each	GST	\$ 77.00
F0109	tractor large - 1m - 2m	each	GST	\$ 130.00
F0110	Fork Lift small - Up to 0.3m high	each	GST	\$ 10.00
F0111	Fork Lift Medium - 0.3m - 0.45m	each	GST	\$ 19.00
F0112	Fork Lift Large - 0.45m - 0.6m	each	GST	\$ 28.00
F0113	Grader	each	GST	\$ 100.00
F0114	Motor Cycle	each	GST	\$ 6.00
F0115	Earth Mover Small - Up to 1m high	each	GST	\$ 115.00

<b>F0116</b>	Earth Mover Medium - 1m - 1.5m	each	GST	\$	255.00
<b>F0117</b>	Earth mover large - 1.5m - 2m	each	GST	\$	510.00
<b>F0118</b>	Passenger with rim	each	GST	\$	10.00
<b>F0119</b>	Light Truck with rim	each	GST	\$	16.00
<b>F0120</b>	Truck with rim	each	GST	\$	36.00
<b>F0121</b>	Bobcat	each	GST	\$	12.00
	<b>Wheelie Bin Purchase</b>				
<b>F0122</b>	120 litre	each	GST	\$	68.00
<b>F0123</b>	140 litre	each	GST	\$	68.00
<b>F0124</b>	240 litre	each	GST	\$	89.00
<b>F0125</b>	wheels - each	each	GST	\$	27.00
<b>F0126</b>	Axel	each	GST	\$	27.00
<b>F0127</b>	Pins	each	GST	\$	8.00
<b>F0128</b>	Lids	each	GST	\$	33.00
	<b>Water &amp; Wastewater Fees &amp; Charges</b>				
	<b>Water</b>				
<b>F0130</b>	Water Service Connection Including Meter - 20mm ø per m	Meter	NO GST	\$	1,110.00
<b>F0131</b>	Meter Size - 25mm	Meter	NO GST	\$	1,488.00
<b>F0132</b>	Meter Size - 32mm - Short Meter	Meter	NO GST	\$	1,850.00
<b>F0133</b>	Meter Size - 40mm - Short Meter	Meter	NO GST	\$	2,250.00
<b>F0134</b>	Meter Size - 50mm - Short Meter	Meter	NO GST	\$	2,610.00
<b>F0135</b>	Oversize Connection - Quotation Fee	quote	NO GST	\$	615.00
<b>F0136</b>	New Meter Installation Only - 20mm ø per m	Meter	NO GST	\$	535.00
<b>F0137</b>	New Meter Installation Only - 25mm ø per m	Meter	NO GST	\$	550.00
<b>F0138</b>	New Meter Installation Only - 32mm ø per m	Meter	NO GST	\$	815.00
<b>F0139</b>	New Meter Installation Only - 40mm ø per m	Meter	NO GST	\$	935.00
<b>F0140</b>	New Meter Installation Only - 50mm ø per m	Meter	NO GST	\$	1,015.00
<b>F0141</b>	Fit Approved Lock and Supply Key	lock	NO GST	\$	200.00
<b>F0142</b>	Renewal of Water Service 20mm	application	NO GST	\$	1,092.00
<b>F0143</b>	Renewal of Water Service 25mm	application	NO GST	\$	1,498.00
<b>F0144</b>	Renewal of Water Service 32mm	application	NO GST	\$	1,850.00
<b>F0145</b>	Renewal of Water Service 40mm	application	NO GST	\$	2,250.00
<b>F0146</b>	Renewal of Water Service 50mm	application	NO GST	\$	2,610.00
<b>F0147</b>	Replacement Meter 20mm	meter	NO GST	\$	535.00
<b>F0148</b>	Replacement Meter 25mm	meter	NO GST	\$	550.00
<b>F0149</b>	Replacement Meter 32mm	meter	NO GST	\$	815.00
<b>F0150</b>	Replacement Meter 40mm	meter	NO GST	\$	935.00
<b>F0151</b>	Replacement Meter 50mm	meter	NO GST	\$	1,015.00
<b>F0152</b>	Disconnection of Water Service at Owners Request	application	NO GST	\$	175.00
<b>F0153</b>	Reconnection after Requested Disconnection 20mm	application	NO GST	\$	535.00
<b>F0154</b>	Reconnection after Requested Disconnection 25mm	application	NO GST	\$	550.00
<b>F0155</b>	Reconnection after Requested Disconnection 32mm	application	NO GST	\$	815.00
<b>F0156</b>	Reconnection after Requested Disconnection 40mm	application	NO GST	\$	935.00
<b>F0157</b>	Reconnection after Requested Disconnection 50mm	application	NO GST	\$	1,015.00
<b>F0158</b>	Reconnection (after breach of water regulations or non payment) - 20mm	application	NO GST	\$	535.00
<b>F0159</b>	Reconnection (after breach of water regulations or non payment) - 25mm	application	NO GST	\$	550.00
<b>F0160</b>	Reconnection (after breach of water regulations or non payment) - 30mm	application	NO GST	\$	815.00
<b>F0161</b>	Reconnection (after breach of water regulations or non payment) - 40mm	application	NO GST	\$	935.00
<b>F0162</b>	Reconnection (after breach of water regulations or non payment) - 50mm	application	NO GST	\$	1,015.00
<b>F0163</b>	Water Testing	not available			Not Available
<b>F0164</b>	Meter/Service Testing (to be refunded if meter/service found to be faulty)	test	NO GST	\$	320.00
<b>F0165</b>	Final Water Meter Reading request	reading	NO GST	\$	85.00
<b>F0166</b>	Hydrant flow & pressure test	test	NO GST	\$	240.00
<b>F0167</b>	Install Lockable Stop Valve	each	NO GST	\$	200.00
<b>F0168</b>	Locations - Mareeba	location	GST	\$	176.00
<b>F0169</b>	Locations - Dimbulah/Kuranda	location	GST	\$	506.00
<b>F0170</b>	Locations - Mount Molloy	location	GST	\$	506.00
<b>F0171</b>	Locations- Chillagoe	location	GST	\$	825.00
<b>F0172</b>	Automatic Meter Reading Device - MRC	Device	NO GST	\$	340.00
<b>F0173</b>	Automatic Meter Reading Device - ADC with flying lead	Device	NO GST	\$	340.00
	<b>Wastewater</b>				
<b>F0174</b>	Connection to Councils Sewerage System Based on 1.5m tapping and standard 1.5m from property boundary and 150mm join	connection	NO GST	\$	1,827.00
<b>F0175</b>	Build over Council sewerage System	application	NO GST	\$	305.00
<b>F0176</b>	Hire of Fogging Crew (day hire)	Labour per hour + materials	GST	\$	1,045.00
<b>F0177</b>	Hire of Sewer Trailer	Maximum 4 hours	GST	\$	500.00
	<b>Trade waste Permit</b>				
<b>F0178</b>	Category One Utility Charge (Low Volume; Low Strength) <500 KL waste per year (per year)	year	NO GST	\$	140.00

