



# **AGENDA**

**Wednesday, 16 July 2025**

## **Ordinary Council Meeting**

**I hereby give notice that an Ordinary Meeting of Council will be held on:**

**Date: Wednesday, 16 July 2025**

**Time: 9:30am**

**Location: Council Chambers**

**Peter Franks  
Chief Executive Officer**



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- 2 APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS**
- 3 BEREAVEMENTS/CONDOLENCES**
- 4 DECLARATION OF CONFLICTS OF INTEREST**
- 5 CONFIRMATION OF MINUTES**  
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- 6 BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING**
- 7 DEPUTATIONS AND DELEGATIONS**



## 8 CORPORATE AND COMMUNITY SERVICES

### 8.1 J FITZGERALD - RECONFIGURING A LOT - SUBDIVISION (1 INTO 2 LOTS) - LOT 142 ON NR506 - 374 HODZIC ROAD, BIBOOHRA - RAL/25/0012

**Date Prepared:** 24 June 2025

**Author:** Coordinator Planning Services

**Attachments:** 1. Proposal Plan [↓](#)

#### APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	J Fitzgerald	ADDRESS	374 Hodzic Road, Biboohra
DATE LODGED	13 May 2025	RPD	Lot 142 on NR506
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot – Subdivision (1 into 2 lots)		
FILE NO	RAL/25/0012	AREA	129.499 hectares
LODGED BY	Freshwater Planning Pty Ltd	OWNER	J Fitzgerald
PLANNING SCHEME	Mareeba Shire Council Planning Scheme 2016		
ZONE	Rural zone		
LEVEL OF ASSESSMENT	Impact Assessment		
SUBMISSIONS	Nil		

#### EXECUTIVE SUMMARY

Council is in receipt of a development application described in the above application details.

The application is impact assessable and no properly made submissions were received in response to public notification of the application.

The application and supporting material has been assessed against the Mareeba Shire Council Planning Scheme 2016 and does not conflict with any relevant planning instrument.

The level of assessment for the application was increased to impact assessable due to parts of the site falling within the Extreme Flood Hazard Area of the Planning Scheme's Flood Hazard Overlay. Notwithstanding, both proposed lots will contain significant area free from the mapped flood hazard to allow for future development.

Draft conditions were provided to the Applicant / care of their consultant and have been agreed.

It is recommended that the application be approved in full with conditions.

#### OFFICER'S RECOMMENDATION

1. That in relation to the following development application:

APPLICATION		PREMISES	
APPLICANT	J Fitzgerald	ADDRESS	374 Hodzic Road, Bibbohra
DATE LODGED	13 May 2025	RPD	Lot 142 on NR506
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot – Subdivision (1 into 2 lots)		

and in accordance with the Planning Act 2016, 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 Reconfiguring a Lot – Subdivision (1 into 2 lots)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
Ref:9824	Plan of Lots 1 & 2 Cancelling Lot 142 on NR506	Twine Surveys Pty Ltd	16.04.2025

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

1. Development must be carried out generally in accordance with the approved plans and the facts and circumstances of the use as submitted with the application, and 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; 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 for the development, 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/contributions within the 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 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 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.
- 3.7 All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.

#### 3.8 Charges

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

#### 3.9 Bushfire Management

A Bushfire Hazard Management Plan for the development must be prepared by a suitably qualified person/s. The Bushfire Hazard Management Plan must demonstrate compliance with the relevant performance outcomes of the Mareeba Shire Council Planning Scheme 2016 Bushfire Hazard Overlay Code.

The development must comply with the requirements of the Bushfire Hazard Management Plan at all times.

#### 3.10 Hodzic Road road reserve

At time of survey of the allotments, additional road reserve is to be opened for Hodzic Road to ensure that the Hodzic Road road reserve achieves a

minimum width of at least ten (10) metres on both sides of the centreline of the existing Hodzic Road formation.

Compliance with Condition 3.10 will offset the adopted infrastructure charge payable for this development.

#### 4. Infrastructure Services and Standards

##### 4.1 Access

New or existing access crossovers must be upgraded/constructed (from the edge of Hodzic Road to the property boundaries of Lots 1 and 2) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

##### 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) All stormwater drainage collected from the site must be discharged to an approved legal point of discharge.

##### 4.3 Water Supply

At the time of construction of a dwelling on proposed Lot 1, a water supply must be provided via:

- (a) a bore or bores are provided in accordance with the Design Guidelines set out in the Planning Scheme Policy 4 – FNQROC Regional Development Manual; or
- (b) on-site water storage tank/s:
  - (i) with a minimum capacity of 90,000L; and
  - (ii) which are installed and connected prior to the occupation of the dwelling; or
- (c) Water access rights to a perennial watercourse.

##### 4.4 Wastewater Disposal

At the time of construction of a future dwelling or outbuilding on proposed Lot 1, 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.

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

- (a) An Adopted Infrastructure Charges Notice has been issued with respect to the approved development. The Adopted Infrastructure Charges Notice details the type of infrastructure charge/s, the amount of the charge/s and when the charge/s are payable.
- (b) The Adopted Infrastructure Charges Notice does not include all charges or payments that are payable with respect to the approved development. 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.

(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) 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.dcceew.gov.au](http://www.dcceew.gov.au).

(f) 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.dsdsatsip.qld.gov.au](http://www.dsdsatsip.qld.gov.au).

(g) Electric Ants

Electric ants are designated as restricted biosecurity matter under the *Biosecurity Act 2014*.

Certain restrictions and obligations are placed on persons dealing with electric ant carriers within the electric ant restricted zone. Movement restrictions apply in accordance with Sections 74–77 of the *Biosecurity Regulation 2016*. Penalties may be imposed on movement of electric ant carriers and electric ants in contravention of the legislated restrictions. It is the responsibility of the applicant to check if the nominated property lies within a restricted zone.

All persons within and outside the electric ant biosecurity zone have an obligation (a **general biosecurity obligation**) to manage biosecurity risks and threats that are under their control, they know about, or they are expected to know about. Penalties may apply for failure to comply with a general biosecurity obligation.

For more information please visit the electric ant website at [Electric ants in Queensland | Business Queensland](#) or contact Biosecurity Queensland 13 25 23.

(E) RELEVANT PERIOD

When approval lapses if development not started (s.85)

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

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

- Nil

(G) OTHER APPROVALS REQUIRED FROM COUNCIL

- Access approval arising from condition number 4.1

2. That an Adopted Infrastructure Charges Notice be issued for the following infrastructure charge/s for:

Development Type	Rate	Measure	Charge	Credit Detail	Balance
	<b>\$ per Lot</b> (40% reduction of standard charge for no town water/sewer)	<b>Lots</b>		<b>Lots</b>	
Rural	\$13,478.40	2 Lots	\$26,956.80	1 lot	\$13,478.40
<b>TOTAL CURRENT AMOUNT OF CHARGE</b>					<b>\$13,478.40</b>

## THE SITE

The subject site is situated at 374 Hodzic Road, Bibbohra, and is more particularly described as Lot 142 on NR506. The site is irregular in shape with an area of 129.499 hectares and is zoned Rural under the Mareeba Shire Council Planning Scheme 2016.

The site has approximately 2 kilometres of frontage to Hodzic Road which is formed to a rural gravel road standard for this entire frontage. Hodzic Road intersects the site separating it into two (2) portions. The site is accessed from Hodzic Road via existing crossovers.

The site is improved by a dwelling house and multiple outbuildings, most of which are clustered around a farm dam in proximity to site's western boundary. An onsite water supply and effluent disposal system are connected to the dwelling. Electricity and telecommunication services are provided to site.

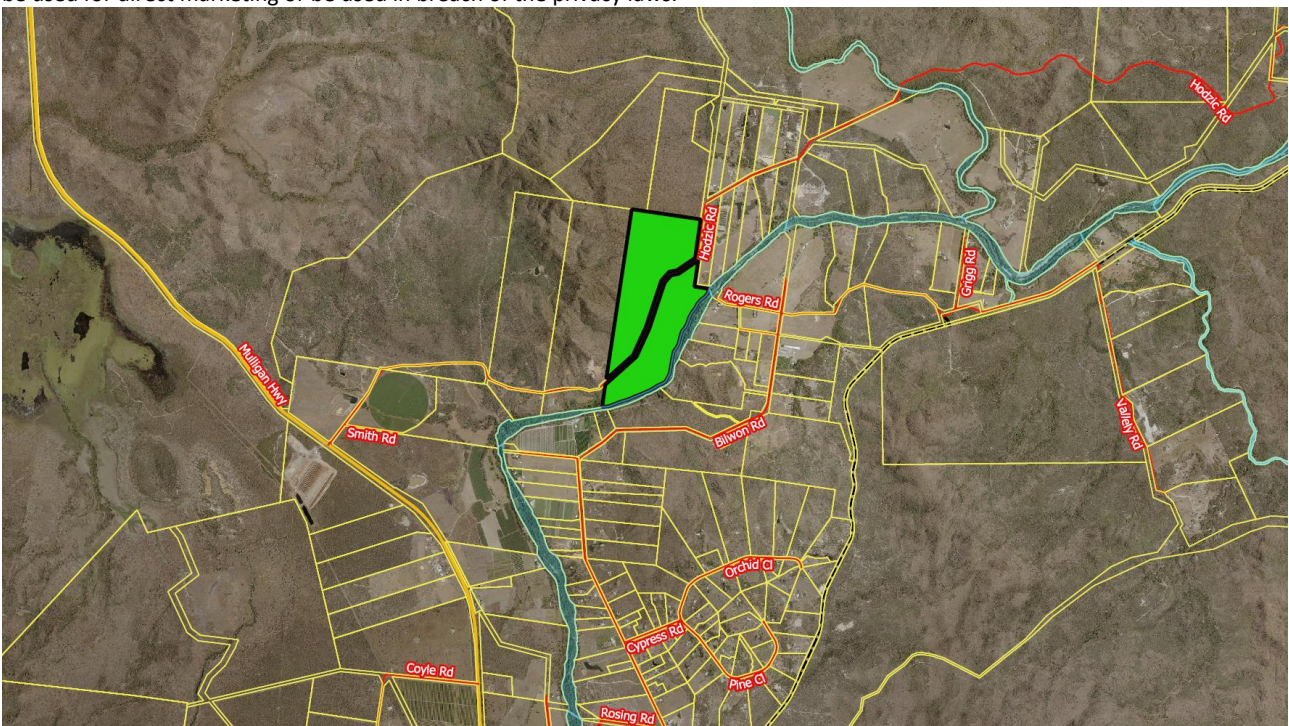
The site is primarily used for animal husbandry purposes.

The south-eastern boundary of the site adjoins the Barron River. All adjoining lots are zoned rural.



**Map Disclaimer:**

Based on or contains data provided by the State of Queensland (Department of Environment and Resource Management) (2009). In consideration of the State permitting use of this data you acknowledge and agree that the State gives no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accepts no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws.



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**BACKGROUND AND CONTEXT**

Nil

**PREVIOUS APPLICATIONS & APPROVALS**

Nil

**DESCRIPTION OF PROPOSED DEVELOPMENT**

The development application seeks a Development Permit for Reconfiguring a Lot – Subdivision (1 into 2 lots) in accordance with the plans shown in **Attachment 1**.

The applicant proposes the subdivision of the subject site into the following allotments:

- Proposed Lot 1 - area of 68.54 hectares, frontage of approximately 843 metres to Hodzic Road;
- Proposed Lot 2 - area of 60.96 hectares, frontage of 1,188 metres to Hodzic Road.

Proposed Lot 2 will contain the existing dwelling house and outbuildings. Access to this lot will continue via the established crossover onto Hodzic Road.

Access to proposed Lot 1 will be via a new crossover onto Hodzic Road.

**REGIONAL PLAN DESIGNATION**

The subject site is included within the Regional Landscape and Rural Production Area land use category in the Far North Queensland Regional Plan 2009-2031. The Regional Plan Map 3- 'Areas of Ecological Significance' also identifies the site is:

- *Strategic Rehabilitation Area*
- *Local Conservation Corridors*
- *State & Regional Conservation Corridors*
- *Wetland Area of General Ecological Significance*
- *Terrestrial Area of High Ecological Significance*
- *Terrestrial Area of General Ecological Significance*

**PLANNING SCHEME DESIGNATIONS**

Strategic Framework:	<b>Land Use Categories</b> <ul style="list-style-type: none"> <li>• Rural other</li> </ul> <b>Natural Environment Elements</b> <ul style="list-style-type: none"> <li>• Biodiversity Areas</li> <li>• Habitat Linkage</li> </ul> <b>Other Elements</b> <ul style="list-style-type: none"> <li>• Major Watercourse</li> </ul>
Zone:	Rural zone
Overlays:	Bushfire hazard overlay Environmental significance overlay Flood hazard overlay Hill and slope overlay Transport infrastructure overlay

## RELEVANT PLANNING INSTRUMENTS

Assessment of the proposed development against the relevant planning instruments is summarised as follows:

### Far North Queensland Regional Plan 2009-2031

Separate assessment against the Regional Plan is not required because the Mareeba Shire Council Planning Scheme appropriately advances the Far North Queensland Regional Plan 2009-2031, as it applies to the planning scheme area.

### State Planning Policy

Separate assessment against the State Planning Policy (SPP) is not required because the Mareeba Shire Council Planning Scheme appropriately integrates all relevant aspects of the SPP.

### Mareeba Shire Council Planning Scheme 2016

#### Strategic Framework

#### 3.3 *Settlement pattern and built environment*

##### 3.3.1 Strategic outcomes

- (9) New subdivisions which propose lots less than the minimum lot size of 60ha are not supported within the Rural zone, except for where:
  - (a) The subdivision results in no additional lots (boundary realignment) and does not create an additional *rural lifestyle* lot or *rural residential purposes* lot; or
  - (b) The subdivision is limited to one additional lot created to accommodate a *public reconfiguration purpose*.

#### Comment

Both proposed rural lots will exceed 60 hectares in area. The development complies with the strategic outcome.

#### Relevant Developments Codes

The following Development Codes are considered to be applicable to the assessment of the application:

- 6.2.9 Rural zone code
- 8.2.3 Bushfire hazard overlay code
- 8.2.4 Environmental significance overlay code
- 8.2.6 Flood hazard overlay code
- 8.2.8 Hill and slope overlay code
- 9.4.2 Landscaping code
- 9.4.3 Parking and access code
- 9.4.4 Reconfiguring a lot code
- 9.4.5 Works, services and infrastructure code

The application included a planning report and assessment against the planning scheme. An officer assessment has found that the application satisfies the relevant acceptable outcomes (or performance outcomes where no acceptable outcome applies) of the relevant codes set out below, provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Rural zone code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Bushfire hazard overlay code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Environmental significance overlay code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Flood hazard overlay code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Hill and slope overlay code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Landscaping code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Parking and access code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Reconfiguring a lot code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Works, services and infrastructure code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.

### **Planning Scheme Policies/Infrastructure Charges Plan**

The following planning scheme policies are relevant to the application:

#### **Planning Scheme Policy 4 - FNQROC Regional Development Manual**

All development works will be conditioned to be designed and constructed in accordance with the FNQROC Development Manual.

**Adopted Infrastructure Charges Notice**

In accordance with Council's Adopted Infrastructure Charges Resolution (No. 1) 2025, a standard charge of \$22,464.00 applies to each additional residential allotment created, where serviced by the following five (5) trunk infrastructure networks:

- Transport network (roads);
- Public parks and land for community facilities network;
- Water supply network;
- Sewerage network; and
- Stormwater network

Part 4.1(d) of Council's Adopted Infrastructure Charges Resolution (No. 1) 2025, a 40% discount will be applied to development charges where no connection to Council's reticulated water and sewer network exists.

- \$20,768.00 - 40% = \$13,478.40 per additional allotment.

The application proposes the creation of one (1) additional lot; therefore, the applicable charge is **\$13,478.40**.

**REFERRAL AGENCY**

This application did not trigger referral to a Referral Agency.

**Internal Consultation**

The Hodzic Road constructed pavement is off alignment in multiple sections along the frontage with the subject site. To correct the alignment issue, it is proposed to require the applicant to open new road reserve to extend the Hodzic Road road reserve to at least 10 metres from the existing constructed road centreline.