<b>F0155</b>	Category Two Utility Charge (High Volume : Low Strength) >500KL waste per year (per KL)	year	NO GST	\$	140.00
<b>F0156</b>	Category Three Utility Charge (High Volume ; High Strength) - Refer Strength of waste as tested (per year)	year	NO GST	\$	140.00
<b>F0157</b>	Sampling of Grease Arrestor (per test)	test	NO GST	\$	325.00
<b>F0158</b>	Sample - Tested strength of BOD5 by weight	test	NO GST	\$	315.00
<b>F0159</b>	Sample - Tested strength of Suspended Solids by weight	test	NO GST	\$	308.00
<b>Permit for Food Waste Disposal Units :</b>					
<b>MSC Sewerage Area</b>					
<b>F0160</b>	Category A - < 400 Watt rating (per year)	year	NO GST	\$	1,205.00
<b>F0161</b>	Category B - 401 to 700 Watt rating (per year)	year	NO GST	\$	3,611.00
<b>F0162</b>	Category C - 701 to 1000 Watt rating (per year)	year	NO GST	\$	4,820.00
<b>F0163</b>	Category D - 1001 to 1500 Watt rating (per year)	year	NO GST	\$	7,235.00
<b>F0164</b>	Category E - 1501 to 2000 Watt rating (per year)	year	NO GST	\$	8,435.00
<b>F0165</b>	Category F - > 2000 Watt rating (per year)	year	NO GST	\$	9,740.00
<b>F0166</b>	Search Fee - Query what Trade waste Service is on the property	search	NO GST	\$	208.00
<b>Waste Discharge</b>					
<b>F0167</b>	Grease trap waste Mareeba - Transpacific Service Agreement	litre	NO GST	\$	0.10
<b>F0168</b>	Septic effluent waste Mareeba	KL	NO GST		\$50.00
<b>F0170</b>	Liquid Waste - Anything other than grease trap or septic - Mareeba	KL	NO GST	\$	50.00
<b>Standpipes</b>					
<b>F0171</b>	Hire of Standpipe - Short Term (less than two (2) weeks)\$250 Deposit. Maximum 7 day hire period (minimum charge of \$50.00)	per hire	NO GST		\$10.00 per day
<b>F0172</b>	Hire of Standpipe - Long Term (greater than two (2) weeks up to six (6) months) \$750 Deposit	per hire	NO GST		\$5.00 per day
<b>F0620</b>	Standpipe Management System - Electronic Key	per hire	NO GST	\$	50.00
<b>F0147</b>	Water Supply from Fire Hydrants (other than for fire-fighting purposes) KL	KL	NO GST	\$	1.45

**APPENDIX 5 - ITEM-31 TRADE WASTE POLICY REVIEW**


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

**(TRADE WASTE POLICY)**

Council Policy <input type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input type="checkbox"/>
Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>	Version: 1.0
File ref:		Policy Section:
Date Adopted:		Review Date:
Author:		Review Officer:

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## 1. INTRODUCTION

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

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

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

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

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

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

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

Council's policy is to accept biodegradable waste into the sewerage system provided that the system is of adequate capacity to effectively collect, transport and treat the waste. As trade waste imposes an additional load on the sewerage system, trade waste charges apply.

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

## 2. DEFINITIONS

<b>Arrestor / Interceptor</b>	An apparatus designed to intercept and retain silt, sand, oil, grease, sludge and other substances in a waste discharge.
<b>Biosolids</b>	The treated solids (sludge), mainly organic, produced by sewage treatment
<b>Domestic Sewage</b>	Household wastewater that contains, or may contain, faecal, urinary or other human waste.
<b>Effluent</b>	The liquid discharged following a wastewater treatment process.
<b>Human wastes</b>	Human faecal substances and urine.
<b>Premises</b>	A lot as defined in section 1.3.5 of the Sustainable Planning Act 2009, and includes a lot that has a building situated on it, or that is wholly or partly contained in, or that wholly or partly contains, a building.
<b>Premises Group</b>	The land comprised in 2 or more premises all the owners of which have mutual rights and obligations under the <i>Body Corporate and Management Act 1997</i> (BCCMA) or the <i>Building Units and Group Titles Act 1980</i> (BUGTA) for the purpose of their respective ownerships, and includes the common property forming part of <ul style="list-style-type: none"> <li>a) if the premises are lots included in a community titles scheme under BCCMA – the scheme land for the scheme;</li> <li>or</li> <li>b) if the premises are lots under BUGTA – the parcel of which the premises form part.</li> </ul>
<b>Prohibited substances</b>	A substance prescribed in Schedule 1 of the <i>Water Supply (Safety and Reliability) Act 2008</i> .
<b>Owner</b>	As defined in the Local Government Act 2009.
<b>Authorised Agent</b>	Person or firm appointed by the owner to act on their behalf. Notification of such appointment is to be lodged in writing with Council.
<b>Sewage</b>	The wastewater from the community including all faecal matter, urine, household and commercial wastewater that contains human waste.
<b>Sewerage or Sewerage System</b>	Infrastructure used to receive, transport and treat sewage or effluent, and consisting of some or all of the following: <ul style="list-style-type: none"> <li>a) sewers;</li> <li>b) access chambers;</li> <li>c) vents;</li> <li>d) engines;</li> <li>e) pumps;</li> <li>f) structures;</li> <li>g) machinery;</li> <li>h) outfalls;</li> <li>i) works not mentioned in (a) to (h).</li> </ul>



<b>Stormwater Drainage</b>	Means infrastructure used to receive, store, transport or treat stormwater, and consisting of some or all of the following (a) drains; (b) channels; (c) pipes; (d) chambers; (e) structures; (f) outfalls; (g) works not mentioned in paragraphs (a) to (f).
<b>Trade Waste</b>	Water-borne waste from business, trade or manufacturing premises, other than— (h) waste that is a prohibited substance; or (i) human waste; or (j) stormwater.
<b>Trade Waste Generator</b>	Any person, owner, occupier, company, or body whose activity produces or has the potential to produce trade waste. Used interchangeably with 'Generator'
<b>Trade Waste Inspector</b>	A person appointed by the Council to carry out inspections of premises from which trade wastes are being discharged or proposed to be discharged to its sewerage system. The term includes an inspector appointed by the Council in an acting capacity for the time being to carry out such inspections. A person appointed by Council to oversee the disposal of trade waste in accordance with Council's trade waste policy and waste management plan and provide advice on acceptable methods of disposal of trade waste, including legal, economic and environmental aspects.

## POLICY OBJECTIVES

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

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

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

### 3. CONTROL OF TRADE WASTE

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It is an offence under the Water Supply (Safety and Reliability) Act 2008 to discharge trade waste to the sewer unless approval, through the issuing of a trade waste permit has been given by Council. A permit is the written approval from Council for the discharge of trade waste to sewer which states the requirements and conditions under which discharge is allowed. Two types of permit are referred to in this policy – a Permit for Category 1 and 2 wastes and an Agreement for Category 3 wastes.

It is an offence under the Local Government Act 2009 to discharge waste, other than uncontaminated storm water either directly or indirectly to a storm water drain.

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

#### 3.1 TERMINATION OF PERMIT / AGREEMENT

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

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

#### 3.2 PENALTIES

Council may prosecute any person who commits a breach of the *Water Supply (Safety & Reliability) Act 2008* or who refuses or neglects to comply with any direction or requirement by Council pursuant to the *Water Supply (Safety & Reliability) Act 2008*. Maximum penalties under the Act are 1665 penalty units (currently \$196,137).

### 4. SEWER ADMISSION STANDARDS

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Any waste discharges to Council's sewer shall at all times comply with the Trade Waste Sewer Admission Limits as set out in Appendix 2 unless otherwise specified in the Permit or Agreement. These limits are subject to periodic review.

Council may, at its discretion, negotiate with a Trade Waste Generator concerning acceptance of waste to sewer for which a General Limit parameter(s) (Schedule 1, Appendix 2) exceeds the Sewer Admission Limit. Additional charges (clause 7.6) will apply for such parameters.

The sewer admission limits, unless otherwise specified in the Permit or Agreement, are absolute maximums.

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

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

#### 4.1 PRE TREATMENT FACILITY AND CAPACITY REQUIREMENTS

Any waste discharges to Council's sewer shall be pre-treated by the specified unit for the relevant business type, the sizing and capacity requirements as set out in Appendix 4 unless otherwise specified in the Permit or Agreement.

Council may, at its discretion, negotiate with a Trade Waste Generator about an alternative solution to pre-treatment prior to discharge to sewer. The onus is on the Trade Waste Generator to demonstrate the adequacy of the alternative solution.

### 5. DISCHARGE CATEGORIES

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

- |                    |  |
|--------------------|--|
| <b>Category 1:</b> | <ul style="list-style-type: none"><li>• <b>Low strength / low volume discharges:</b><ul style="list-style-type: none"><li>▪ COD less than 600mg/L, and</li><li>▪ Suspended Solids less than 300 mg/L</li><li>▪ Volume less than 500 kl/annum</li></ul></li></ul>   |
| <b>Category 2:</b> | <ul style="list-style-type: none"><li>• <b>Low strength / high volume discharges:</b><ul style="list-style-type: none"><li>▪ COD less than 600mg/L, and</li><li>▪ Suspended solids less than 300 mg/L</li><li>▪ Volume greater than 500 kl/annum</li><li>▪ Approval to discharge required – Permit</li><li>▪ Charge – Quantity charge on total annual flow;</li></ul></li></ul>  |
| <b>Category 3:</b> | <ul style="list-style-type: none"><li>• <b>High strength discharges:</b><ul style="list-style-type: none"><li>▪ COD greater than 600 mg/L, or</li><li>▪ Suspended solids greater than 500 mg/L</li><li>▪ Volume any</li><li>▪ Approval to discharge required – Agreement between Council and both the Owner (or Authorised Agent) and the trade waste generator when the owner is not the Generator</li><li>▪ Charge – The higher of a Quantity charge or Quantity and Quality charge on total annual load; (see clause 7.1)</li></ul></li></ul> |

**Acceptance of waste under any category is conditional on the waste meeting Council's Sewer Admission Limits (clause 5.0 and Appendix 2) unless otherwise specified in the Permit Agreement.**

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

In the event of a significant change in the strength or volume of a waste approved under Category 1 or Category 2, the waste will be treated as a Category 3 waste for the purposes of charging and monitoring.

## 6. TRADE WASTE CHARGES AND FEES

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

Accounts for trade waste discharge will be forwarded annually and the amount thereof shall be a debt due by the owner of the premises, and if not paid within 30 days after service of the demand, shall thereafter bear interest at such rate per centum per annum as shall be fixed by the Council by resolution. The amount owing, including interest, shall be recoverable in the same manner as general rates and shall, until paid, be a charge on the land, and in addition may be recovered as a debt from any subsequent owner.

Trade waste charges and fees for the current financial year are listed in Appendix 3.

### 6.1 TRADE WASTE CHARGES

Trade waste is divided into three categories for charging purposes (see clause 6.0). Charges are based on actual quality and quantity of discharge for the period, not on figures described in the permit or agreement.

Annual charges will be structured as set out below; with unit charging rates being adopted and reviewed annually by Council as part of its budget (see Appendix 3).

- Category 1:** Flat fee to cover administration, inspection, compliance testing, and acceptance of up to 500 kl of trade wastes shall apply.
- Category 2:** Quantity charge on total annual volume of trade waste discharged to the sewer to be calculated as follows:
- Q.k**
- Where: Q is the annual trade waste volume (kl)  
k is the unit charge rate (\$/kl).
- The unit charge, k, is based on the cost of providing and maintaining the sewerage system for the total annual wastewater flow to the sewerage plant(s) including administration, inspection and compliance testing for trade waste control;
- A minimum fee to cover administration, inspection, and compliance testing shall apply when the charges calculated by the above formula are less than the minimum fee.
- Category 3:** The higher of:
- Quantity Charge on total annual volume of trade waste discharged to the sewer to be calculated as follows:
- Q.k**
- Where: Q is the annual trade waste volume (kl) and  
k is the unit charge rate (\$/kl).
- or
- A Quantity and Quality charge on the total annual discharge of trade waste to the sewer to be calculated as follows:  $Q_a + Q_{x_1}n_1/1000 + Q_{x_2}n_2/1000 +$
- Where:

Q is the total annual discharge volume (kl)

a is the unit charge for volume (\$/kl)

$x_1, x_2$  are the average concentrations of pollutants  $N_1, N_2$  (mg/L)

$n_1, n_2$  are the unit charges for pollutants

$N_1, N_2$  (\$/kg)  $N_1, N_2$  are the pollutants to be charged for.

- Charges shall be made for COD, suspended solids, and / or other pollutants as set out in the written agreement.
- A minimum fee, to cover administration, inspection, and compliance testing shall apply if and when the charges calculated by the above formula are less than the minimum fee.