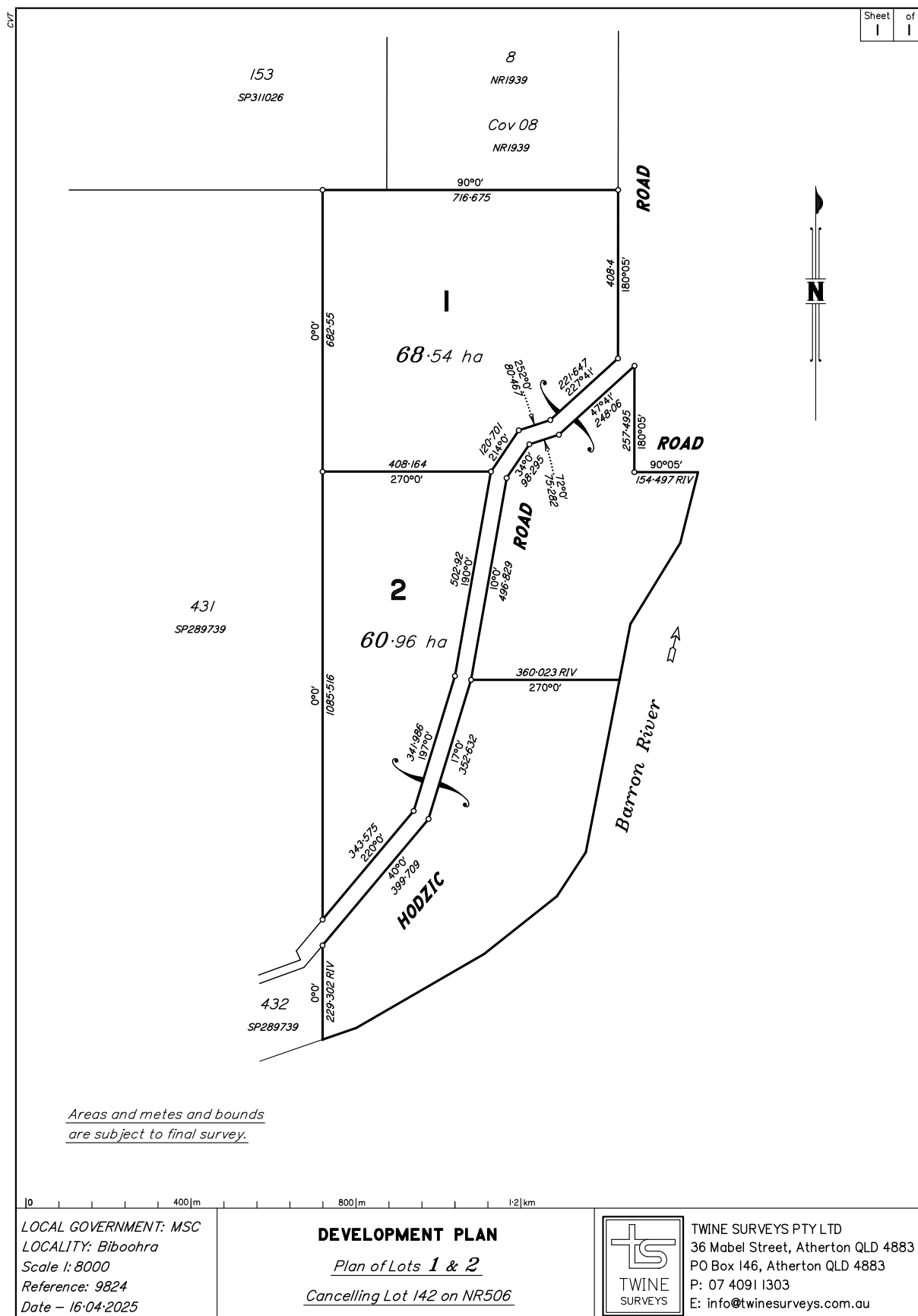
**PUBLIC NOTIFICATION**

The development proposal was placed on public notification from 28 May 2025 to 20 June 2025. The applicant submitted the notice of compliance on 23 June 2025 advising that the public notification requirements were carried out in accordance with the requirements of the Act.

No submissions were received.

**PLANNING DISCUSSION**

Nil



## 8.2 G EADE - MATERIAL CHANGE OF USE - WAREHOUSE - LOT 2 ON RP700540 & LOT 9 ON M35611 - 50 & 54 BYRNES STREET, MAREEBA - MCU/25/0008

**Date Prepared:** 30 June 2025

**Author:** Coordinator Planning Services

**Attachments:**

1. Proposal Plans [↓](#)
2. State Assessment and Referral Agency response dated 16 June 2025 [↓](#)

### APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	G Eade	ADDRESS	50 & 54 Byrnes Street, Mareeba
DATE LODGED	22 April 2025	RPD	Lot 2 on RP700540 & Lot 9 on M35611
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Warehouse		
FILE NO	MCU/25/0008	AREA	Lot 2 – 865m2 Lot 9 – 1,889m2m
LODGED BY	Scope Town Planning	OWNER	Lot 2 – G & M Eade Lot 9 – Salali Pty Ltd
PLANNING SCHEME	Mareeba Shire Council Planning Scheme 2016		
ZONE	Centre zone		
LEVEL OF ASSESSMENT	Impact Assessment		
SUBMISSIONS	Nil		

### EXECUTIVE SUMMARY

Council is in receipt of a development application described in the above application details.

The application is impact assessable and no properly made submissions were received in response to public notification of the application.

The application and supporting material has been assessed against the Mareeba Shire Council Planning Scheme 2016 and does not conflict with any relevant planning instrument.

Draft conditions were provided to the Applicant / care of their consultant and have been agreed.

It is recommended that the application be approved in full with conditions.

**OFFICER'S RECOMMENDATION**

1. That in relation to the following development application:

<b>APPLICATION</b>		<b>PREMISES</b>	
<b>APPLICANT</b>	G Eade	<b>ADDRESS</b>	50 & 54 Byrnes Street, Mareeba
<b>DATE LODGED</b>	22 April 2025	<b>RPD</b>	Lot 2 on RP700540 & Lot 9 on M35611
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Material Change of Use - Warehouse		

and in accordance with the Planning Act 2016, 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 not consider that the assessment manager's decision conflicts with a relevant instrument.

(A) APPROVED DEVELOPMENT: Development Permit for Material Change of Use - Warehouse

(B) APPROVED PLANS:

<b>Plan/Document Number</b>	<b>Plan/Document Title</b>	<b>Prepared by</b>	<b>Dated</b>
224 WD1 B	Cover Sheet	Own Home Design	14.04.2025
224 WD2 B	Site Plan	Own Home Design	14.04.2025
224 WD3 B	Floor Plan	Own Home Design	14.04.2025
224 WD4 B	Elevations	Own Home Design	14.04.2025
224 WD5 B	Elevations and Carport Plan	Own Home Design	14.04.2025
224 WD7 B	Footing Plan	Own Home Design	14.04.2025
224 WD11 B	Section A-A	Own Home Design	14.04.2025
224 WD12 B	Structure	Own Home Design	14.04.2025
224 WD15 B	Less Abled Facilities	Own Home Design	14.04.2025

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

1. Development must be carried out generally 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 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 All payments or bonds required to be made to the Council pursuant to any condition of this approval must be made prior to commencement of the use and at the rate applicable at the time of payment.
  - 3.3 All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.
  - 3.4 Waste Management

On site refuse storage area must be provided and be screened from view from adjoining properties and road reserve by one (1) metre wide landscaped screening buffer, 1.8m high solid fence or building.
  - 3.5 Noise Nuisance

Refrigeration equipment, pumps, compressors and mechanical ventilation systems must be located, designed, installed and maintained to achieve a maximum noise level of 3dB(A) above background levels as measured from noise sensitive locations and a maximum noise level of 8dB(A) above background levels as measured from commercial locations.
  - 3.6 Air Conditioner & Building Plant Screening

The applicant/developer is required to install and maintain suitable screening to all air conditioning, lift motor rooms, plant and service facilities located at the top of or on the external face of the building. The screening

structures must be constructed from materials that are consistent with materials used elsewhere on the facade of the building. There are to be no individual external unscreened air conditioning units attached to the exterior building facade.

#### 4. Infrastructure Services and Standards

##### 4.1 Access

A **commercial** access crossover must be constructed (from the edge of Railway Avenue to the property boundary of the subject lot) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

The applicant/developer must ensure that any redundant vehicle crossovers are removed and reinstated with kerb and channel.

##### 4.2 Stormwater Management

4.2.1 The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.

4.2.2 All stormwater drainage collected from the site must be discharged to an approved legal point of discharge.

##### 4.3 Internal Driveways

All internal driveways must be concrete, bitumen or asphalt sealed and appropriately drained prior to the commencement of the use and to the satisfaction of Council's delegated officer.

##### 4.4 Fencing

4.4.1 A 1.8 metre high colorbond (neutral colour) solid screen fence must be established along the southern boundary of Lot 2 on RP700540 from the eastern wall of the warehouse, to the Byrnes Street frontage.

4.4.2 The fencing is to be erected prior to the commencement of the use and maintained in good order for the life of the development, to the satisfaction of Council's delegated officer.

##### 4.5 Lighting

Where installed, external lighting must be designed and installed in accordance with *AS4282 – Control of the obtrusive effects of outdoor lighting* so as not to cause nuisance to residents or obstruct or distract pedestrian or vehicular traffic.

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

- (a) An Adopted Infrastructure Charges Notice has been issued with respect to the approved development. The Adopted Infrastructure Charges Notice details the type of infrastructure charge/s, the amount of the charge/s and when the charge/s are payable.

- (b) The Adopted Infrastructure Charges Notice does not include all charges or payments that are payable with respect to the approved development. 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.

- (c) Compliance with applicable codes/policies

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

- (d) Compliance with Acts and Regulations

The erection and use of the building must comply with the Building Act and all other relevant Acts, Regulations and Laws, and these approval conditions.

- (e) 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.dcceew.gov.au](http://www.dcceew.gov.au).

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

- (g) Electric Ants

Electric ants are designated as restricted biosecurity matter under the *Biosecurity Act 2014*.

Certain restrictions and obligations are placed on persons dealing with electric ant carriers within the electric ant restricted zone. Movement restrictions apply in accordance with Sections 74–77 of the *Biosecurity Regulation 2016*. Penalties may be imposed on movement of electric ant carriers and electric ants in contravention of the legislated restrictions. It is the responsibility of the applicant to check if the nominated property lies within a restricted zone.

All persons within and outside the electric ant biosecurity zone have an obligation (a ***general biosecurity obligation***) to manage biosecurity risks and threats that are under

their control, they know about, or they are expected to know about. Penalties may apply for failure to comply with a general biosecurity obligation.

For more information please visit the electric ant website at [Electric ants in Queensland | Business Queensland](#) or contact Biosecurity Queensland 13 25 23.

(E) REFERRAL AGENCY CONDITIONS

State Assessment and Referral Agency conditions dated 16 June 2025

(F) RELEVANT PERIOD

When approval lapses if development not started (s.85)

- Material Change of Use – six (6) years (starting the day the approval takes effect).

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

- Development Permit for Building Work
- Development Permit for Operational Works

(H) OTHER APPROVALS REQUIRED FROM COUNCIL

- Compliance Permit for Plumbing and Drainage Work
- The development will require an approved Application for Permission to Build Over Sewer. Refer to Council's **Building Over or Near Sewerage Infrastructure Policy**.
- Access approval arising from condition number 4.1

2. That an Adopted Infrastructure Charges Notice be issued for the following infrastructure charge/s for:

Development Type	Rate	Measure	Charge	Credit Detail	Balance
	per m2 GFA	GFA (m2)			
Warehouse	\$40.00	410	\$16,400.00	Nil	\$16,400.00
<b>TOTAL CURRENT AMOUNT OF CHARGE</b>					<b>\$16,400.00</b>

**THE SITE**

The subject site comprises two (2) adjoining allotments situated at 50 & 54 Byrnes Street, Mareeba, being described as Lot 9 on M35611 and Lot 2 on RP700540. Both lots are located within the Centre zone under the Mareeba Shire Council Planning Scheme 2016.

Lot 9 is irregularly shaped with an area of 1,8892m2 and having frontages of 40 metres to Byrnes Street and 36 metres to Railway Avenue. Lot 9 is occupied by Thinkwater Irrigation Supplies with a commercial showroom, warehouse, outdoor storage and car parking covering the entire lot. Access to Lot 9 is available from both road frontages allowing for vehicles to enter and exit in forward gear.

**Map Disclaimer:**

Based on or contains data provided by the State of Queensland (Department of Environment and Resource Management) (2009). In consideration of the State permitting use of this data you acknowledge and agree that the State gives no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accepts no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws.

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Lot 2 is regular in shape with an area of 865m<sup>2</sup> and having frontages of 14.33 metres to both Byrnes Street and Railway Avenue. A pre-1950s dwelling house is built fronting Byrnes Street with the rear half of the lot (fronting Railway Avenue) remaining vacant.

Both lots adjoining the site are zoned Centre with a Shed & Gas business to the north and a single dwelling house to the south.

All urban services are connected to the subject site.

## **BACKGROUND AND CONTEXT**

Nil

## **PREVIOUS APPLICATIONS & APPROVALS**

Nil

## **DESCRIPTION OF PROPOSED DEVELOPMENT**

The development application seeks a Development Permit for Material Change of Use - Warehouse in accordance with the plans shown in **Attachment 1**.

The applicant is proposing to construct a 420m<sup>2</sup> (14m x 30m by 8.322m high) concrete block and iron shed to provide additional storage for use by their adjoining Thinkwater Irrigation Supplies business.

The shed will be built to the Railway Avenue frontage and to the side boundaries of Lot 2 on RP700540. Future possible side doors are shown on the shed plans; however, these doors cannot be installed until Lot 2 and Lot 9 have been amalgamated and need for a solid fire wall is removed.

A new concrete driveway will provide access to the warehouse from Railway Avenue. As the warehouse will block vehicle access to the dwelling house from Railway Avenue, a new access driveway and carport for the dwelling will be constructed off Byrnes Street.

Workers in the warehouse will continue to use the vehicle parking available on adjoining Lot 9.

Following on from this planning application process, the proposed warehouse will need to be separately assessed in relation to building over the Council sewer main which runs through the development site.

## **REGIONAL PLAN DESIGNATION**

The subject site is included within the Urban Footprint land use category in the Far North Queensland Regional Plan 2009-2031. Mareeba is identified as a Major Regional Activity Centre in the Regional Plan. The Regional Plan Map 3- 'Areas of Ecological Significance' does not identify the site as being of any significance.

**PLANNING SCHEME DESIGNATIONS**

Strategic Framework:	<b>Land Use Categories</b> <ul style="list-style-type: none"> <li>Centre Area</li> </ul> <b>Transport Elements</b> <ul style="list-style-type: none"> <li>State Controlled Road</li> <li>B-double Route</li> <li>Principal Cycle Route</li> </ul>
Zone:	Centre zone
Mareeba Local Plan:	Precinct B – Town Centre Fringe
Overlays:	Airport environs overlay Transport infrastructure overlay

**Planning Scheme Definitions**

The proposed use is defined as:

<b>Column 1 Use</b>	<b>Column 2 Definition</b>	<b>Column 3 Examples include</b>	<b>Column 4 Does not include the following examples</b>
Warehouse	<p><i>Premises used for the storage and distribution of goods, whether or not in a building, including self-storage facilities or storage yards.</i></p> <p><i>The use may include sale of goods by wholesale where ancillary to storage.</i></p> <p><i>The use does not include retail sales from the premises or industrial uses.</i></p>	Self storage sheds	Hardware and trade supplies, outdoor sales, showroom, shop

**RELEVANT PLANNING INSTRUMENTS**

Assessment of the proposed development against the relevant planning instruments is summarised as follows:

**Far North Queensland Regional Plan 2009-2031**

Separate assessment against the Regional Plan is not required because the Mareeba Shire Council Planning Scheme appropriately advances the Far North Queensland Regional Plan 2009-2031, as it applies to the planning scheme area.

## **State Planning Policy**

Separate assessment against the State Planning Policy (SPP) is not required because the Mareeba Shire Council Planning Scheme appropriately integrates all relevant aspects of the SPP.

## **Mareeba Shire Council Planning Scheme 2016**

### **Strategic Framework**

#### **3.3.3 Element—Major regional activity centre**

##### **3.3.3.1 Specific outcomes**

- (1) The role and function of Mareeba as the major regional activity centre for services in Mareeba Shire is strengthened. Mareeba is to accommodate the most significant concentrations of regional-scale business, retail, entertainment, government administration, secondary and tertiary educational facilities and health and social services within the shire.
- (2) Development within Mareeba over time enhances the Shire's self-sufficiency in terms of services offered, business and employment opportunities.
- (4) The centre area of Mareeba continues to be focussed on the core area around Byrnes Street (between Rankin and Lloyd Streets), with significant expansion of centre activities within underutilised sites within the Byrnes Street core, in Walsh Street and south along Byrnes Street. New development will improve the streetscape of the town centre including streetscape improvement.
- (5) Regional scale services and employment are provided in Mareeba, including:
  - (a) primary, secondary and tertiary educational establishments;
  - (b) major supermarkets and large format retailers;
  - (c) factory outlets and warehouses;
  - (d) government administration;
  - (e) hospitals and social services;
  - (f) major recreation and health and fitness facilities.

### **Comment**

The proposed development is necessary to support the growth of the long-established water & irrigation business (Thinkwater) at 50 Byrnes Street.

The proposed development satisfies all of the specific outcomes identified above.