## 6.2 CHARGES FOR FOOD WASTE DISPOSAL UNITS

Trade waste Generators in Categories 1 and 2 with food waste disposal units (garbage grinders) shall be charged a fee based on the power of the motor:

	Rated Power, watts	Units
Category A	< 400	2C
Category B	400 – 700	6C
Category C	700 – 1000	8C
Category D	1000 – 1500	12C
Category E	1500 – 2000	14C
Category F	> 2000	16C

Where C is equivalent to the annual domestic sewage unit charge per pedestal.

## 6.3 INSPECTION AND ANALYSIS FEES

Additional inspection and testing fees, to be paid by the Owner (or Generator) on a sundry debtor basis, shall apply in all categories where more than the number of Council inspections and quality compliance tests allowed for under the Permit or Agreement and covered by the minimum fee are required because of non-compliance.

Inspection fees shall be based on the time spent on site.

The full cost of laboratory analyses shall be recovered.

## 6.4 APPLICATION FEES

Applicants for an Agreement to discharge under Category 3 shall be charged an application fee to cover the cost of processing the application and drawing up the Agreement.

This fee must accompany the application.

A permit fee (renewable annually) shall be charged for applications for Category 1 and Category 2 Permits.

## 6.5 SEPTAGE AND OTHER LIQUID WASTES

Licensed liquid industrial waste disposal contractors (clause 13.0) disposing of septic, portable toilet or other approved liquid waste to the sewer under approved conditions shall be charged on

a calculated volume basis (\$/kl) which takes account of both the volume and strength of the waste.

#### 6.6 ADDITIONAL CHARGE

Where Council agrees to accept to the sewer waste which has properties in excess of those defined in the General Limits (Schedule 1, Appendix 2) of the Sewer Admission Limits, an additional charge will apply for each agreed non-complying parameter. The formula for calculation shall be:

$$\text{Charge} = (\text{actual/approved})^d \times \text{charge rate } (\$/\text{kg}) \times \text{kg pollutant}$$

Where:

- **d** is a constant to be determined by Council for each non-complying parameter under consideration at the time;
- the **minimum ratio** for (actual/approved) is 1.0; and
- **approved** means the sewer admission limit value or other negotiated value defined in the Permit or Agreement.

The period of the charge will be the time period, based on the sampling frequency, over which the limits are considered to have been exceeded.

Exceeding the approved limit is an offence under the act.

### 7. APPLICATION PROCEDURES

An application, signed by the Owner or duly Authorised Agent and the Generator, must be lodged at the following times in respect of any premises where trade waste is generated or likely to be generated:

- during the processing of a Building Application for new premises or extensions intended for industrial and / or commercial usage;
- change in tenancy of such premises;
- shop fit-outs of such premises;
- during the processing of an application to strata title such premises;
- existing premises where trade waste is generated and no permit or agreement has been issued;
- change of ownership of such premises.

Liquid waste disposal contractors wishing to discharge septic, portable toilet waste or other approved holding tank or liquid waste to the sewer or sewage treatment plants must apply for a Permit/Agreement.

Application forms are available from the Services Centres of the Mareeba Shire Council.

Applicants may seek advice from the appropriate person appointed by the Council on how to complete the Form. Failure to provide all required information may result in delays in approvals.

Applications for discharge approval under Category 3 are subject to an Agreement being negotiated and must be accommodated by the Application Fee (Section 7.4 and Appendix 3).

Applications should include details of the proposed method of pre-treatment to be used to ensure the waste meets sewer admission limits. Treatment plans should be forwarded in triplicate with the application. One copy will be returned stamped "approved – trade waste only" if satisfactory.

Any plumbing and drainage work associated with the installation of any treatment process shall be in accordance with the Plumbing and Drainage Act 2002.

Applicants are referred to Council's publication "Pre-treatment Guidelines for General Trade Waste Discharges" for formal guidance (See table 1 and 2).

Where a waste is deemed to be non-sewer able, a Permit / Agreement will not be issued and alternative arrangements for disposal of wastes will have to be made. Advice on treatment and disposal options for non-sewer able waste may be obtained from the appropriate person appointed by the Council, Council's Environmental Health Officers and Environmental Health Officers from the Department of Environment and Heritage Protection.

## **8. PERMITS AND AGREEMENTS**

### **8.1 PERMITS**

Both the Owner or Authorised Agent and the trade waste generator, when the Owner is not the Generator, of a premise from which waste classified as Category 1 or Category 2 is being discharged, shall be issued with a written permit which shall remain in force for the specified period unless cancelled sooner.

Trade waste permits are not transferable.

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

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

### **8.2 AGREEMENTS**

Both the Owner or Authorised Agent and the trade waste Generator, when the Owner is not the Generator, of premises from which waste classified as Category 3 is being discharged, shall be required to negotiate a written Agreement with Council. The Agreement will remain in force for a period of three (3) years unless cancelled sooner by either party.

Trade Waste Agreements are not transferable.

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

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

## **9. INSPECTION AND MONITORING**

### **9.1 INSPECTION CHAMBERS AND / OR GAUGING FACILITY**

Category 3 waste shall be discharged to Council's sewerage system via an open channel inspection chamber and/or gauging facility. The inspection chamber and/or gauging facility shall be located on the trade waste discharge line in an area which is accessible at all times to Council's officers thus allowing for sampling and/or monitoring equipment to be installed and operated.



For new Category 2 and 3 installations, the trade waste discharge line shall be separate from the domestic waste discharge line. For existing installations, retrofitting is not required except where it may be done during any proposed upgrading or alterations to the installations.

Where a non-domestic premise does not have a trade waste discharge to Council's sewerage system, an open channel inspection chamber shall be installed on the house drain, in an accessible location, prior to leaving the property and/or connecting into the Council sewer.

Arrestor trap installations and other pre-treatment devices on premises discharging Category 1 and 2 waste shall have an inspection opening provided externally to the building, within the premises, at finished ground level.

## **9.2 INSPECTION AND MONITORING**

All licensed premises shall be routinely and randomly inspected by Council officers for the purpose of monitoring and auditing the conditions of discharge.

Council officers shall be permitted entry to the premises at all reasonable times and not obstructed from carrying out inspections.

All licensed premises are required to supply their annual servicing history when renewing their applications. This information will be required before the renewal is approved.

## **10. RENEWALS**

All licensed premises will be forwarded a renewal notice annually to continue discharging trade waste. As a condition of this renewal, it is a requirement that premises supply their previous year's annual servicing history to Council. Approvals will not be issued without first receiving this information.

Trade waste renewal charges and fees for the current financial year are listed in Appendix 3.

## **11. DETERMINATION OF DISCHARGE QUANTITY**

### **11.1 CATEGORY 1 AND 2**

The volume of trade waste discharged shall be estimated from total metered water consumption, less an allowance for domestic waste based on 136 kl/annum per pedestal and an allowance for water consumed on the property, based on a discharge factor.

Investigations have established a basis for estimation of the proportion of water consumption discharged as trade waste by various types of trade and manufacturing processes as set out in the following table. These will form the basis of the initial fraction applied when a permit is issued. Where there is no fraction available, 100% discharge will be assumed.

Industry	Discharge %
Cold Stores	7
Concrete Batching	2
Commercial Buildings / Office Blocks	95
Dye Houses	75
Hotels / Motels	100
Industrial Laundries	92
Registered Clubs	100

Restaurants / Food Bars	95
Service Stations	70
Service Stations with Car Wash	80
Shopping Centres	70
Warehouse (dry)	70

**Discharge Factors for Estimating Volume of Trade Waste from Water Consumption**

(Source: DPI Water Resources, Client Advisory Services Division, Technical Bulletin TB 6/1992  
"Trade Waste – Waste Characterisation")

Where individual generators have information which would indicate a departure from these bases, application may be made for reconsideration of the fraction used.

High volume Category 2 generators may, and are encouraged to, install an approved flow measurement device to be calibrated as specified in the Permit conditions.

**11.2 CATEGORY 3**

The volume of trade waste discharged to the sewer shall be measured by an approved flow measurement device calibrated as specified in the Agreement. This should be located on the trade waste discharge stream which should be separate from the domestic waste discharge stream.

Where the flow measured includes domestic waste, an allowance of 136 kl/annum per pedestal shall be made.

Generators exempt from installing a flow measurement device shall have the volume of discharge estimated as under section 11.1.

**12. DETERMINATION OF DISCHARGE QUALITY****12.1 CATEGORY 1 AND 2**

Quality measurements for Category 1 and 2 discharges are required for compliance checks only. This shall be done by Council as part of the inspection and monitoring program. The cost shall be covered by the annual trade waste fee except where additional inspection and testing is required because of non-compliance when Council shall charge the owner as prescribed in Section 7.3 and Appendix 3.

**12.2 CATEGORY 3**

Quality measurements are required for both charging and compliance purposes.

For charging purposes a system of self-monitoring by the discharger shall be used to collect sufficient data to enable the average mass load for the designated charging period to be calculated. Where pre-treatment is required to meet sewer admission limits for specified parameters, self-monitoring will be required for those parameters, or a suitable surrogate, to confirm satisfactory pre-treatment. Requirements for self-monitoring and auditing by Council shall be specified in the Agreement.

The generator shall meet all costs of self-monitoring. Council shall inspect the premises and audit the test results as agreed to at Council's expense.

Council will collect and analyse samples for overall assessment of compliance with Sewer Admission Limits at its own cost.

Where additional inspection and testing is required to be done by Council as a result of non-compliance, Council shall charge the owner as prescribed in Section 7.3 and Appendix 3.

### **13. REMOVAL OF LIQUID AND SLUDGE WASTE FROM PREMISES**

No person shall discharge or cause to be discharged directly or indirectly to the sewer, waste from any waste transport vehicle without Council approval through the issue of a Permit or Agreement.

Industrial Waste Removal Contractors shall dispose of septic and/or other approved waste into the sewerage system in accordance with their Permit / Agreement conditions. Trade waste charges in accordance with Clause 7.5 and Schedule VI, Appendix 3 shall apply.

Grease arrestor waste and oil arrestor waste shall not be disposed of to the sewerage system. Such wastes shall be disposed of in a manner and/or at a site approved by Council for this purpose.

Advice on the disposal of waste not suitable for discharge to sewer may be obtained from the appropriate person appointed by the Council.

### **14. ARRESTOR INSTALLATIONS**

Where grease and oil arrestors are used to pre-treat waste before discharge to sewer they will be of a design and capacity approved by Council.

In a situation where a grease arrestor is required for pre-treatment but cannot be installed because of specific site constraints, an additional charge (clause 7.6) will apply.

#### **14.1 GREASE ARRESTORS**

The use of solvents, enzymes, bacterial cultures, odour control agents or pesticides in grease arrestors is prohibited unless specifically approved by Council. Conditional approval may be given to allow the generator to demonstrate to Council that the product to be used does not adversely impact on the sewerage system.

The maximum capacity of an individual grease arrestor shall be 2000 litres. Where the capacity requirement for a premise is greater than 2000 litres, additional arrestors shall be used, with each arrestor to be a discrete installation separately treating a defined waste stream.

Maintenance cleaning of grease arrestors shall be carried out on a regular basis in accordance with conditions of the Permit or Agreement by a Council approved Industrial Liquid Removal Contractor.

#### **14.2 OIL ARRESTORS**

Only Council approved "Quick Break Detergents" may be used where waste is discharged to sewer via an oil arrestor.

Maintenance cleaning of oil arrestors shall be carried out on a regular basis in accordance with conditions of the Permit or Agreement by a Council approved Industrial Liquid Removal Contractor.

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**15. ENZYMES / BACTERIAL CULTURES IN PRE- TREATMENT SYSTEMS**

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Enzyme and bacterial cultures may be permitted for use in certain biological pre-treatment systems by way of specific application to Council. Conditional approval may be given to allow the discharger to demonstrate to Council that the product to be used does not adversely impact on the sewerage system.

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**16. FOOD DISPOSAL UNITS**

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Food waste disposal units (garbage grinders / in sink waste disposal units) may be approved for non-domestic use by specific application to Council.

Where installation is approved, an annual charge based on motor power shall apply (Section 7.2 and Appendix 3).

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**17. COMMERCIAL SWIMMING POOLS / ORNAMENTAL POOLS**

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The back wash and pool water from commercial and public swimming pools and ornamental ponds constitute a trade waste and may not be discharged to sewer without approval through the issue of a Permit / Agreement. Trade waste charges in accordance with the discharge category will apply.

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**18. MEDICAL, CLINICAL, VETERINARY AND INFECTIOUS WASTES**

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Solid waste from any hospital, clinic, office or surgery of a medical or veterinary facility or laboratory, convalescent or nursing home or health transport facility; including, but not limited to, hypodermic needles, syringes, instruments, utensils, swabs, dressings, bandages, or any paper or plastic item of a disposable nature, or any portions of human or animal anatomy; shall not be discharged to the sewer.

Infectious or hazardous wastes deemed to pose a threat to public health and safety may not be discharged to the sewer without approval of Council. Such wastes shall require treatment to render them non-infectious or non-hazardous prior to discharge. When approved for discharge, trade waste charges will apply.

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**19. CONTAINMENT OF TOXIC / HAZARDOUS SUBSTANCES**

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Any potentially toxic or hazardous substances shall be stored in areas where leaks, spillages or overflows cannot be drained by gravity or by any automated mechanical means to the sewer or the storm water system.