#### **3.7.6 Element—Retail and commercial development**

##### **3.7.6.1 Specific outcomes**

- (1) Commercial development will be facilitated by:
  - (a) consolidation and co-location of centre activities in existing centre areas;
  - (b) identification of space adjacent to centre areas to cater for the expansion of commercial activities;
  - (c) infrastructure provision in areas identified as able to cater for new commercial development;

- (d) maintenance of a high standard of infrastructure, services and amenity in existing commercial areas to support further business investment and expansion.

### Comment

The proposed development is necessary to support the growth of the long-established water & irrigation business (Thinkwater) at 50 Byrnes Street.

The proposed development satisfies the specific outcome identified above.

### **Relevant Developments Codes**

The following Development Codes are considered to be applicable to the assessment of the application:

- 6.2.1 Centre zone code
- 7.2.2 Mareeba local plan code
- 8.2.2 Airport environs overlay code
- 9.3.5 Industrial activities code
- 9.4.2 Landscaping code
- 9.4.3 Parking and access code
- 9.4.5 Works, services and infrastructure code

The application included a planning report and assessment against the planning scheme. An officer assessment has found that the application satisfies the relevant acceptable outcomes (or performance outcome where no acceptable outcome applies) of the relevant codes set out below, provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Centre zone code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Mareeba local plan code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Airport environs overlay code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Industrial activities code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Landscaping code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Parking and access code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.

Works, services and infrastructure code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
---	---

### **Planning Scheme Policies/Infrastructure Charges Plan**

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

The development will be conditioned to require all development works be designed and constructed in accordance with FNQROC Development Manual standards.

### **Adopted Infrastructure Charges Notice**

Adopted Infrastructure Charges Resolution (No. 1) of 2025 establishes the following charge rate for the proposed change of use:

- \$40 per m2 of gross floor area (GFA) for warehouse

The proposed warehouse has a GFA of 410m2 (excluding toilet and amenities). The applicable charge for the warehouse is  $410 \times \$40 = \underline{\underline{\$16,400.00}}$

The site's deemed credit of \$22,464.00 has been used for the dwelling house which will be retained as part of the development.

### **REFERRAL AGENCY**

The application triggered referral to the State Assessment and Referral Agency as a Referral Agency (State transport infrastructure).

That Department advised in a letter dated 16 June 2025 that they require the conditions to be attached to any approval (**Attachment 2**).

### **Internal Consultation**

Technical Services.

### **PUBLIC NOTIFICATION**

The development proposal was placed on public notification from 5 June 2025 to 26 June 2025. The applicant submitted the notice of compliance on 27 June 2025 advising that the public notification requirements were carried out in accordance with the requirements of the Act.

No submissions were received.

### **PLANNING DISCUSSION**

Nil

[illegible]

**ESC NOTES:**

SCAPE BUILDING SITE FREE FROM VEGETATION PRIOR TO THE COMMENCEMENT OF WORK.  
ALL EROSION AND SEDIMENT CONTROL STRUCTURES TO BE INSPECTED EACH WORKING DAY AND MAINTAINED IN GOOD WORKING ORDER.  
ALL GROUND COVER VEGETATION OUTSIDE THE IMMEDIATE BUILDING AREA TO BE PRESERVED DURING THE BUILDING PHASE.  
ALL EROSION AND SEDIMENT CONTROL MEASURES TO BE INSTALLED PRIOR TO THE COMMENCEMENT OF MAJOR EARTHWORKS.

REAL PROPERTY DESCRIPTION.  
**LOT 2**  
**ON R.P. 700540**  
**PARISH OF BARRON**  
**COUNTY OF NARES.**  
**SITE COVER <50%**  
**WIND CLASSIFICATION - C2**

**DOCUMENTS USED IN THIS DESIGN:**

BLOCKWORK MASONRY DESIGNED IN ACCORDANCE WITH SINGLE LEAF MASONRY - CM A.A.  
(COMPLIES WITH A.S. 3700-2012. MASONRY STRUCTURES.)  
PLYWOOD BRACING IN ACCORDANCE WITH STRUCTURAL PLYWOOD WALL BRACING - P.A.A.  
(COMPLIES WITH A.S. 1684. 3)  
A.S.1684.3  
NOTE THIS MANUAL IS TO FORM PART OF THE DOCUMENTATION FOR THE CONSTRUCTION OF THIS PROJECT. AS A DEEMED TO COMPLY DOCUMENT TO THE NOC.  
STEEL SECTIONS DESIGNED IN ACCORDANCE WITH STRUCTURAL STEEL IN HOUSING - THIRD EDITION.  
(COMPLIES WITH A.S. 4100 - 1988 STEEL STRUCTURES.)  
WIND LOADING CALCULATIONS IN ACCORDANCE WITH A.S. 4055 - 2012. WIND LOADS FOR HOUSING.  
THIS APPLICATION IS MADE IN ACCORDANCE WITH BCA AND THE STANDARD BUILDING LAWS 1990.  
THIS APPLICATION IS FOR BUILDING APPROVAL AS DESCRIBED IN THE PROJECT DESCRIPTION.

**LEGISLATION:**

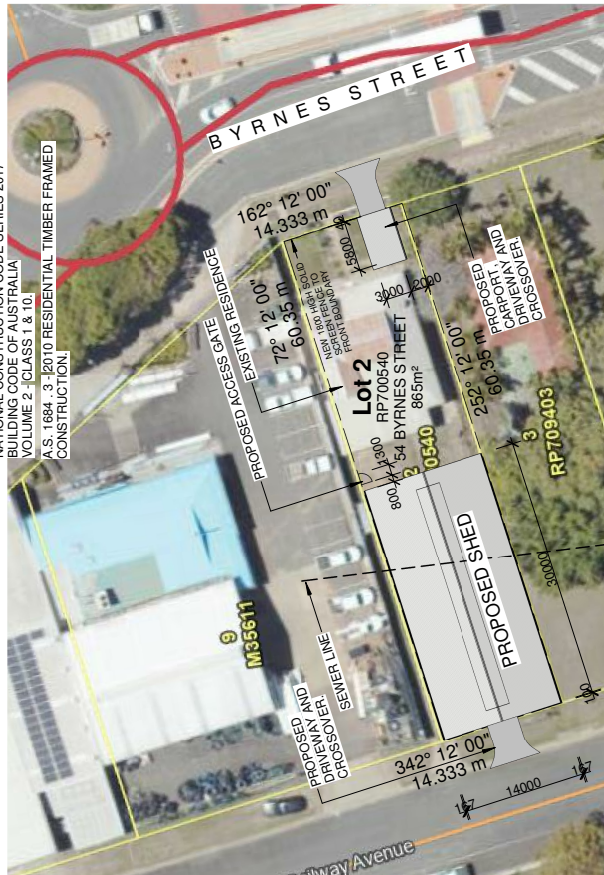
INTEGRATED PLANNING ACT  
QUEENSLAND BUILDING ACT / AMENDMENT ACT  
NATIONAL CONSTRUCTION CODE SERIES 2017  
BUILDING CODE OF AUSTRALIA  
VOLUME 2 - CLASS 1 & 10  
A.S. 1684. 3 - 12070 RESIDENTIAL TIMBER FRAMED CONSTRUCTION.

**TERMITE PROTECTION:**

A TERMITE MANAGEMENT SYSTEM MUST BE INSTALLED IN ACCORDANCE WITH BCA part 3.1.3 & AS3680 - TERMITE MANAGEMENT FOR A SLAB CONFORMING WITH AS2870 - RESIDENTIAL SLABS & FOOTINGS - CONSTRUCTION.  
TERMITE BARRIERS MUST BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS OR BY AN ACCREDITED TECHNICIAN.  
CONCRETE SLAB ON GROUND IS USED AS THE BARRIER. NOT LESS THAN 75mm OF THE SLAB EDGE MUST REMAIN EXPOSED ABOVE FINISHED GROUND LEVEL. MUST BE A CLEAN, SMOOTH FINISH AND MUST NOT BE CONCEALED BY RENDER, TILES, CLADDINGS OR FLASHINGS.  
KORDON OR SIMILAR TO PENETRATIONS.  
KORDON OR SIMILAR PERIMETER TREATMENT.  
CONCRETE SLAB CONSTRUCTED TO AS. 2870.  
VISUAL INSPECTION TO STEEL POSTS TO UNDERSIDE OF HOUSE EVERY SIX MONTHS. TREAT EXPOSED TRACKS.  
DURABLE NOTICES:  
NOTICE OF TERMITE PROTECTION METHOD TO BE FIXED TO THE BUILDING IN A PROMINENT LOCATION INDICATING THE FOLLOWING:  
- THE METHOD OF PROTECTION.  
- THE DATE OF INSTALLATION OF THE SYSTEM.  
- WHERE A CHEMICAL BARRIER IS USED, THE LIFE EXPECTANCY AS LISTED ON THE NATIONAL REGISTRATION LABEL.  
INSPECTION:  
TERMITE SYSTEM TO BE INSPECTED AND MAINTAINED BY COMPETENT PERSONS, AS ADVISED BY INSTALLERS ON EVERY TWELVE MONTHS, WHICH EVER IS LESSER.  
BUILDER TO DISCUSS METHOD OF TERMITE CONTROL WITH OWNER / CLIENT AND PROVIDE ADVICE TO ENSURE THAT THE OWNER UNDERSTANDS THEIR OBLIGATIONS IN MAINTAINING THE BARRIER.

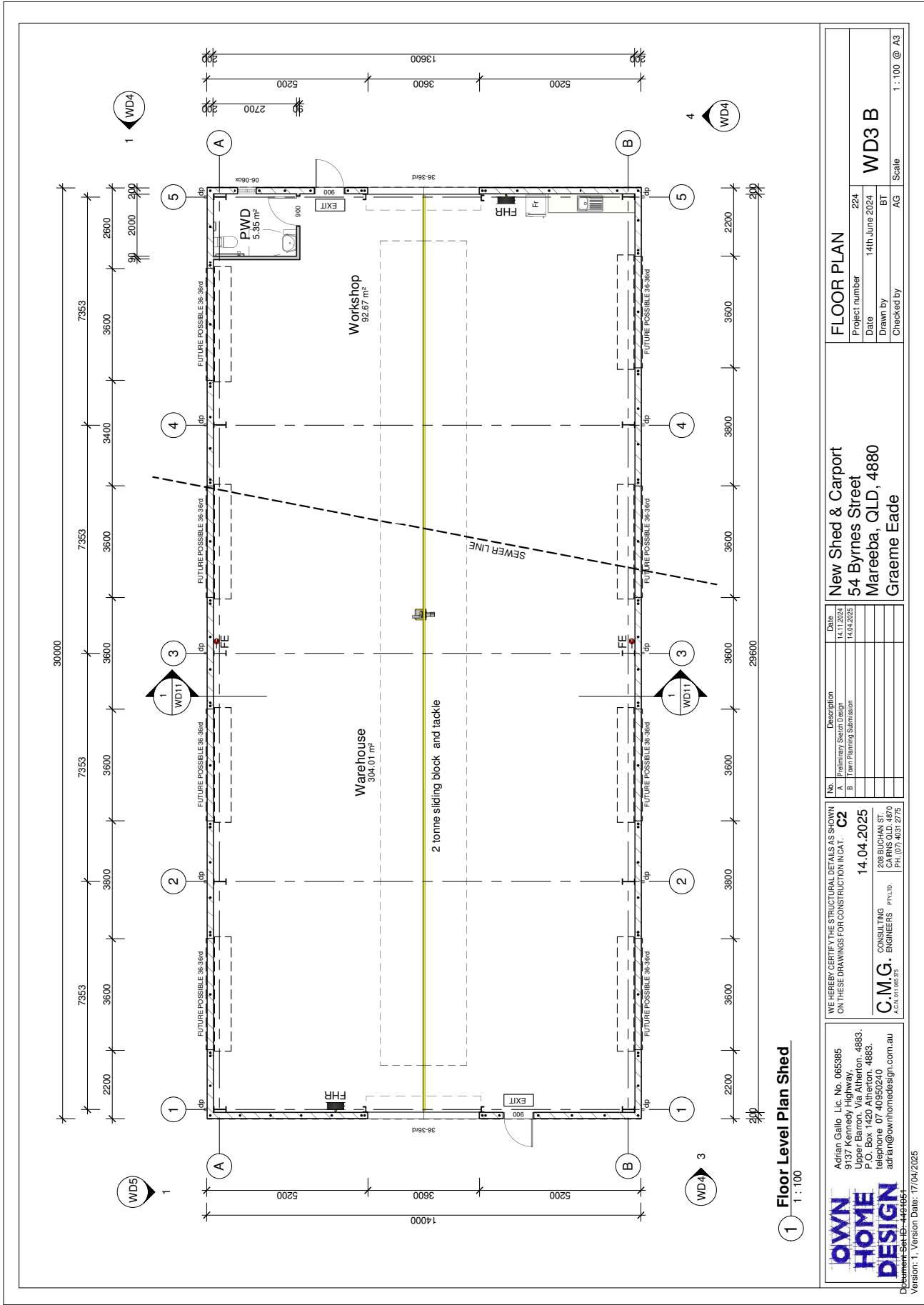
**SUSTAINABLE HOUSING REQUIREMENTS:**

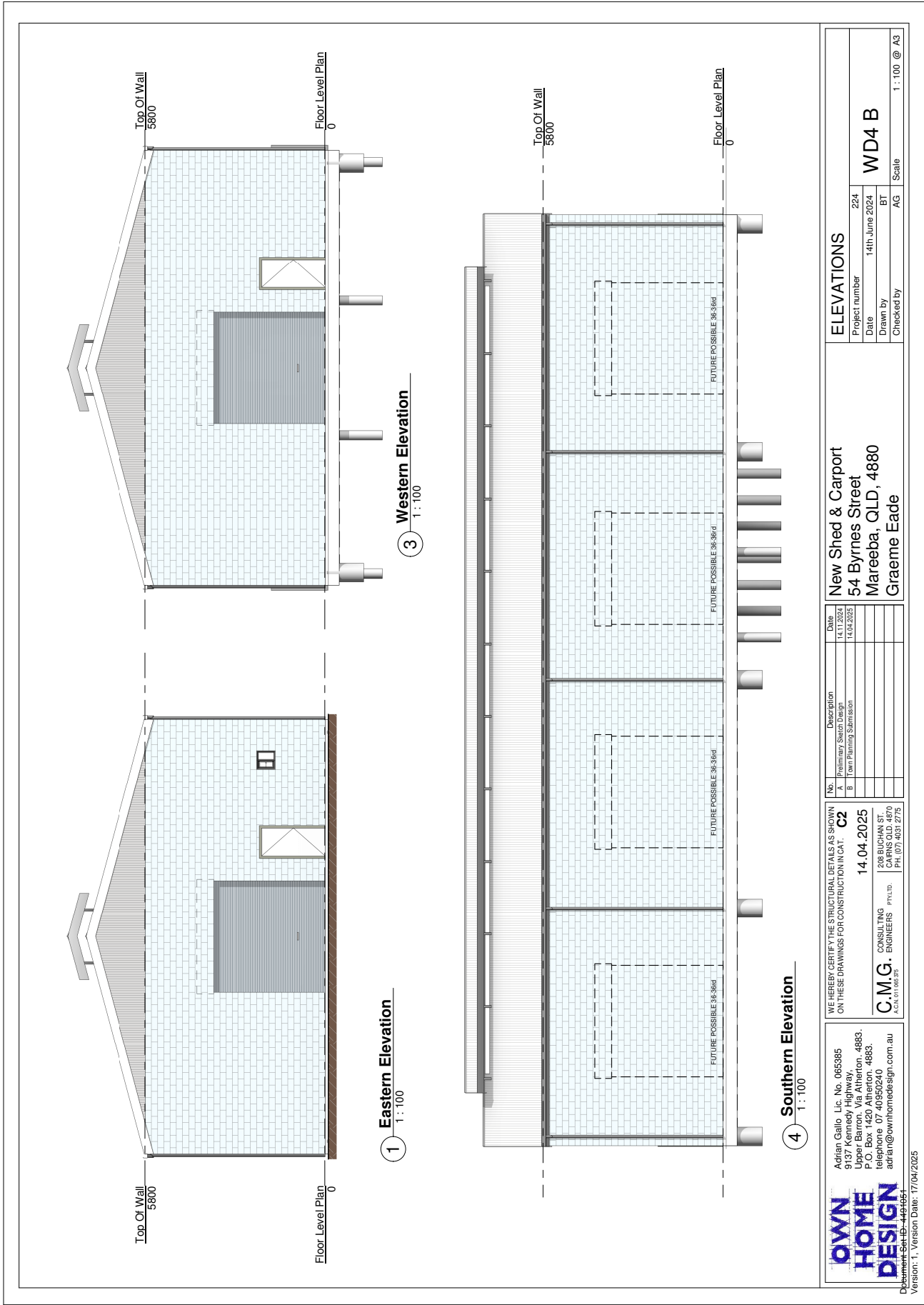
REFER TO ENERGY EFFICIENCY RATING REPORT FOR EXTENT OF INSULATION, CEILING FANS, DRAFT SEALS AND GLAZING TYPE, WALL AND ROOF COLOURS. REPORT TO TAKE PRECEDENCE OVER ALL DOCUMENTATION IN THIS SET OF WORKING DRAWINGS.  
BUILDING TO COMPLY WITH CURRENT MANDATORY SUSTAINABLE HOUSING MEASURES UNDER THE QUEENSLAND DEVELOPMENT CODE MP - 4.1.  
HOT WATER SYSTEM TO BE GAS HOT WATER SYSTEM WITH A FIVE STAR RATING. OR EITHER A ELECTRICAL OR HEAT PUMP OR A SOLAR HOT WATER SYSTEM.  
THE WATER SUPPLIED TO THE DWELLING DOES NOT EXCEED THE PRESSURE LEVELS SET OUT IN AS/NZS 3500.1-2003 AND IF MAINS PRESSURE EXCEEDS 500kPa A WATER PRESSURE LIMITING DEVICE WILL BE INSTALLED TO ENSURE THAT THE MAX. OPERATING PRESSURE AT ANY POINT WITHIN THE BOUNDARIES OF THE PROPERTY DOES NOT EXCEED 500kPa.  
TOILET CISTERNS TO HAVE DUAL FLUSH FUNCTION & HAVE A MINIMUM 4-STAR WATER EFFICIENCY LABELLING & STANDARDS RATING.  
SHOWER ROSE TO HAVE AMINIMUM 4-STAR WATER EFFICIENCY LABELLING & STANDARDS RATING.  
80% OF ALL LIGHTING FIXTURES ARE TO BE ENERGY EFFICIENT FIXTURES.  
PROVIDE 900 DIA. MIN. CEILING FANS TO ALL HABITABLE ROOMS IN HOUSE THROUGHOUT.  
REFER SURVEY PLAN FOR EXACT BEARINGS AND DIMENSIONS.  
APPROX. 800 FALL OVER BUILDING SITE. PROVIDE A APPROXIMATE 10% FALL TO THE STREET OR TO A DRAIN. PROVIDE IN 100 METERS TO 105.5 M. SLOPE TO RUN PAD 2 METRES PAST PERIMETER OF SLAB. ANY FALL OVER 600 DEEP WILL REQUIRE A COMPACTION TEST.  
EXACT HOUSE LOCATION TO BE DETERMINED ON SITE WITH OWNER AND BUILDER  
THESE PLANS ARE COPYRIGHT AND MUST NOT BE COPIED OR USED WITHOUT THE AUTHORITY OF OWN HOME DESIGN.  
ALL WORK TO BE CARRIED OUT STRICTLY IN ACCORDANCE WITH LOCAL AUTHORITY REGULATIONS AND STANDARD BUILDING BY LAWS. ALL DETAILS, LEVELS AND DIMENSIONS TO BE CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF WORK. THE BUILDER SHOULD NOTIFY THE DESIGNER IF THERE ARE ANY DISCREPANCIES PRIOR TO CONSTRUCTION. THE DESIGNER IS NOT LIABLE FOR ANY DAMAGES DUE TO STRUCTURAL NEGLIGENCE.  
PROVIDE LIFT OFF HINGES TO W.C. DOOR TO COMPLY WITH SECTION \* F - 3.8.3.3. OF NOC.  
ALL WET AREAS TO COMPLY WITH SECTION \* F - 3.8.1. OF NOC. VENTILATION TO SECTION \* F - 3.4.1. OF NOC.