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**20. DISCHARGE OF LIQUID FROM BUSES, AIRCRAFT AND VESSELS**

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The discharge of certain galley and toilet wastes from recreational vessels may be permitted via approved "pump out" facilities. The waste discharged from these facilities must meet Sewer Admission Limits as set out in Appendix 2. The operator of such facilities must hold a Permit or Agreement for discharge. Charges will be in accordance with the category classification.

The discharge of untreated bilge waste to the sewer is prohibited.

The discharge of toilet waste from buses, aircraft or other recreational vehicles may be permitted at approved discharge locations such as bus or transport depots, terminals and caravan parks. The owner of the premises on which such facilities are located must hold a Permit or Agreement and the discharge must be in accordance with the Permit / Agreement conditions.

## 21. LANDFILL LEACHATE

Leachate from landfill sites and wastewater from waste treatment / disposal facilities constitutes a trade waste and may not be discharged to sewer without approval through the issue of a Permit / Agreement. Trade waste charges in accordance with the discharge category shall apply.

### 21.1 MAREEBA LANDFILL LEACHATE

In recent years, the service delivery model for MSC's waste services has significantly grown in complexity from traditional local government waste collection and disposal services to providing the major waste disposal facility accepting domestic and commercial waste from the Cairns region.

The quantity of leachate from the landfill has grown significantly since the creation of the new waste disposal facility. A special internal trade waste charge is to be charged against the MSC Waste Operational Budget in recognition of the adverse impact that leachate can cause to the wastewater treatment processes at the Mareeba Wastewater Treatment. This internal trade waste charge will serve to implement enabling infrastructure to develop Mareeba as an industrial hub whilst promoting the Shire as a desirable lifestyle destination.

The internal trade waste charge shall be applied each year for a minimum of twenty (20) years or for the term of leachate generation at Mareeba Landfill, whichever is the longer period.

The internal trade waste fee shall be calculated each year as follows:

The first year shall be 2014 - 2015. No CPI is charged in the first year.  $R_1 = \$300,000$ .

The second year shall be base year multiplied by CPI.  $R_2 = R_1 \times A$

The third year shall be  $R_3 = R_2 \times A$

$R_n = R_{(n-1)} \times A$

Where

R = Internal trade waste fee charged each year

A = The Brisbane CPI from *Consumer Price Index (a)(b): All groups, Brisbane and weighted average of eight capital cities, financial year table*, at the end of the June quarter, as published by the Queensland Government Statistician's Office.

n = The nth year of charging the internal trade waste charge.

## 22. DISCHARGE FROM OPEN AREAS

The ingress of surface waters from a potentially contaminated open area to the sewerage system can cause severe operational problems to Council. However, there may be circumstances when it is environmentally beneficial to accept these wastes to the sewer under strict controls.

A Permit / Agreement is required to discharge such waste. Controls will be required to ensure the discharge quality and quantity meet the requirements set by this policy and will include:

- all such water is pumped to sewer at a rate acceptable to Council;
- measures to ensure the discharge to sewer ceases automatically after a predetermined level of rainfall volume (mm) and / or intensity (mm/h);

- measures to collect, segregate and treat the “first flush” volume, equivalent to 10mm x open area (m<sup>2</sup>), during wet weather with additional runoff directed to the storm water system;
- the “first flush” volume collected is pumped to sewer, after any necessary pre-treatment, no sooner than one (1) hour after the cessation of rain;
- a suitable device for the determination of sewer discharge volume to be installed; and
- any additional conditions as applicable.

All conditions will be specified in the Permit / Agreement.

Trade waste charges in accordance with the discharge category will apply.

### 23. DENTAL LABORATORIES

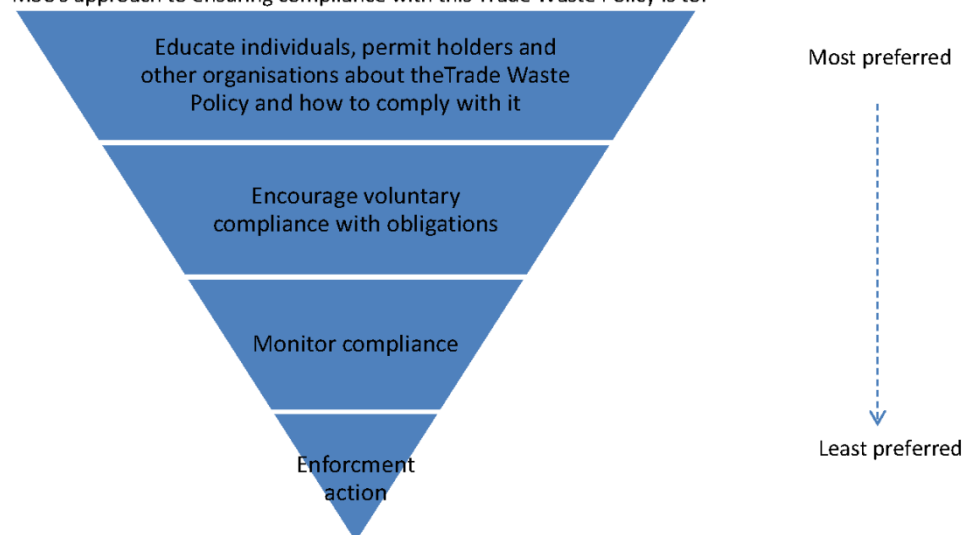
A Trade Waste Permit will not be required for Dental Laboratories provided any waste waters generated are discharged to sewer through an Amalgam Separator. Note: If Film Processing is carried out on site, a Trade Waste Permit and additional pre-treatment may be required.

### 24. DISCRETIONARY POWER

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

### 25. COMPLIANCE AND ENFORCEMENT

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



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

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

For those individuals or organisations who choose not to comply with their obligations, MSC will be consistent in taking prompt enforcement action. This action will demonstrate to responsible permit holders, and the broader community, that there are consequences for poor performance.

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

## **26. REFERENCE TO COUNCIL**

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

**APPENDIX 1 - Selected Legislation Relevant To Trade Waste**

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Water Supply (Safety and Reliability) Act 2008

Plumbing and Drainage Act 2002

Standard Plumbing and Drainage Regulation 2003

Environmental Protection Act 1994

Environmental Protection (Water) Policy 2009

Environmental Protection Regulation

Environmental Protection Act 1994

- Environmental Protection Regulation 2008
- Environmental Protection (Waste Management) Policy 2000

Council Local Laws



## APPENDIX 2 - Sewer Admission Limits

The upper limits for the quality of trade waste discharged to the sewer for all categories are set out below. These admission limits shall apply from 01 January 2014. They are subject to periodic review.