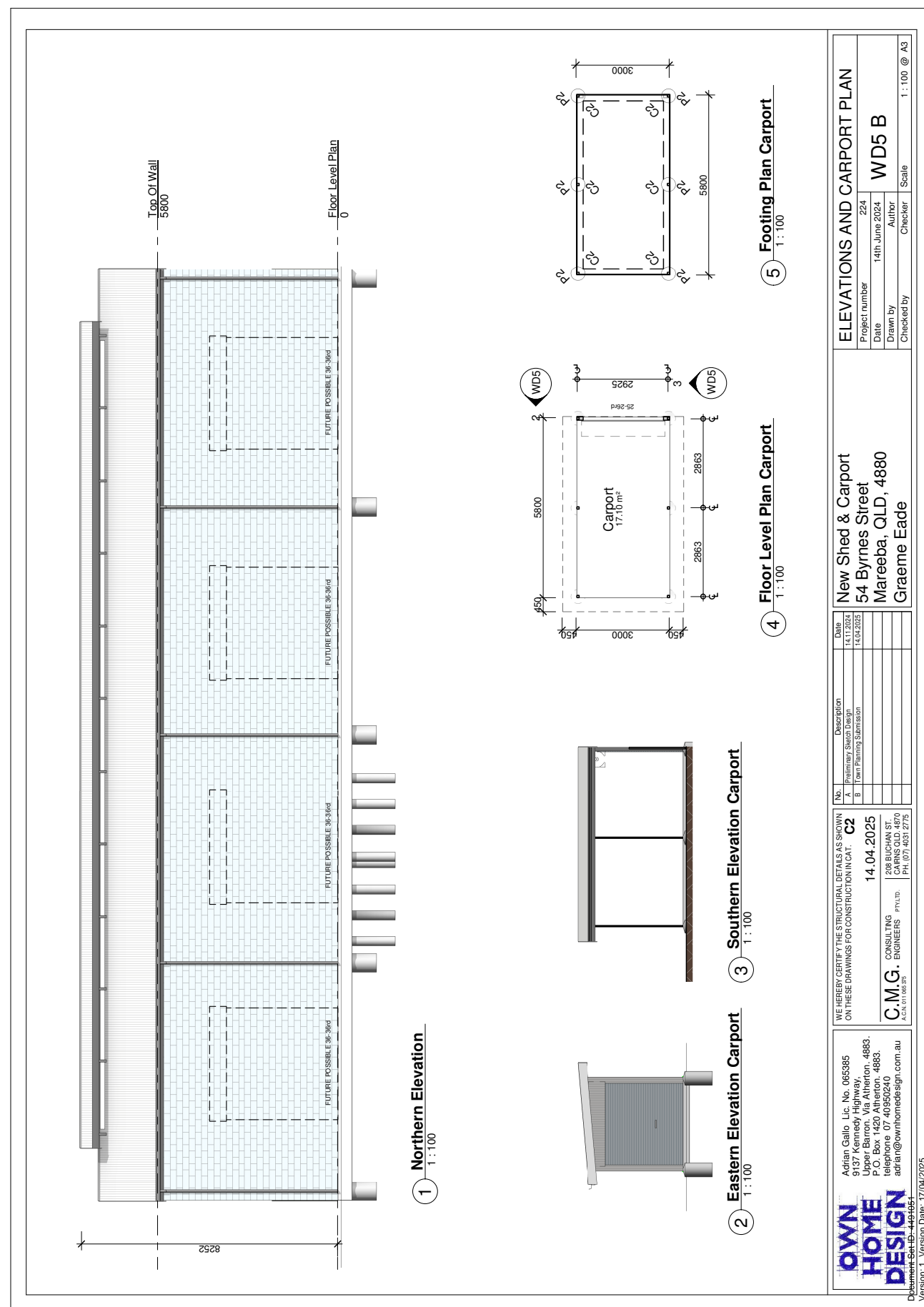


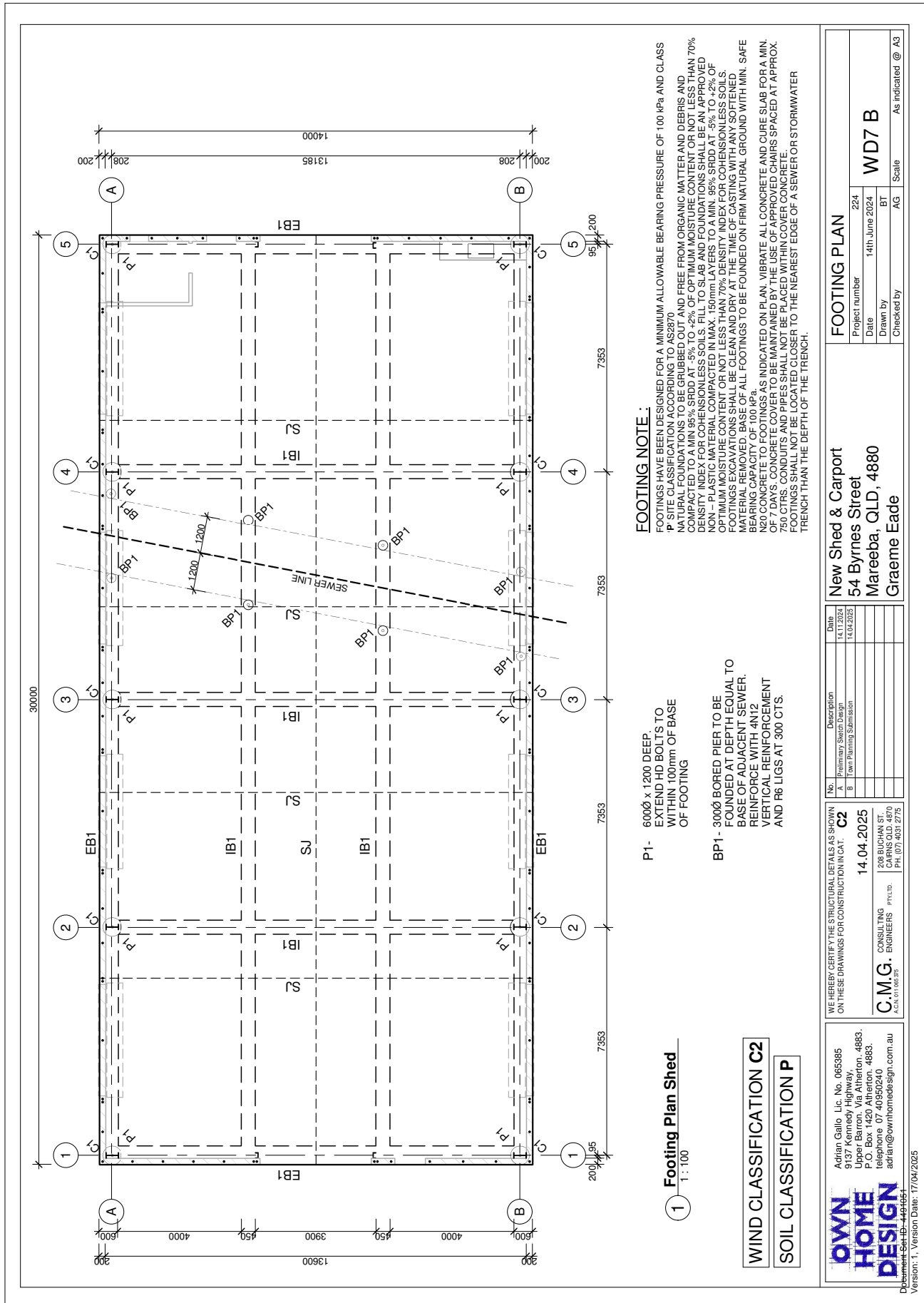
**2** Site Plan  
1 : 500

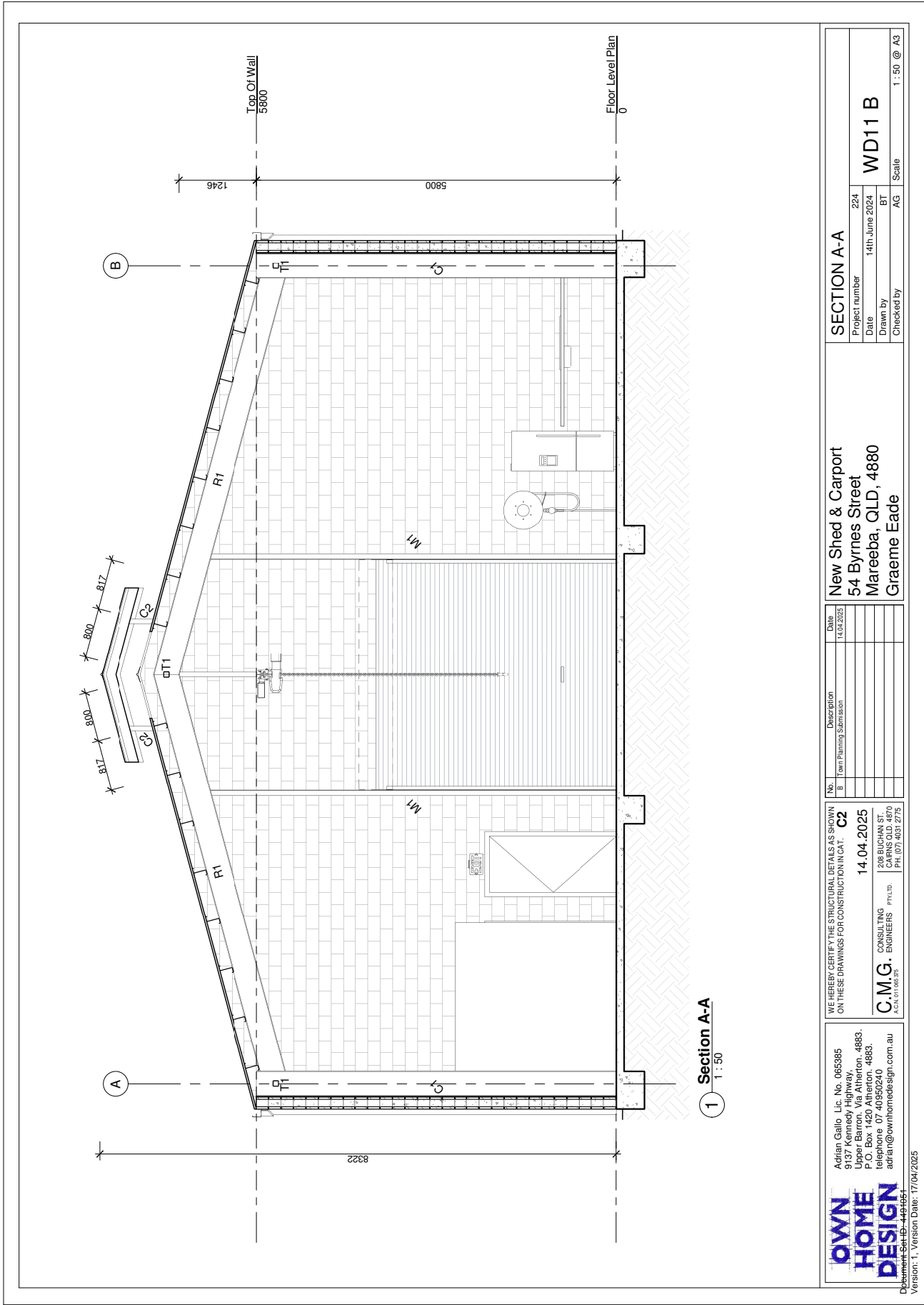
<b>OWN HOME DESIGN</b> Adrian Gallo, Lic. No. 065385 9137 Kennedy Highway, Upper Barron, Via Atherton, 4883. P.O. Box 1420 Atherton, 4883. telephone 07 40950240 adrian@ownhomedesign.com.au Document Set ID - 4421651 Version: 1, Version Date: 17/04/2025		WE HEREBY CERTIFY THE STRUCTURAL DETAILS AS SHOWN ON THESE DRAWINGS FOR CONSTRUCTION IN CAT. <b>C2</b> <b>14.04.2025</b> <b>C.M.G. CONSULTING</b> PVT.LTD. A.C.N. 011 065 25 208 BUCHAN ST, CARPENTARIA QLD 4870 PH. 071 4031 2775		<b>New Shed &amp; Carport</b> <b>54 Byrnes Street</b> <b>Mareeba, QLD, 4880</b> <b>Graeme Eade</b>		<b>SITE PLAN</b> Project number 224 Date 14th June 2024 Drawn by BT Checked by AG Scale As indicated @ A3	
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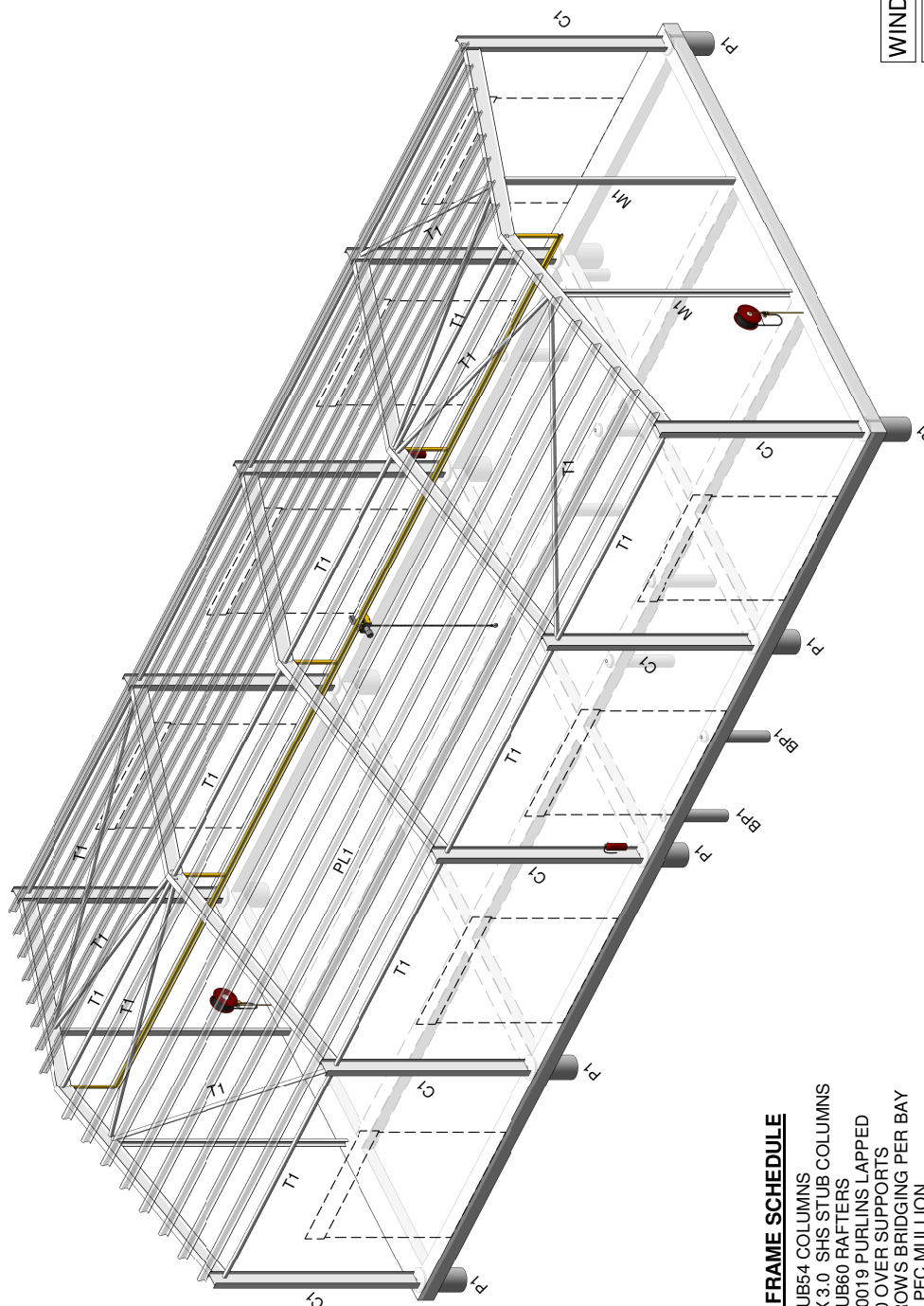