### 1. GENERAL LIMITS

Parameter	Concentration mg/L except
Temperature *	< 38°C
pH *	6 – 10
Biochemical Oxygen Demand (BOD <sub>5</sub> )	600 mg/L
Chemical Oxygen Demand (COD)	1200 mg/L
Total Organic Carbon (TOC)	1200 mg/L
Suspended Solids	600 mg/L
Total Dissolved Solids (TDS)	4000 mg/L
Total oil/grease (Freon extractable)	200
Gross Solids	non faecal gross solids shall have a maximum linear dimension of less than 20mm and a quiescent settling rate of less than 3m/hr.
Colour *	limited such as not to give any discernible colour in treatment discharge.
Odour *	not detectable in 1% dilution or causing an odour problem in Council's sewerage system.
Chlorine (as Cl <sub>2</sub> )	10
Sulphate (as SO <sub>4</sub> ) <sup>#</sup>	2000
Sulphite (as SO <sub>2</sub> )	100
Surfactants – Anionic (MBAS)	500
Aluminium (as Al) <sup>#</sup>	100
Iron (as Fe) <sup>#</sup>	100
Ammonia plus ammonium iron (as N) <sup>#</sup>	80
Total Kjeldahl Nitrogen (as N) <sup>#</sup>	150
Total Phosphorous (as P) <sup>#</sup>	35
Manganese (as Mn)	100

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

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

## 2. PROHIBITED DISCHARGES

- Prohibited substances as defined in Schedule 1 of the Water Act 2000
- Flammable / explosive substances
- Radioactive substances except as allowed under the Radiation Safety Act 1999 and the Radiation Safety Regulation 1999
- Pathological and infectious waste and Cytotoxic waste as allowed for under the National Guidelines for Waste Management in the Health Industry, National Health and Medical Research Council, 1999
- Genetically modified (engineered) organisms
- Rainwater and stormwater and uncontaminated water

## 3. SPECIFIC LIMITS – INORGANIC

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

## 4. SPECIFIC LIMITS – METALS

Parameter	Maximum Concentration mg/L	Lower Daily Mass Load g/day
Arsenic (As)	5	15
Cadmium (Cd)	2	6
Chromium (Cr) Total	20	75*
Hexavalent	10	
Cobalt (Co)	10	30
Copper (Cu)	10	75
Lead (Pb)	10	30
Mercury (Hg)	0.05	0.15
Nickel (N)	10	30
Selenium (Se)	5	15
Silver (Ag)	5	15
Tin (Sn)	10	30
Zinc (Zn)	10	75

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

\* For discharges below the Lower Daily Mass Load, hexavalent Cr must be reduced to trivalent Cr.

## 5. SPECIFIC LIMITS – ORGANIC

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

Parameter		Maximum Concentration, mg/L
Formaldehyde (HCHO)		50
Phenolic compounds (as Phenol)		100
Pentachlorophenol		5
Petroleum hydrocarbons		30
Halogenated Aliphatic hydrocarbons		5
Halogenated Aromatic Hydrocarbons (HAHs)		0.002
Polychlorinated biphenyls (PCBs)		0.002
Polybrominated biphenyls (PBBs)		0.002
Polynuclear Aromatic Hydrocarbons (PAHs)		5
Pesticides:	General (insecticides / herbicides / fungicides)**	1.0
Pesticides:	Organophosphates	0.1
	Azinphos – methyl	
	Azinphos – ethyl	
	Coumaphos	
	Demeton	
	Dichlorvos	
	Dimethoate	
	Disulfoton	
	Fenitrothion	
	Fenthion	
	Malathion	
	Methamidophos	
	Mevinphos	
	Omethoate	
	Oxydemeton – methyl	
	Parathion	
	Triazophos	
	Trichlorfon	
Pesticides:	Organochlorines	
	Aldrin	0.001
	Chlordane	0.006
	DDT	0.003
	Dieldrin	0.001
	Heptachlor	0.003
	Lindane	1.100

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

**6. OTHERS**

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

**APPENDIX 3 - Trade Waste Charges For 2016 /2017 Financial Year**

Fee	Per	GST STATUS	Approved Fee 2015/2016
<b>Trade Waste Permit</b>			
Category One Utility Charge (Low Volume : Low Strength) <500 KL waste per year (per year)	year	NO GST	<b>\$140.00</b>
Category Two Utility Charge (High Volume : Low Strength) >500KL waste per year (per KL)	Year	NO GST	<b>\$140.00</b>
Category Three Utility Charge (Any Volume : High Strength) Refer Strength of waste as tested (per year)	Year	NO GST	<b>\$140.00</b>
Sampling of Grease Arrestor (per test)	test	NO GST	<b>\$325.00</b>
Sample - Tested strength of BOD5 by weight	test	NO GST	<b>\$315.00</b>
Sample - Tested strength of Suspended Solids by weight	test	NO GST	<b>\$308.00</b>
<b>Permit for Food Waste Disposal Units :</b>			
<b>MSC Sewerage Area</b>			
Category A - < 400 Watt rating (per year)	year	NO GST	<b>\$ 1,205.00</b>
Category B - 401 to 700 Watt rating (per year)	year	NO GST	<b>\$ 3,611.00</b>
Category C - 701 to 1000 Watt rating (per year)	year	NO GST	<b>\$ 4,820.00</b>
Category D - 1001 to 1500 Watt rating (per year)	year	NO GST	<b>\$ 7,235.00</b>
Category E - 1501 to 2000 Watt rating (per year)	year	NO GST	<b>\$ 8,435.00</b>
Category F - > 2000 Watt rating (per year)	year	NO GST	<b>\$ 9,740.00</b>
Search Fee - Query for existing Trade Waste Service on the property	search	NO GST	<b>\$208.00</b>
<b>Waste Discharge</b>			
Grease trap waste - Mareeba - Transpacific Service Agreement	litre	NO GST	<b>\$0.10</b>
Septic effluent waste Mareeba	KL	NO GST	<b>\$50.00</b>
Liquid Waste - Anything other than grease trap or septic - Mareeba	KL	NO GST	<b>\$50.00</b>