## STEEL FRAME SCHEDULE

C1 - 410UB54 COLUMNS  
C2 - 75 X 3.0 SHS STUB COLUMNS  
R1 - 410UB60 RAFTERS  
PL1 - Z20019 PURLINS LAPPED  
900 OVER SUPPORTS  
2 ROWS BRIDGING PER BAY  
M1 - 260 PFC MULLION  
T1 - 89 x 3.5 SHS ROOF TIES

WIND CLASSIFICATION C2

SOIL CLASSIFICATION P

Adrian Gallo Lic. No. 0653985 9137 Kyrill Way Upper Barron, Via Atherton, 4883. P.O. Box 1420 Atherton, 4883. Telephone 07 40950240 adrian@ownhomedesign.com.au		WE HEREBY CERTIFY THE STRUCTURAL DETAILS AS SHOWN ON THESE DRAWINGS FOR CONSTRUCTION IN CAT. <b>C2</b>  <b>14.04.2025</b>  <b>C.M.G. ENGINEERS</b> PTY/LTD. <small>A.C.N. 011 066 370</small> 208 BUCHAN ST. CAIRNS QLD. 4870 PH. 071 4031 2715		No. _____ Description _____ Town Planning Submission _____ Date 14.04.2025		New Shed & Carport 54 Byrnes Street Mareeba, QLD, 4880 Graeme Eade		STRUCTURE Project number 224 Date 14th June 2024 Drawn by BT Checked by AG Scale 1 : 1 @ A3	
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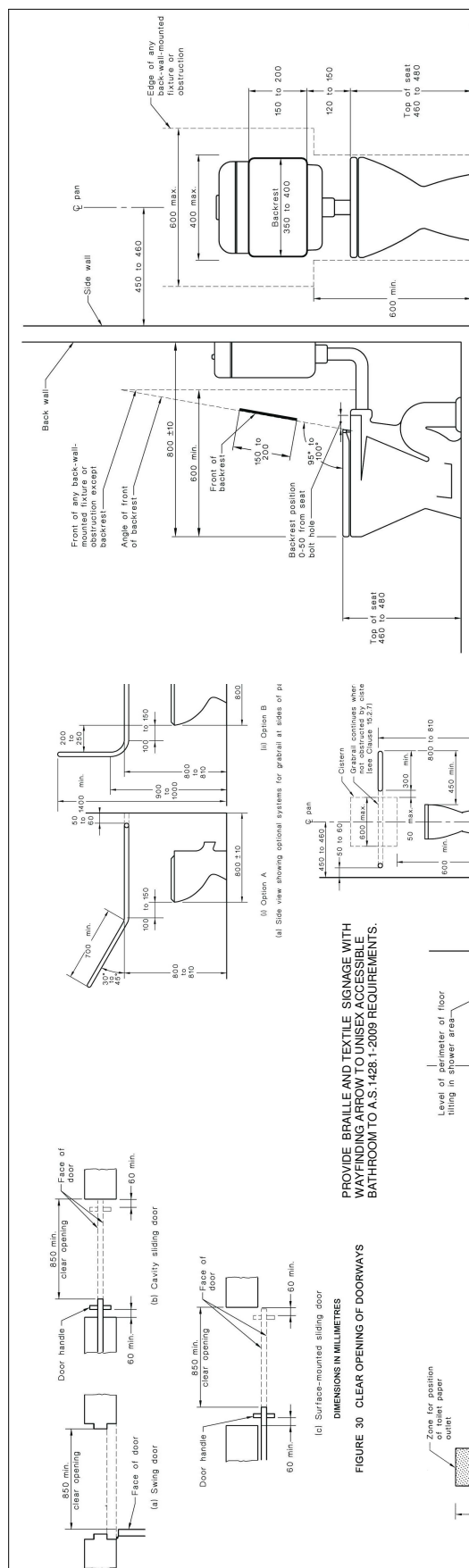


FIGURE 39 (in part) WATER CLOSET INSTALLATION

#### FIGURE 4-2 POSITIONS OF GRABRAILS IN WATER CLOSET

FIGURE 49 GRADES FOR BATHROOM AND SHOWER FLOORS

FIGURE 20 ZONE FOR POSITION OF TOILET PAPER OUTL

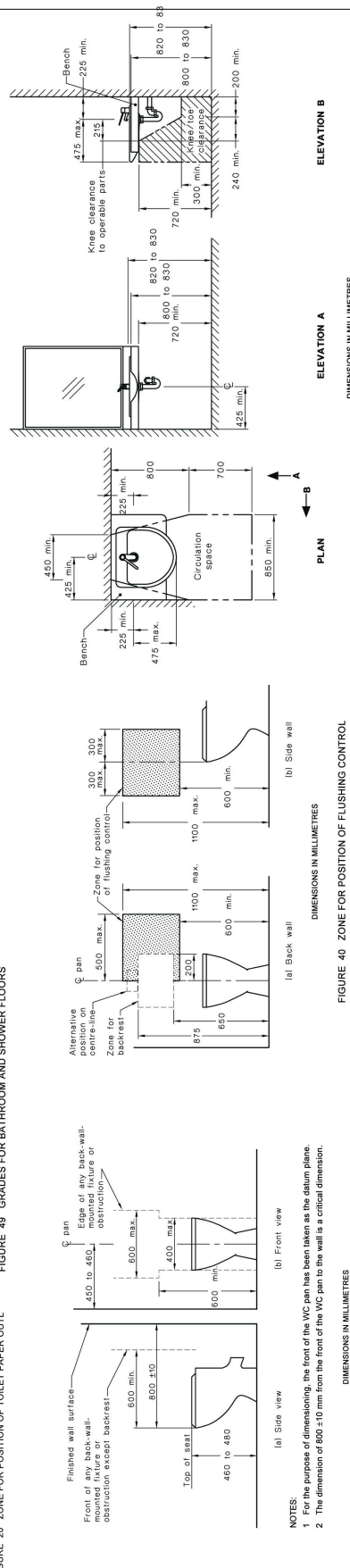


FIGURE 45 WASHBASIN FOR ACCESSIBLE SOLE-OCCUPANCY UNIT

FIGURE 40 ZONE FOR POSITION OF FISHING CONTROL

28 WATER CLOSET PAN CLEARANCES, SEAT HEIGHT AND SEAT WIDTH

[illegible]

Document Set ID: 4491051  
Version: 1 Version Date: 17/04/2025

RA29-N



SARA reference: 2504-45818 SRA  
Council reference: MCU/25/0008  
Applicant reference: 24013

16 June 2025

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

Attention: Carl Ewin

Dear Sir/Madam

## SARA referral agency response – 50-54 Byrnes Street, Mareeba

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 12 May 2025.

### Response

Outcome:	Referral agency response – with conditions
Date of response:	16 June 2025
Conditions:	The conditions in <b>Attachment 1</b> must be attached to any development approval.
Advice:	Advice to the applicant is in <b>Attachment 2</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 3</b> .

### Development details

Description:	Development permit	Material change of use for Warehouse
SARA role:	Referral agency	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1	

Page 1 of 8

Far North Queensland regional office  
Ground Floor, Cnr Grafton and Hartley Street, Cairns  
PO Box 2358, Cairns QLD 4870

Document Set ID: 4515059  
Version: 0, Version Date: 01/01/1900

2504-45818 SRA

(Planning Regulation 2017) - Material change of use of premises near a State transport corridor

SARA reference: 2504-45818 SRA

Assessment manager: Mareeba Shire Council

Street address: 50-54 Byrnes Street, Mareeba

Real property description: Lot 2 on RP700540 and Lot 9 on M35611

Applicant name: Graeme Eade C/- Scope Town Planning

Applicant contact details: 183 Summerfields Drive  
CABOOLTURE QLD 4510  
scopetownplanning@gmail.com

State-controlled road access permit: This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision:

- Approved
- Reference: TMR25-045814
- Date: 10 June 2025

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads (DTMR) at [Far.North.Queensland.IDAS@tmr.qld.gov.au](mailto:Far.North.Queensland.IDAS@tmr.qld.gov.au).

*Human Rights Act 2019* considerations: A consideration of the 23 fundamental human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

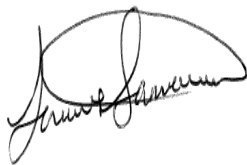
## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

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

For further information please contact Charlton Best, Senior Planning Officer, on 07 4037 3200 or via email [CairnsSARA@dsdilgp.qld.gov.au](mailto:CairnsSARA@dsdilgp.qld.gov.au) who will be pleased to assist.

Yours sincerely



Javier Samanes  
A/ Manager (Planning)

cc Graeme Eade, C/- Scope Town Planning, [scopetownplanning@gmail.com](mailto:scopetownplanning@gmail.com)

2504-45818 SRA

enc    Attachment 1 - Referral agency conditions  
         Attachment 2 - Advice to the applicant  
         Attachment 3 - Reasons for referral agency response  
         Attachment 4 - Representations about a referral agency response provisions  
         Attachment 5 - Documents referenced in conditions

State Assessment and Referral Agency

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2504-45818 SRA

## Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the documents referenced below are found at Attachment 5)

No.	Conditions	Condition timing
	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 – Material change of use of premises near a State transport corridor – The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:	
1.	<p>(a) Road access is located generally in accordance with TMR Layout Plan (664 – 2.70km) prepared by Queensland Government Transport and Main Roads, dated 10/06/2025, Reference TMR25-045814 and Issue B.</p> <p>(b) Provide road access works comprising of a sealed left-in / left-out residential vehicle crossover at the road access location, referred to in part (a) of this condition.</p> <p>(c) Design and construct the road access works, referred to in part (b) of this condition, in accordance with Far North Queensland Regional Organisation of Councils (FNQROC) Standard Drawing S1015 – Access Crossovers, dated 05/12/23, Revision F.</p>	<p>(a) At all times.</p> <p>(b) &amp; (c): Prior to the commencement of use.</p>

2504-45818 SRA

**Attachment 2—Advice to the applicant**

<b>General advice</b>	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) version 3.2. If a word remains undefined it has its ordinary meaning.
<b>Further development permits required</b>	
2.	<p>Road works approval</p> <p>Under section 33 of the Transport Infrastructure Act 1994, written approval is required from DTMR to carry out road works on a state-controlled road.</p> <p>Please contact the Cairns district office of DTMR on 4045 7144 or by email at Far.North.Queensland.IDAS@tmr.qld.gov.au to make an application for road works approval.</p> <p>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>Please contact DTMR as soon as possible to ensure that gaining approval does not delay construction.</p>

2504-45818 SRA

**Attachment 3—Reasons for referral agency response**

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(Given under section 56(7) of the *Planning Act 2016*)

**The reasons for the SARA's decision are:**

- The proposed development is unlikely to compromise the safety, function, and efficiency of Byrnes Street, a state-controlled road.
- The proposed development will not impact on the ability or cost to plan, construct, maintain or operate state transport corridors.
- The proposed development is unlikely to result in a notable flooding impact within the state-controlled road corridor.
- Required connections to council services, essential utilities and infrastructure for the proposed development can be obtained without impacting on the state-controlled road.
- SARA has carried out an assessment of the development application against State code 1: Development in a state-controlled road environment and has found that with conditions, the proposed development complies with relevant performance outcomes.

**Material used in the assessment of the application:**

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The State Development Assessment Provisions (version 3.2)
- The Development Assessment Rules
- SARA DA Mapping system
- *Human Rights Act 2019*

2504-45818 SRA

## **Attachment 4—Representations about a referral agency response provisions**

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(page left intentionally blank – attached separately)

State Assessment and Referral Agency

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2504-45818 SRA

### **Attachment 5—Plans referenced in conditions**

(page left intentionally blank – attached separately)

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State Assessment and Referral Agency

Page 8 of 8

Document Set ID: 4515059  
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## Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules<sup>1</sup> regarding **representations about a referral agency response**

### Part 6: Changes to the application and referral agency responses

---

#### 28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
  - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
  - (c) the applicant has given written agreement to the change to the referral agency response.<sup>2</sup>
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
  - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

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<sup>1</sup> Pursuant to Section 68 of the *Planning Act 2016*

<sup>2</sup> In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

## **Part 7: Miscellaneous**

### **30 Representations about a referral agency response**

- 30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.<sup>3</sup>

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<sup>3</sup> An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.





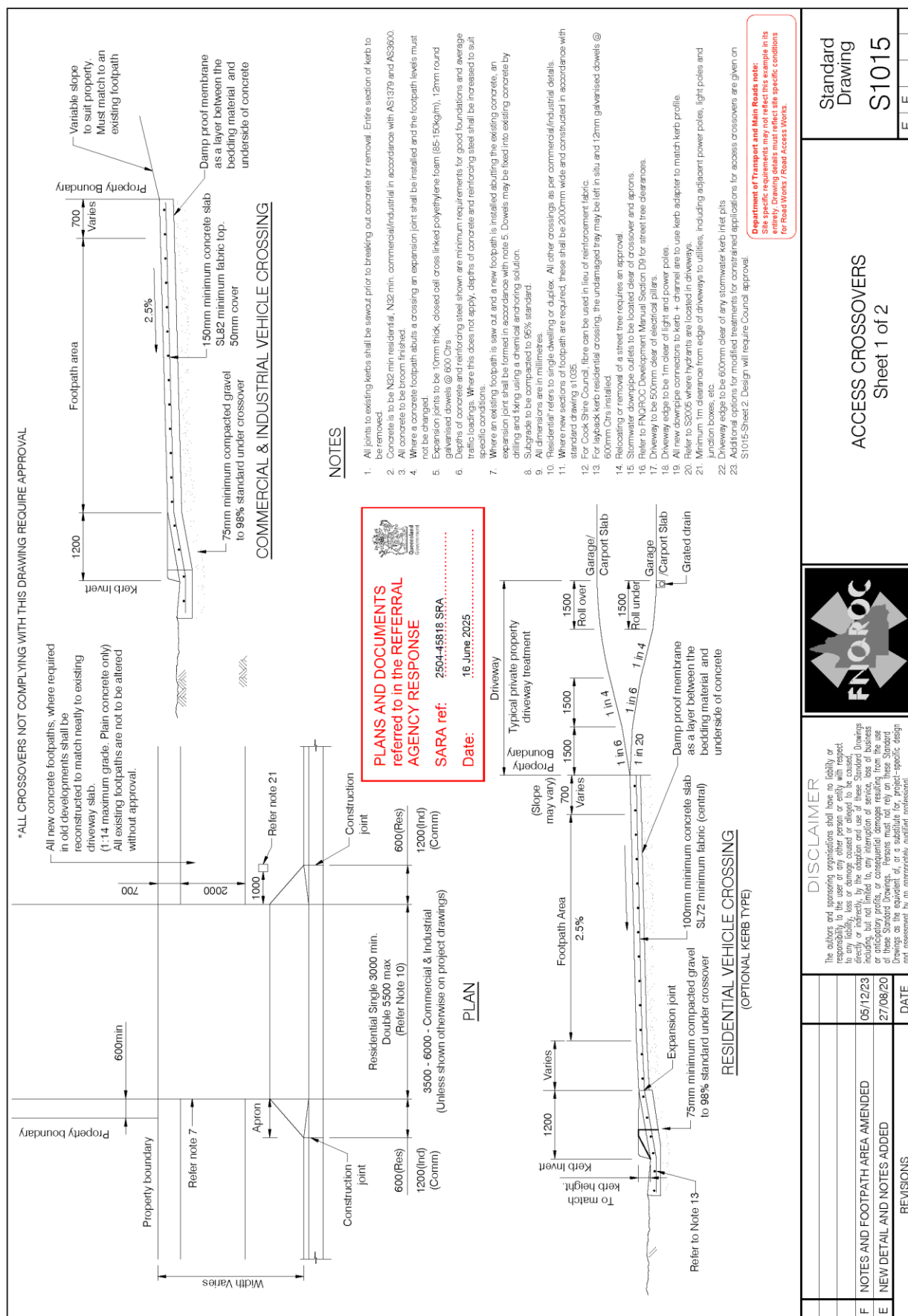
Branch/Unit : <b>Corridor Management / Far North District</b>	
Projection/Datum : Geocentric Datum of Australia (GDA) 2020	
Land parcels	Subject land
State-controlled road corridor	

### TMR Layout Plan (664 - 2.70km)

Plan: <b>1 / 1</b>	Issue: <b>B</b>	Date: <b>10/06/2025</b>
Drawn by: <b>RPK</b>	File ref: <b>TMR25-045814</b>	

© The State of Queensland, 2019. © Pitney Bowes Software Pty Ltd, 2019. © OR Limited, 2019. Based on [Dataset: State Digital Road Network (SDRN)] provided with the permission of Pitney Bowes Software Pty Ltd (Consent: 984 / 19). [Dataset: Rail Corridor Line] 2019 provided with the permission of OR Limited and other state government datasets. [Dataset: State Digital Road Network (SDRN)] provided with the permission of Pitney Bowes Software Pty Ltd (Consent: 984 / 19). Pitney Bowes Software Pty Ltd and/or its subsidiaries make no representation or warranty about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all liability for any loss or damage, including without limitation, liability in negligence for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reasons.

Document Set ID: 4515069  
Version: 0, Version Date: 01/01/1900



[illegible]

**8.3 COUNCIL POLICY REVIEW****Date Prepared:** 12 June 2025**Author:** Coordinator Governance & Compliance

**Attachments:**

1. **Public Art Policy** [↓](#)
2. **Public Art Procedure** [↓](#)
3. **Fraud and Corruption Control Policy** [↓](#)
4. **Fraud and Corruption Control Plan** [↓](#)
5. **Public Interest Disclosure Management Plan** [↓](#)
6. **Guidelines for Carrying Out Works on a Road or Interfering with a Road or its Operation** [↓](#)

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**EXECUTIVE SUMMARY**

As part of the ongoing organisation-wide compliance policy review work, amended and newly created instruments, along with instruments marked for repeal, are presented to Council for consideration.

**RECOMMENDATION**

That Council:

1. Repeals the:

Public Art Policy – adopted 21 April 2021

Public Art Procedure – adopted 21 April 2021

Fraud and Corruption Control Policy – adopted 19 July 2023

Fraud and Corruption Control Plan – adopted 16 April 2024

Public Interest Disclosure Management Plan – adopted 17 July 2024

2. Adopts the:

Public Art Policy

Public Art Procedure

Fraud and Corruption Control Policy

Fraud and Corruption Control Plan

Public Interest Disclosure Management Plan

Guidelines for Carrying Out Works on a Road or Interfering with a Road or its Operation

**BACKGROUND*****Public Art Policy*****Purpose**

To provide direction and consistency for the procurement, commissioning, maintenance and de-commissioning of public art within the Mareeba Shire.

**Summary of amendments**

- a. Header matrix – update officer fields to align with current organisational structure and position description naming conventions
- b. Section 1 Purpose bullet point 2 – omit scope reference to entities ‘private enterprises’ and ‘other third parties’
- c. Section 2 Scope first para – omit schools, shopping centres and halls, insert recreation halls, streetscape infrastructure; para 2 – omit reference to exclusion streetscape infrastructure
- d. Section 3.2 Objectives bullet point 4 – modernise wording to remove private enterprise
- e. Section 3.4 Procurement Processes para 1 – update wording to reference commissioning action and contracting terms; omit bullet point series referencing procurement purchase methodology
- f. Section 3.7 Intellectual Property – modernise wording to remove doubt on Council handling of commissioned artist Intellectual Property (IP)
- g. Section 3.8 De-commissioning of Public Art – modernise wording on handling of art de-commissioning actions
- h. Section 6 Related Documents – omit reference to redundant instruments, Copyright Amendment statute, Council Cultural Plan, RADF funding program strategy
- i. Section 7 Review – update officer field to align with current organisational structure and position description naming conventions
- j. Apply minor grammatical amendments throughout

***Public Art Procedure*****Purpose**

To provide direction and consistency in the procurement, commissioning, maintenance and de-commissioning of public art within the Mareeba Shire.

**Summary of amendments**

- a. Header matrix – update officer fields to align with current organisational structure and position description naming conventions
- b. Section 2 Scope first para – omit schools, shopping centres and halls, insert recreation halls, streetscape infrastructure; para 2 – omit reference to exclusion streetscape infrastructure
- c. Page 1 of 5, footer – omit Human Rights compatibility statement
- k. Section 3.1 Procurement Processes para 1 – modernise wording outlining procurement requirements for commissioning brief, concept and artwork proposal actions

- l. Section 3.2 Public Art Criteria – para 1 omit reference to RADF funding stream confinement and modernise wording in paras 2 and 4
- m. Section 3.3 Contracts – omit paras 1 and 3 and 6 on contract handling, specific RADF funding stream confinement and handling of IP; insert new para 6 handling of IP
- d. Section 3.4 Acknowledgement –omit para 2 on RADF funding stream confinement. Update wording in para 1 on installation of acknowledgement plaque
- e. Section 6 Related Documents and References – omit reference to redundant instruments, Copyright Amendment statute, Council Cultural Plan, RADF funding program strategy
- f. Section 7 Review – update officer field to align with current organisational structure and position description naming conventions
- g. apply minor grammatical amendments throughout

### ***Fraud and Corruption Control Policy***

#### **Purpose**

To set out the organisational requirements to prevent fraud and corruption at Mareeba Shire Council (Council).

#### **Summary of amendments**

- a. Header matrix – update officer fields to align with organisational structure and position naming conventions
- b. Section 3 Policy Statement – update reference to Council’s Corporate Plan
- c. Page 5 of 9 – insert new s 3.6 para 2 assessment footnote reference to *Public Interest Disclosure Act 2010* (Qld) s 13
- d. Apply minor grammatical, single word, phrase and formatting amendments throughout

### ***Fraud and Corruption Control Plan***

#### **Purpose**

To set out the standards for accountability that Council expects from Councillors and Employees. It aims to minimise opportunities for fraud or corrupt conduct as defined through a framework of good governance and active and effective control strategies that will continue to build an ethical organisational culture.

#### **Summary of amendments**

- a. Header matrix – update officer fields to align with organisational structure and position naming conventions
- b. S 3 – update plan statement level 1 title heading
- c. S 4.3 – apply level 3 sub-headings 4.3.1-4.3.3 series to existing sub-heading titles
- d. S 7 – add reference to associated Management Plan to existing *Public Interest Disclosure Policy* reference
- e. Apply minor grammatical, single word, phrase and formatting amendments throughout

### ***Public Interest Disclosure Management Plan***

**Purpose**

To provide for practical and effective procedures which comply with the requirements of the *Public Interest Disclosure Act 2010* (Qld) and any relevant standards to ensure proper assessment and handling of public interest disclosures.

**Summary of amendments**

- a. Header matrix – update officer fields to align with organisational structure and position naming conventions
- b. Page 1 of 13 – update footnotes 3-4 to align with previous and next statute formatting protocols
- c. Section 3 responsibilities table – insert new table section to declare delegated decision maker role, responsibility for specific PID matter investigations
- d. Section 4 – update bullet point 2 reference to public interest disclosure type
- e. Page 3 of 13 – omit footnote 5 introductory signal; insert new footnote 6 for bullet point 2 statute reference
- f. Page 4 of 13 footnote 8 – omit s 21; insert s 17(1) to update reference to reporting anonymity operator
- g. Section 5 agency contact table – update Council position descriptions and state department entity names; insert additional other agency statutory reporting entity mechanisms; insert new final paragraph, bullet point and sub-series for additional journalist reporting and reporter protection mechanism
- h. Section 6 – insert new final bullet point written information reporting mechanism
- i. Page 6 of 13 – insert new footnote 12 reference to statutory reporting anonymity operator; reformat footnotes 13-14 to align with previous statute reference protocols; update wording in para 3; insert new para 4 relevant to risk assessment requirements; para 5 insert parenthesis reporting entity sentence qualifier
- j. Section 8 – para 2 insert new footnote 17 temporal statutory response reference
- k. Page 9 of 13 – update footnotes 22-24, omit introductory signals to denote direct support reference; insert new footnote 25 for statutory definition for ‘Confidential Information’
- l. Section 14 – insert new statutory definition for ‘Confidential Information’; update definition of ‘Corrupt Conduct’; insert new statutory definition for ‘Journalist’, insert new statutory definition for phrase ‘Reasonable belief’
- m. Page 11 of 13 – update footnote 27, omit introductory signals to denote direct support reference
- n. Section 16 – update named public interest disclosure Standard titles
- o. Apply minor grammatical, single word, phrase and formatting amendments throughout

***Guidelines for Carrying Out Works on a Road or Interfering with a Road or its Operation***

This instrument previously existed as an administrative guideline and was primarily confined to advice on gates and grids on road corridors. The instrument is now revised to a first version governance type instrument.

**Purpose**

To provide a framework for assessment of applications to undertake works (construction of vehicular access to premises, gates or grids, and other types of works) on dedicated roads within

the Mareeba Shire Council jurisdiction in accordance with relevant legislation and local laws to ensure the safety of members of the public is not compromised and to provide for the effective management of risk.

### Summary of amendments

- a. Title and header – omit word ‘Approvals’ for instrument title
- b. Header matrix – omit administrative instrument type; insert Governance instrument type
- c. Section 1 – insert wording to establish scope over three application types of vehicular access, gates or grids and other works
- d. Section 2 – omit wording defining terms ‘crossover’ and reference to driveways constructed in a road and align wording for gates or grids and other works with language of relevant local law
- e. Section 3 – update wording in bullet point 5 relevant to cultural heritage; update wording in public liability insurance section; update wording in para 2 under Enforcement Procedures and omit reference in bullet point 5 to penalty infringement notice; Omit term ‘crossover’ from further information subheading; insert FNQROC technical references in Vehicular Access; replace term ‘crossover’ with term ‘vehicular access’ throughout section; insert site specific standard compliance statement and extended public liability obligation; omit section titled ‘Further Assessment Guidelines for Non-Compliant Crossover access; insert term ‘Driveway’ in subheading relevant to other works; insert point(1)(d) adjacent property details into Gates and Grids assessment guidelines section; omit reference to ‘Permitted Public Gate/Grid’ signage requirement in approval conditions subsection
- f. Section 5 – update definition for Crossover; omit definition for Driveway; insert definition for Vehicular Access
- g. Apply minor grammatical and formatting amendments throughout

### FINANCIAL AND RESOURCE IMPLICATIONS

#### **Capital**

Nil

#### **Operating**

Nil

### LINK TO CORPORATE PLAN

**Financial Sustainability and Governance:** A financially sustainable Council that applies strategic decision making and good governance to deliver cost-effective services.

### IMPLEMENTATION/COMMUNICATION

Policy library and website updated to publish.



## Public Art Policy

Policy Type	Governance Policy	Version:	2.0
Responsible Officer	Manager Customer & Community Services	Date Approved:	16/07/2025
Review Officer:	Director Corporate & Community Services	Review Due:	16/06/2029
Author:	Manager Customer & Community Services	Commencement:	16/07/2025

### 1. PURPOSE

To provide direction and consistency for the procurement, commissioning, maintenance and de-commissioning of public art in the Mareeba Shire area.

The Public Art Policy provides a framework of objectives and principles that express Council's commitment to the vital role of art in the economic sustainability and liveability of the Shire.

This policy applies across Council and serves as a guide for:

- Public art purchased / commissioned and implemented by Council;
- Public art purchased / commissioned and implemented by businesses, organisations or community groups in partnership with Council or located on Council owned land and facilities.

### 2. SCOPE

This policy is relevant to both permanent and temporary art work that is located in the public domain, including outdoor spaces such as parks, streets, building walls, town squares and publicly accessible indoor spaces such as recreation halls and cultural facilities. In some cases, it also includes functional or decorative details that form streetscape infrastructure e.g., bollards, directional signage, decorative tiles, seating.

The *Public Art Policy* excludes war memorials and work that is part of a museum, gallery or corporate collection.

### 3. POLICY STATEMENT

#### 3.1 Context

Public art is a highly visible and accessible art form and plays an important role in contributing to the cultural vibrancy of a community and increasing economic development through cultural tourism and employment opportunities. The benefits of public art are wide ranging; it can create spaces that encourage pride and sense of belonging, encourage awareness and expression, provide opportunities for community participation and engagement and offer insight into regional identity.

#### 3.2 Objectives

The objectives of the policy are to:

**Public Art Policy**

- Enhance the visual appeal of new and existing public spaces and facilities to improve the liveability and amenity of the Shire;
- Support the development of the local arts and cultural sector by supporting and showcasing the talents of local artists and creative industry workers;
- Promote the Shire's unique local character, culture, heritage and natural environment to create a distinctive sense of place for visitors and residents.
- Facilitate partnerships with community groups, organisations and businesses that enhance economic development or provide opportunities for community participation in activities that promote wellbeing and community cohesion.
- Provide a consistent approach to procurement and management of public art for Council and the broader community.

**3.3 Implementation and Resourcing**

The allocation of funding to public art demonstrates Council's commitment to the arts and enables leveraging of further support through external grant funding or private sector contributions. Public art projects may be implemented and resourced through a combination of means, as outlined below:

- Commissioned and implemented by Council, with Council held funds and located on Council land or facilities or on privately owned land or facilities.
- Commissioned and implemented by third parties (e.g., private business, community group, not for profit community service), with financial support from Council and located on Council owned land or facilities or on privately owned land or facilities.
- Commissioned and implemented or donated by third parties, with no financial support from Council but located on Council owned land or facilities.

**3.4 Procurement Processes**

Where Council is commissioning public art, this will be in accordance with the Council's *Procurement Policy*. Professional artists will be contracted under Council's *Standard Terms and Conditions for Professional Services*.

**3.5 Public Art Criteria**

The following criteria will be considered when purchasing, commissioning, funding and approving public artwork:

- unique and original designs of high quality;
- suitability of work to the site;
- relevance to local community identity;
- showcase diversity and encourage inclusivity;
- high durability and low maintenance;
- adequate budget and resources to deliver project;
- cultural tourism and economic or social benefits;
- consistency with Council's current planning, heritage, environmental and social policies.

Public Art Policy
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**3.6 Maintenance**

Unless otherwise agreed with an artist or a third party, Council will be responsible for the cleaning, maintenance, repairs and removal of all public art commissioned by Council or donated to Council and located on Council owned land and facilities. Specific arrangements for the maintenance of public art located on Council-owned land and facilities but commissioned and implemented by third parties will apply. Where public art is located on privately owned land and facilities, the building or landowner is responsible for cleaning, maintenance, repairs and removal of the artwork.

**3.7 Intellectual Property**

Council will not be responsible for ensuring that third parties do not infringe an artist's intellectual property or moral rights in any work.

**3.8 De-commissioning of Public Art**

Public art works can have a limited life span. Council reserves the right to remove (including relocation, sale, storage, donation or destruction) art works (located on Council land and facilities) from public display in accordance with Council's requirements, including in the following situations:

- Deterioration in condition or damage to the art work that results in: a public safety risk, the art work is irreparable, the reputation of the artist is at risk, the cost of repair is excessive in relation the original cost of the work, the cost of ongoing maintenance is prohibitive;
- When the artwork has exceeded its intended lifespan;
- Significant negative community opinion or response towards the art work;
- The artwork no longer meets functional or aesthetic requirements of the site;
- Site redevelopment impacts on the integrity of the artwork.