**APPENDIX 4 - General Pre-Treatment Guidelines for Minor Trade Waste Generators**
**MECHANICAL REPAIRS IN WORKSHOP**

<b>PROCESS</b>	<b>PRE-TREATMENT</b>	<b>COMMENTS</b>
Parts Washing With Water	<p>Wash area to be bunded to contain wash water. If outside the workshop the wash area is to be bunded and roofed</p> <p>A collection well and non-emulsifying pump.</p> <p>An approved oil Separator with an oil collection container and sludge removal system, all within a roofed and bunded area.</p> <p>Wash designated, bunded area (segregated from rest of workshop).</p>	<p>Screens may be useful to exclude nuts and washers from the pump intake. Cleaning compounds to be compatible with the pre-treatment system. The cleaning and maintenance program specified by the supplier should be followed. Oil to be drained or wiped from parts prior to washing. Store used oil for recycling.</p>
Parts washing with solvents (Preferred method)	<p>Spent solvents to be removed off-site for regeneration or disposal.</p> <p>Areas containing the parts wash to be bunded to contain any spillage or leakage.</p> <p>NB. There is no discharge to Sewer.</p>	<p>Read the material safety data sheets for each of the materials being used.</p>
Floor Washdown (Periodic)	<p>Area to be under roof and bunded to exclude rainwater, but include washwater. A collection well and non-emulsifying pump. An approved oil separator with an oil collection container and sludge withdrawal system, all within roofed and bunded area.</p> <p>NB. The wastewater from washdown can drain to the same pre-treatment system as that used for parts washing.</p>	<p>Screen may be used to exclude nuts and washers from the pump intake. Cleaning compounds to be compatible with the pre-treatment system. The cleaning and maintenance program specified by the supplier should be followed.</p> <p>Oils spills should be soaked wash down up or wiped up prior to washing.</p> <p>Grease blobs should be scraped up before washing.</p>
Vehicle Body Repair Shops (Wet Rubbing)	<p>Wet rubbing area to be roofed and bunded.</p> <p>Area to drain to a minimum 550 litre silt trap</p>	<p>Settling Pit to be serviced at regular intervals by a licenced contractor.</p>
Washing of Vehicle Body Only (No De-greasing)	<p>Wash area to be bunded to contain wash water. If outside the workshop the wash area is to be bunded and roofed. A 550 Litre silt trap</p> <p>A 550 litre Silt Trap.</p>	<p>Silt trap is to be serviced at regular intervals by a licenced industrial liquid removal contractor.</p>
Vehicle Detailing (De-greasing)	<p>Area to be under roof and bunded to exclude rainwater, but include washwater. A collection well and non-emulsifying pump. An approved oil separator with an oil collection container and sludge withdrawal system, all within roofed and bunded area</p>	<p>Collection well / separator to be serviced at regular intervals by a licenced industrial liquid removal contractor.</p>

PROCESS	PRE-TREATMENT	COMMENTS
Service Stations - covered forecourt Fuel installation and refuelling Depot		<b>NOT PERMITTED TO SEWER OR STORMWATER DRAIN</b> - dry cleaning technique should be adopted

#### **GENERAL PRE-TREATMENT REQUIREMENTS - FOOD INDUSTRY**

PROCESS	PRE-TREATMENT	COMMENT
All premises involved in cooking food	Grease Arrestor. (For sizing see Table 2) Dry basket arrestors in floor wastes and sinks. Used oil and fat storage area to be roofed and bunded. Garbage bin wash cleaning area to be roofed and bunded - wastewater to pass through a dry basket arrestor and discharged through a grease arrestor.	Grease arrestors to be serviced at regular intervals by a licenced liquid waste disposal contractor.
Food preparation only	Dry basket arrestors in floor wastes and sinks. Grease arrestor in some circumstances (determined by a person appointed by the Council to carry out inspections of premises from which trade wastes are being discharged).	Grease arrestors to be serviced at regular intervals by licenced liquid waste disposal contractor.

### **GENERAL PRE-TREATMENT GUIDELINES FOR OTHER TRADE WASTE GENERATORS**

<b>GENERATOR / SOURCE</b>	<b>CHARACTERISTICS OF WASTE</b>	<b>GENERAL PRE-TREATMENT REQUIREMENTS</b>
<b>Dental / Medical / Veterinary Surgeries</b>		
- no plaster casts	solids	dry basket arrestor
- plaster casts	solids	plaster arrestor
- x-rays	rinse water and spent solutions	to sewer via balancing tank after silver recovery (refer photographic industry code of practice)
<b>Photographic Waste</b>		
- fast photos	rinse water and spent solutions	to sewer via balancing tank after silver recovery (refer photographic industry code of practice)
- x-rays		
<b>Laundromats</b>	lint, temperature	lint screens 1mm mesh, cooling pit. If temperature exceeds 38° Celsius
<b>Hairdressing Salons</b>	Hair, soap, dyes etc	no pre-treatment required. Not to discharge through a grease arrestor
<b>Hobby Clubs</b>		
- discharge less than 200 L/Day	suspended solids	no pre-treatment
- discharge 200 - 1000 L/Day	suspended solids	plaster arrestors
- discharge over 1000 L/Day	suspended solids	solids settlement pit 1000 L, min of 1 hour retention time
<b>Kennels</b>	solids	dry arrestor pit, open area controls, dry cleaning prior to washing down
<b>School - Laboratory</b>	acid / alkali, chemicals	sediment and neutralising pit

**NB.** Discharge from photographic processing and laboratories not to come into contact with copper pipes.



### GUIDELINES FOR SIZING GREASE ARRESTORS

- The capacity of a grease arrestor may be calculated from the following capacity allowances for various fixtures and fittings in commercial premises.

Fixture/Fitting	Capacity (Litres)
Commercial kitchen sink	140
Double bowl or pot sink	280
Basin	30
Water heated bain-marie	40
Dishwasher	
- small (under bench)	400
- medium (upright)	800
- large (more than one outlet)	1200
Steamer / Hydrotherm / Boiling Pots / Stock Pots	100
Wok burner	140
Mixing bowl	140
Glass washers (not in liquor sales area)	200

- If a restaurant, coffee shop, hotel, motel, hostel, nursing home etc. does not have fixture or fittings in excess of 250 litres capacity, the following criteria shall apply;

Servicing capacity	Minimum size grease arrestor
0-40 persons	550 Litre
40 - 90 persons	1000 Litre
90 - 180 persons	2000 Litre

### MINIMUM GREASE ARRESTOR CAPACITIES

Business	Arrestor Size	Comments
Takeaways	550 Litre	No cooking chicken, no woks
Hostel	550 Litre	
Retail Seafood Outlets		No processing/cooking
Ice Cream Parlour	550 Litre	
Hot Bread Shop	550 – 1000 Litre	Depending on Fixtures/Fittings/Seating Capacity
Pizza Shop	550 – 1000 Litre	
Takeaway and Delicatessen	550 – 1000 Litre	
Coffee Shop (0-40 persons)	550 – 1000 Litre	
Restaurant (0-40 persons)	550 – 1000 Litre	
Retail Butcher	550 – 1000 Litre	
Bakery	1000 – 2000 Litre	
Coffee Shop (40-90 persons)	1000 – 2000 Litre	
Restaurants (40-90 persons)	1000 – 2000 Litre	
Retail Chicken	1000 - 2000 Litre	
Seafood Processing	1000 – 2000 Litre	
Coffee Shop (91-180 persons)	2000 Litre	
Restaurants (91-180 persons)	2000 Litre	
Nursing Homes	2000 Litre	
Hotel	2000 Litre	
Hospital	2000 Litre	
Shopping Centres	2000 Litre	Combination Shops