Council will make reasonable efforts to contact and consult with the artist if their work is to be de-commissioned.

**4. REPORTING**

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No additional reporting is required

**5. DEFINITIONS**

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**Copyright** - a form of legal protection that provides an artist with the exclusive right to use and capitalise on their work and prevent others from using it without permission.

**Intellectual Property** - refers to unique creations of the mind such as inventions, literary and artistic works and designs which can be protected under copyright law.

**Public Art** - Public art can be defined as both permanent and temporary artistic works or activities located in a public space or facility.

Public Art Policy
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**6. RELATED DOCUMENTS**

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- *Copyright Act 1968* (Cth)
- *Corporate Plan* (MSC)
- *Local Government Act 2009* (Qld)
- *Procurement Policy* (MSC)

**7. REVIEW**

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It is the responsibility of the Manager Customer & Community Services to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.



## Public Art Procedure

Policy Type	Governance Procedure	Version:	2.0
Responsible Officer	Manager Customer & Community Services	Date Approved:	16/07/2025
Review Officer:	Director Corporate & Community Services	Review Due:	16/06/2029
Author:	Manager Customer & Community Services	Commencement:	16/07/2025

### 1. PURPOSE

To provide direction and consistency for the procurement, commissioning, maintenance and de-commissioning of public art in the Mareeba Shire area. This Procedure should be read in conjunction with the *Public Art Policy*.

### 2. SCOPE

This Procedure is relevant to both permanent and temporary artwork that is located in the public domain, including outdoor spaces such as parks, streets, building walls, town squares and publicly accessible indoor spaces such as recreation halls and cultural facilities.

Works of art in the public domain take many forms and incorporate a variety of mediums including paintings, murals, sculpture, installations, mosaics, sound and lighting works and multimedia. Public art may be created by highly experienced public artists, young and emerging artists or members of the general community participating in the creation of a community artwork. In some cases, it also includes functional or decorative details that form streetscape infrastructure e.g., bollards, directional signage, decorative tiles, seating.

The *Public Art Procedure* excludes war memorials and work that is part of a museum, gallery or corporate collection.

### 3. PROCEDURE STATEMENT

#### 3.1 Procurement Processes

Where Council is commissioning public art, this will be in accordance with the Council's *Procurement Policy*. A commission brief (e.g., request for quotation) should contain basic information about the art work to be commissioned: project background and site information, design brief (theme and/or content), artwork type and scale, project requirements, allowable budget inclusions, selection processes and evaluation criteria, project dates and milestones.

A written artwork proposal conveys an artist's interest, availability and capacity (skills and experience) to undertake the project and indicative budget. It would include a written description of the proposed artwork in response to the design brief. It may include a preliminary sketch design or some other evidence of creative development that provides sufficient information for the commissioner to choose or shortlist suitable artists for a project.

Public Art Procedure
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A detailed concept design is a visual representation of the artwork that details materials to be used, style, colours and scale of components and budget. For projects such as sculptures and installations, a detailed design development phase may be required to determine final project costs. In some cases, it will be appropriate that artists are paid a fee for the provision of detailed concept designs.

### 3.2 Public Art Criteria

The general criteria to be considered when purchasing, commissioning, funding and approving public artwork are outlined in the *Public Art Policy*. Additional criteria may apply for grant-funded public art projects.

Art work will be consistent with the local identity of the town and district and complementary to the setting and will contribute to a sense of "destination" and "place" whilst encouraging thought, discussion and community interaction. Designs may reflect for example, the natural environment, heritage and culture of Shire. Art work may celebrate diversity and promote inclusivity. Public art must not include offensive language, offensive content, commercial logos, trademarks or brand names.

Council will make reasonable efforts to consult with relevant Aboriginal and / or Torres Strait Islander traditional owners or registered native title body corporate for activities with an Indigenous component or focus. Third parties, seeking to undertake public art projects with an Indigenous focus or component must provide a letter of support for the proposed project from relevant Aboriginal and / or Torres Strait Islander traditional owners or registered native title body corporate.

For community-led public art projects (either on Council owned land or facilities or those receiving financial support from Council funding), scaled, sketch designs must be submitted to Council for approval before work commences. For some small-scale projects that involve community participation, such as graffiti prevention projects, Council approval of sketch designs may not be required as long as the proposed artwork is otherwise consistent with the general criteria.

### 3.3 Contracts

Professional artists will be contracted under Council's Standard Terms and Conditions for Professional Services. Additional project details may also need to be negotiated including project milestones, payment schedule and copyright licence.

Council may require artists to enter into a Deed of Licence of Intellectual Property to formalise the granting of a licence for specific uses of the work. In some cases, Council may wish to acquire intellectual property rights in the work. In those cases, Council will negotiate a Deed of Assignment of Intellectual Property. The nature of any agreement in place between Council and the artist about intellectual property rights will depend on how Council proposes to use the artwork and any requirements imposed on Council under grant funding agreements.

Payment of artists should be in accordance with arts industry best practice standard rates or as negotiated or quoted.

Public Art Procedure
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Applications from third parties who wish to commission artwork, with financial support from Council or for artwork located on Council owned land and facilities, should also show due consideration of these factors when engaging an artist.

Council will not be responsible for ensuring that third parties do not infringe an artist's intellectual property or moral rights in any work.

### **3.4 Acknowledgement**

In some cases, Council may consider it appropriate to install a plaque acknowledging the artist, title, funding source and other details of the artwork, for example acknowledgement of the traditional owners of cultural heritage and knowledge. Grant-funded public art projects may have specific acknowledgement requirements.

### **3.5 Maintenance**

#### **3.5.1 Public Art commissioned by Council and located on Council owned land and facilities**

Unless otherwise agreed with an artist or a third party, Council will be responsible for the cleaning, maintenance, repairs and removal of all public art commissioned by Council and located on Council owned land and facilities. Council will review the ongoing appropriateness and condition of public art pieces and will put in place appropriate measures for the care, maintenance and removal of public art under Council control. In carrying out this review, Council will consider matters relating to artwork life span, insurance, risk management, whole of life costs and moral rights of the artist.

#### **3.5.2 Public Art commissioned by third parties on Council-owned Land and Facilities**

Specific arrangements for the maintenance of public art located on Council-owned land and facilities but commissioned and implemented by third parties are outlined below:

- Mareeba Shire Council may undertake cleaning and / or graffiti removal of public murals on Council land and facilities as required and at its sole discretion except where community groups have agreed to meet these costs as part of the terms and conditions of their approvals (including leased properties).
- The community group or third party commissioning the public mural will be responsible for implementing and funding the costs associated with maintenance and repair of the public mural, including peeling, scratching and other significant damage.
- The community group or third party commissioning the public mural may apply to Mareeba Shire Council's RADF Community Grant Round if assistance is required with funding the costs associated with maintenance and repair of the public mural.
- The community group commissioning the public mural must inform Mareeba Shire Council before undertaking any maintenance and repair activities to the public mural.
- Mareeba Shire Council retains the right to repair or remove the public mural at any time. Reasonable efforts will be made to contact the community group / third party and artist before works commence.
- Mareeba Shire Council will be responsible for implementing and funding the costs associated with removal of an artwork on Council owned land and facilities.

#### **3.5.3 Public Art located on privately owned land and facilities**

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- Where public art is located on privately owned land and facilities, then the building or land owner is regarded as the owner of the artwork and will be responsible for implementing and paying for all costs associated with cleaning, maintenance, repairs and removal of the artwork.

#### 4. REPORTING

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No additional reporting is required.

#### 5. DEFINITIONS

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**Copyright** - a form of legal protection that provides an artist with the exclusive right to use and capitalise on their work and prevent others from using it without permission.

**Intellectual Property** - refers to unique creations of the mind such as inventions, literary and artistic works and designs which can be protected under copyright law.

**Moral Rights** - Moral rights include the personal rights of an artist to be identified and named as the author or creator of an artwork and the right to ensure that their work is not treated in a way that could negatively impact their reputation.

**Public Art** - Public art can be defined as both permanent and temporary artistic works or activities located in a public space or facility.

#### 6. RELATED DOCUMENTS AND REFERENCES

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- *Copyright Act 1968* (Cth)
- *Corporate Plan* (MSC)
- *Local Government Act 2009* (Qld)
- *Procurement Policy* (MSC)

#### 7. REVIEW

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It is the responsibility of the Manager Customer & Community Services to monitor the adequacy of this procedure and implement and approve appropriate changes. This procedure will be formally reviewed every four (4) years or as required by Council.



## Fraud and Corruption Control Policy

Policy Type	Governance Policy	Version:	5.0
Responsible Officer	Manager Information Systems & Governance	Date Approved:	16/07/2025
Review Officer:	Director Corporate & Community Services	Review Due:	16/06/2027
Author:	Coordinator Governance & Compliance	Commencement:	16/07/2025

### 1. PURPOSE

To set out the organisational requirements to prevent fraud and corruption at Mareeba Shire Council (Council). This policy should be read in conjunction with Council's *Fraud and Corruption Control Plan*.

### 2. SCOPE

This policy applies to all Councillors and employees of Council, contractors and volunteers.

### 3. POLICY STATEMENT

Council's Corporate Plan 2024 – 2028 affirms the importance of accountable governance and ethical conduct in its mission and values. These values are also reflected in Council's *Employee Code of Conduct* (CoC) and *Code of Conduct for Councillors*, but more importantly, are practiced on a daily basis in all aspects of operations.

Council is committed to acting in the best interests of the community and upholding the principles of honesty, integrity and transparency. Councillors, the Chief Executive Officer (CEO) and Senior Management are expected to have a zero-tolerance stance on fraud and corruption and are expected to conduct themselves in accordance with the principles of ethical conduct.

#### 3.1 KEY FACTORS INFLUENCING FRAUD AND CORRUPTION RISK

The fraud triangle is a framework designed to explain the reasoning behind a decision of a person or persons to commit workplace fraud. The three stages, categorised by the effect on the individual, can be summarised as motivation, opportunity and rationalisation. Broken down, they are:

- **Motivation:** The person is somehow motivated to commit a fraud. Economic factors such as personal financial distress, substance abuse, gambling, overspending, or other similar addictive behaviors may provide motivation.
- **Opportunity:** The employee has sufficient access to assets and information that allows him or her to believe the fraud can be committed and also successfully concealed.
- **Rationalisation:** The employee finds a way to rationalise the fraud, convincing themselves that their actions are really justified. Such rationalisations can include perceived injustices in compensation or promotions, the idea that they are simply "borrowing" from the organisation and fully intend to return the assets at a future date, or a belief that the company doesn't really "need" the assets and won't even realise they are missing.

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**3.2 FRAUD AND CORRUPTION FRAMEWORK**

Fraud and corruption prevention at Council forms part of the organisation's broader governance framework and is interrelated with the policies, procedures, and supporting documents identified in section 6.2 of this policy.

Fraud risk assessments are aligned to Council's *Enterprise Risk Management Framework* and will be utilised to identify extreme and significant fraud and corruption risk areas. The organisation will utilise these assessments to improve any identified internal control weaknesses.

**3.3 ROLES AND RESPONSIBILITIES****3.3.1 The Chief Executive Officer and Directors**

The CEO and Directors will lead by example in a manner consistent with the values and principles detailed in the CoC. The CEO is required to notify the Crime and Corruption Commission (CCC) if they reasonably suspect corrupt conduct as defined under the *Crime and Corruption Act 2001* (Qld) has occurred.

The Directors will assume responsibility for fraud and corruption prevention to ensure that Council's *Fraud and Corruption Control Policy* and associated plan are implemented effectively across all work areas. Consideration of fraud and corruption issues will form part of both annual and longer term operational and business planning processes.

**3.3.2 Management**

All managers and supervisors must recognise that fraud and corruption may occur in their area of responsibility. Managers are to critically examine their areas of responsibility and business processes to identify and evaluate potential fraud and corruption risk situations. They are to develop and maintain fraud and corruption resistant work practices and report identified incidents of fraud or corruption.

**3.3.3 Employees**

All Council Officers are responsible for the following:

- Acting appropriately when using official resources and handling and using public funds, whether they are involved with cash or payment systems, receipts or dealing with suppliers;
- Being alert to the possibility that unusual events or transactions could be indicators of fraud or corruption;
- Reporting details immediately if they suspect that a fraudulent or corrupt act has been committed; and
- Co-operating fully with whoever is conducting internal checks, reviews or investigations into possible acts of fraud or corruption.

All Council officers who have any knowledge of fraudulent or corrupt activities/behaviour within Council have an obligation to report such matters to a manager/supervisor or the CEO.

**3.3.4 Audit Committee**

Fraud-related matters will be reported to Council's Audit Committee via the CEO to ensure that a realistic view of Council's exposure to fraud and the maturity of its systems to prevent, detect and respond to fraud are understood. Duties of the Audit Committee include, but are not limited to:

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- reviewing whether management has in place a current and comprehensive *Enterprise Risk Management Framework* and associated procedures designed to ensure that the identification and management of the organisation's business and financial risks, including fraud, are effective;
- reviewing the organisation's fraud control arrangements and satisfying itself that the organisation has appropriate processes or systems in place to capture and effectively investigate fraud-related information;
- reviewing reports that outline any identified allegations of fraud, the status of any ongoing investigations and any changes to identified fraud risk in the organisation; and
- providing comment on recommendations for change to the internal control structure as a result of liaising with both the internal and external auditors.

### **3.3.1 Internal Audit**

The Internal Audit program supports Council's efforts to establish an organisational culture that embraces ethics, honesty, and integrity. Internal Audit assists Council with the evaluation of internal controls used to detect or mitigate fraud and evaluates the organisation's assessment of fraud risk.

Although the Internal Audit considers fraud and corruption within its audit plans and during audits, it is important to note that the responsibility for prevention of irregularities rests with Council and management through the implementation and continued operation of an adequate internal control system. Internal Auditors are responsible for examining and evaluating the adequacy and the effectiveness of actions taken by management to fulfil this obligation.

### **3.3.1 Governance & Compliance**

The Governance & Compliance section is responsible for the coordination of Council's fraud and corruption framework. Duties include but are not limited to:

- Governance oversight:
  - Monitoring the implementation and application of the *Fraud and Corruption Control Policy* and associated plan.
  - Monitoring the framework of rules and practices used by the organisation to ensure accountability and transparency in its operations.
  - Recording of incidents of fraud and corruption on Council's internal Fraud and Corruption Register.
- Risk management
  - overseeing the development and implementation of a systematic and coordinated risk management framework
  - developing a register of risk factors, risk management plan and controls
  - assessing whether the organisation maintains effective risk management practices across all its activities
  - ensuring that continuity plans are in place and appropriate, and that the plans are tested and that the tests are meaningful
  - monitoring the risk environment, and assessing the impact of any changes on the organisation's risk profile
  - integrating fraud and corruption matters with the organisation's overall risk profile
  - reporting to senior management on risk-related issues
  - assessing whether the organisation is successfully embedding an ethical culture.

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- Fraud and corruption control coordination:
  - developing the fraud and corruption control policy and plan and related procedures
  - taking ownership of and administering the fraud and corruption control policy
  - ensuring that policy changes and procedural recommendations arising from periodic reviews are appropriately prioritised and implemented
  - monitoring the performance of staff responsible for implementing the fraud control plan.

The duties of the Manager Information Systems & Governance do not diminish the responsibility of the CEO in the proper execution of the above activities.

### 3.4 RISK MANAGEMENT SYSTEM

Fraud risk assessments from Council's Fraud and Corruption Register are aligned to Council's *Enterprise Risk Management Framework* and will be utilised to identify extreme and significant fraud and corruption risks. Profiling work undertaken by the CCC has provided an insight into operational areas and functions perceived to have high levels of fraud and corruption risk, including:

- financial functions – such as the receipt of cash, revenue collection and payment systems, salaries and allowances, and entertainment expenses
- construction, development and planning functions – ranging from land rezoning or development applications to construction and building activities
- regulatory functions – involving the inspection, regulation or monitoring of facilities; and operational practices, including the issue of fines or other sanctions
- licensing functions – such as the issue of qualifications or licences to indicate proficiency or enable the performance of certain activities
- demand-driven or allocation-based functions – where demand often exceeds supply, including the allocation of services or grants of public funds, or the provision of subsidies, financial assistance, concessions or other relief
- procurement and purchasing functions – including e-commerce activities, tendering, contract management and administration, and the practices of external agents/contractors/consultants and providers of goods/services
- other functions involving the exercise of discretion, or where there are regular dealings between public sector and private sector personnel (especially operations that are remotely based or have minimal supervision).

### 3.5 CONTROL STRATEGIES

Ensuring that appropriate fraud control measures are in place to prevent, detect, investigate and respond to fraud is a critical function of governance. Effective fraud control strategies should be instigated by the Executive Management Team and embedded in governance/risk programs and appropriately resourced and managed, as this will assist Council in managing fraud risk to an acceptable level. Council's *Fraud and Corruption Control Plan* contains specific details of the organisation's anti-fraud and anti-corruption strategies.

### 3.6 REPORTING PROCESS

The reporting of suspected misconduct and maladministration is fundamental to the integrity of Council's *Fraud and Corruption Control Policy*. The *Financial Accountability Act 2009* (Qld) establishes that the accountable officer or statutory body is responsible for establishing, maintaining and reviewing financial

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internal controls.<sup>1</sup> Council's Manager Finance is responsible for many internal controls and reports that identify and communicate attempts to defraud Council.

Local governments are required to have in place a system for managing employee complaints. Employees should refer to Council's *Staff Grievance Policy* and associated procedure. Council encourages employees to take appropriate action and that they should feel secure in the knowledge that supporting arrangements will protect individuals and preserve confidentiality as far as possible. Therefore, all employee complaints should initially be assessed against the *Public Interest Disclosure Act 2010* (Qld).<sup>2</sup>

External report of suspected fraud or corruption should be referred through Council's *Administrative Action Complaint Management Policy*. Additionally, refer to Section 4 of this policy - External Organisational Reporting, for escalation of complaints.

### **3.7 PROTECTION AND SUPPORT FOR DISCLOSURES**

#### **3.7.1 Work Health and Safety Act 2011**

Organisations have a responsibility to ensure the health and safety of their staff. Failing to take this responsibility seriously is a breach of the *Work Health and Safety Act 2011* (Qld).

#### **3.7.2 Crime and Corruption Act 2001**

Many reports of fraud or corruption will be classified as reports of corrupt conduct as defined in the *Crime and Corruption Act 2001* (Qld) (CC Act). The CC Act includes provisions to protect those who make reports of corrupt conduct.

#### **3.7.3 Public Interest Disclosure Act 2010**

Some reports about fraud and corruption will be classified as a public interest disclosure (a PID). A PID is a disclosure of information as a result of a genuine concern about the possible serious wrongdoing of public officers, or of others who may be acting in a way that is not in the public interest. Refer to Council's *Public Interest Disclosure Policy*.

### **3.8 INVESTIGATION MANAGEMENT PROCESS**

Once suspected fraud or corruption has been identified or reported, a number of processes must follow; refer to Council's *Fraud and Corruption Control Plan* and *Investigation Policy*. The appropriate processes will depend on the nature and seriousness of the alleged conduct. Minor complaints are best dealt with by prompt managerial action. When dealing with serious matters where the conduct would, if proved, be a criminal offence, or provide reasonable grounds for dismissal, a full investigative response is required.

### **3.9 CODE OF CONDUCT**

Fraud and corruption are a departure from the expected standards of behaviour for Councillors and Employees. Council's CoC defines the expectations and standards of behaviour that are consistent with Council ethical conduct values and associated principles. No less importantly, the CoC provides benchmarks that clearly state the types of behaviours the organisation considers unacceptable.

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<sup>1</sup> See *Financial Accountability Act 2009* (Qld) s 61 and s 77.

<sup>2</sup> See *Public Interest Disclosure Act 2010* (Qld) s 13

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**3.10 ORGANISATIONAL CULTURE CHANGE (STAFF TRAINING)**

Mareeba Shire Council is committed to maintaining an ethical culture within the organisation. To foster an ethical culture free from fraud and corruption, Council will take a "job life-cycle" approach to communicating the issue of fraud and corruption. This includes engagement during:

- Recruitment and selection processes – ensure job advertisements, key selection criteria and promotional materials articulate essential information about the values and ethical standards of the organisation to prospective employees.
- Induction – make certain that new officers understand their obligations by providing suitably structured induction programs. Induction training is an opportunity to provide all new employees with first-hand notice of Council's position on fraud and corruption.
- Ongoing employment – as a minimum, ensure that all employees are given access to appropriate education and training about ethics and specifically fraud and corruption risk or issues.

**4. EXTERNAL ORGANISATIONAL REPORTING****4.1 REPORTING SUSPECTED FRAUD, CORRUPTION AND OTHER CORRUPT CONDUCT COMMITTED BY EMPLOYEES**

All cases of corrupt conduct (which includes fraud and corruption) should be brought to the notice of the CEO. The CEO has a statutory obligation to report any suspicion of corrupt conduct to the CCC. Any attempt to unduly influence a government decision through the offer of bribes, individual rewards or incentives is an offence and must be reported to the CEO who will decide on any appropriate further reporting.

**4.2 REPORTING LOSS OF THE ORGANISATION'S MONEY OR PROPERTY**

There are specific obligations placed on the CEO to report losses of money or property. The *Local Government Regulation 2012* (Qld) (LGR) outlines and categorises these obligations as follows:

Relevant legislation	LGR section 307A
A "material loss" is:	Cash or equivalent over \$500 Assets valued at over \$1,000
All losses that result from a criminal offence or suspected corrupt conduct	<ul style="list-style-type: none"> <li>• Must be recorded</li> </ul>
All material losses	<ul style="list-style-type: none"> <li>• Must be recorded</li> <li>• Must be reported to: <ul style="list-style-type: none"> <li>– the appropriate Minister</li> <li>– the Auditor-General</li> </ul> </li> </ul>
Material losses that result from criminal offences	<ul style="list-style-type: none"> <li>• Must be recorded</li> <li>• Must be reported to: <ul style="list-style-type: none"> <li>– the appropriate Minister</li> <li>– the Auditor-General</li> <li>– QPS</li> </ul> </li> </ul>
Material losses that result from suspected corrupt conduct by employees or contractors	<ul style="list-style-type: none"> <li>• Must be recorded</li> <li>• Must be reported to: <ul style="list-style-type: none"> <li>– the appropriate Minister</li> <li>– the Auditor-General</li> <li>– CCC</li> </ul> </li> </ul>

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## 5. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

**CEO** – means Council’s Chief Executive Officer.

**Corruption** has the same meaning as 'corrupt conduct' and means conduct of a person or persons, regardless of whether a person holds or held an appointment, that:

- a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
  - i. a unit of public administration; or
  - ii. a person holding an appointment; and
- b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
  - i. is not honest or is not impartial; or
  - ii. involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
  - iii. involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment.
- c) would, if proved, be—
  - i. a criminal offence; or
  - ii. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.<sup>3</sup>

**Corrupt conduct** – means conduct of a person, regardless of whether the person holds or held an appointment, that—

- a) impairs, or could impair, public confidence in public administration; and
- b) involves, or could involve, any of the following—
  - i. collusive tendering;
  - ii. fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) —
    - A. protecting health or safety of persons;
    - B. protecting the environment;
    - C. protecting or managing the use of the State's natural, cultural, mining or energy resources;
  - iii. dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
  - iv. evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
  - v. fraudulently obtaining or retaining an appointment; and
- c) would, if proved, be—
  - i. a criminal offence; or

a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.<sup>4</sup>

Corrupt conduct may include, but is not limited to:

- a) abuse of public office;

<sup>3</sup> See *Crime and Corruption Act 2001* (Qld) s 15(1).

<sup>4</sup> Ibid s 15(2).

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- b) bribery, including bribery relating to an election;
- c) extortion;
- d) obtaining or offering a secret commission;
- e) fraud;
- f) stealing;
- g) forgery;
- h) perverting the course of justice;
- i) an offence relating to an electoral donation;
- j) loss of revenue of the State.

**Council** – means the Mareeba Shire Council

**Council Officer** – means an employee of Council

**Employees** – means all persons employed by Council on a permanent, temporary or casual basis and includes persons engaged under a contract of service, and volunteers.

**Director** – means the Director Corporate & Community Services and Director Infrastructure Services

**Fraud** shall mean a deliberate deception to facilitate or conceal the misappropriation of assets or the taking of an unlawful advantage or benefit.

Fraud may include, but is not limited to:

- Theft;
- Obtaining property, a financial advantage or any other benefit by deception;
- Causing a loss, avoiding or obtaining a benefit by deception;
- Knowingly providing false or misleading information to Council, or failing to provide information where there is an obligation to do so;
- A breach of trust in the performance of official duties, by which an employee or Councillor acts contrary to the interests of Council in order to achieve some personal gain or advantage for themselves or for another person or entity;
- Using forged or falsified documentation for an improper purpose;
- Deliberate misstatement of accounting information for an improper purpose.

## 6. RELATED DOCUMENTS AND REFERENCES

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The following legislation and policies are relevant to the management of fraud and corruption within Mareeba Shire Council:

### 6.1 RELEVANT LEGISLATION

*Crime and Corruption Act 2001 (Qld)*  
*Criminal Code Act 1899 (Qld)*  
*Financial Accountability Act 2009 (Qld)*  
*Integrity Act 2009 (Qld)*  
*Local Government Act 2009 (Qld)*  
*Local Government Regulation 2012 (Qld)*  
*Public Interest Disclosure Act 2010 (Qld)*  
*Public Sector Ethics Act 1994 (Qld)*

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*Public Sector Act 2022 (Qld)*

*Right to Information Act 2009 (Qld)*

## **6.2 RELEVANT SUPPORTING DOCUMENTS**

*Administrative Action Complaint Management Policy (MSC);*

*Audit Committee Charter (MSC);*

*Code of Conduct for Councillors (MSC);*

*Employee Code of Conduct (MSC);*

*Employee Conflict of Interest Policy and associated Procedure (MSC);*

*Enterprise Risk Management Framework and associated Policy and associated Process (MSC);*

*Fraud and Corruption Control Plan (MSC);*

*Gifts and Benefits Policy (MSC) and associated Guideline;*

*Internal Audit Policy (MSC);*

*Investigation Policy (MSC);*

*Staff Grievance Policy and associated Procedure (MSC)*

*Public Interest Disclosure Policy (MSC).*

## **7. REVIEW**

It is the responsibility of the Manager Information Systems & Governance to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every two (2) years or as required by Council.



### Fraud and Corruption Control Plan

Policy Type	Governance Procedure	Version:	4.0
Responsible Officer	Manager Information Systems & Governance	Date Approved:	16/07/2025
Review Officer:	Director Corporate & Community Services	Review Due:	16/06/2027
Author:	Coordinator Governance & Compliance	Commencement:	16/07/2025

#### 1. PURPOSE

To set out the standards for accountability that Council expects from Councillors and Employees. It aims to minimise opportunities for fraud or corrupt conduct as defined through a framework of good governance and active and effective control strategies that will continue to build an ethical organisational culture. This plan should be read in conjunction with Council's *Fraud and Corruption Control Policy*.

#### 2. SCOPE

This plan applies to all Councillors and employees of the Mareeba Shire Council (Council).

#### 3. PLAN STATEMENT

Council has zero-tolerance for activities related to fraud and corruption and this is supported by a hierarchy of governance and controls for an ethical organisational culture. This Plan provides the direction and guidance that will assist Council in meeting its commitment in the control of fraud and corrupt conduct.

The Plan objectives are to:

- Support high standards of professional conduct and honest and ethical behaviour within Council;
- Minimise the risk of fraudulent practices or Corrupt Conduct occurring within and being perpetrated against Council;
- Protect Council's assets, public image and reputation;
- Ensure an ethical culture within Council;
- Ensure the Executive Management Team's (EMT) commitment to identify fraud risk exposures and establish procedures for prevention, detection and response;
- Ensure Councillors and Employees are aware of their responsibilities in relation to ethical conduct;
- Detail how Council deals with suspected fraud and corrupt conduct through risk management practices; and
- Provide guidance on how suspected instances of fraud or corrupt conduct are managed and dealt with by Council.

#### 3.1 RESPONSIBILITIES

Councillors and Employees have the responsibility to take appropriate action to prevent fraud and corrupt conduct and report suspected fraud and corruption activities they become aware of. Employees must undertake their work and duties in accordance with Council's *Employee Code of Conduct* (CoC), which prescribes standards of ethical conduct. A Code of Conduct alone will not guarantee an honest and

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corruption-free organisation however, with proper education and leadership, it can promote integrity and encourage ethical behaviour, which in turn strengthens Council's resistance to fraud and corrupt conduct.

Councillors and the EMT have a responsibility for setting the ethical tone of the Council, consistent with the ethical principles set out in the *Public Sector Ethics Act 1994* (Qld) and the *Local Government Act 2009* (Qld). EMT plays a key role in the general administration of their work areas and consequently overseeing the implementation, review and monitoring of fraud and corruption prevention strategies.

### 3.2 FRAUD AWARENESS

Council recognises that the success and credibility of its *Fraud and Corruption Control Policy* and Plan ("the Plan") will largely depend on how effectively they are communicated. Council will take proactive steps towards ensuring that Councillors, Employees and the local community are aware of Council's zero-tolerance position on fraud and corrupt conduct.

Council will increase awareness by:

- Promoting Council initiatives and policies regarding the control and prevention of fraud and corruption on the Council website and at Council offices;
- Including guidance on their website, for both employees and external parties, on how to report suspicions of fraud and corruption;
- Making reference to fraud and corruption initiatives in the Council's Annual Report; and
- Providing education and awareness programs and communication of Council's policies and directives relating to fraud and corruption.

### 3.3 FRAUD AND CORRUPTION RISK ASSESSMENT

Council's *Enterprise Risk Management Framework* (ERM) is used as a tool to identify and manage fraud and corruption risks in line with the *Fraud and Corruption Control Policy* and the Plan. Appropriately, fraud and corruption risk will be reviewed across Council on a quarterly basis. Managers will provide assurance that their risks have been reviewed and updated and those risks identified as significant or extreme will be reported to Audit Committee and Council.

A fraud and corruption risk review will focus on the following elements:

- impact of change in organisational structure or functional requirements;
- changes in legislation and delegations;
- contracting and outsourcing;
- the impact of new technology;
- the operating environment, and Council's relative exposure to external and internal fraud and corruption;
- exposure to ongoing and emerging trends and threats; and
- the effectiveness of current treatment measures and controls.

The details of the fraud and corruption risks identified, including treatments and controls will be incorporated into the ERM Register. Additionally, incidents of fraud and corruption will be recorded in Council's *Fraud and Corruption Incident Register* and treated in accordance with ERM process. All identified risks are to be reviewed on an annual basis and reported as per the ERM Process.

### 3.4 REPORT ALLEGATIONS OF FRAUD AND CORRUPTION

Concerns or suspicions about fraudulent or corrupt conduct can be reported as follows:

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- If you are making a report about an Employee - report to a Manager, Director or the CEO;
- If you are making a report about the CEO - report to the Mayor;
- If your report involves a Councillor or the Mayor - report directly to the Office of the Independent Assessor or to the CEO who will either forward the allegation to Office of the Independent Assessor or to the Crime and Corruption Commission (CCC).

Attempts to investigate the matter personally by a person who has a concern or suspicion must not be undertaken. Reports of allegations of fraudulent or corrupt conduct may be received verbally, in writing, and may be made anonymously. Reports of this type may constitute a Public Interest Disclosure under the *Public Interest Disclosure Act 2010* (Qld) (PID Act).

Council must ensure that any report of suspected fraud or corrupt conduct is treated confidentially to the fullest extent possible. To affirm the integrity of this reporting function, complaints, investigation of complaints and the identity of subject officers and witnesses will be treated and managed confidentially in accordance with Council's complaints processes—*Administrative Action Complaint Management Policy*, *Public Interest Disclosure Policy*, and its obligations under the PID Act.

#### 4. FRAUD AND CORRUPTION CONTROL STRATEGIES

Council recognises that the most effective way to address the issue of fraud or corrupt conduct is to provide exemplary leadership, fully comply with legislative obligations, provide clear and appropriate policy settings with active and effective control strategies that address prevention, detection, investigation, response, monitoring and reporting.

- **Prevention** – strategies designed to prevent fraud and corruption occurring in the first instance
- **Detection** – strategies to uncover fraud and corruption as soon as possible after it has occurred
- **Response** – systems and processes that assist in responding appropriately to an alleged fraud or corruption when it is detected
- **Monitoring and Evaluation** – strategies to provide assurance that legislative and policy responsibilities are being met, in addition to promoting accountability by providing information that demonstrates compliance with specific fraud and corruption control measures.

##### 4.1 PREVENTION

Fraud and corruption prevention strategies are the first line of defence and provide the most cost-effective method of controlling fraud and corruption within Council. Key elements of effective fraud and corruption prevention include (but are not limited to):

- A robust *Fraud and Corruption Control Policy* and the Plan;
- Code of Conduct for councillors and employees;
- Effective fraud and corruption risk management process;
- A comprehensive fraud and corruption control framework;
- Prudent employees;
- Regular awareness training;
- Identification of activities with high fraud and corruption risk exposure and the application of appropriate control strategies to those activities; and
- Proactive demonstration within the organisation that allegations and incidences of fraud and/or corruption are treated seriously and appropriately addressed.

The below table outlines a range of preventative strategies and measures actioned by Council to manage its fraud and corruption risks.

Fraud and Corruption Control Plan
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Element	Components	Action Plan	Oversight	Timeframes
Integrated Policy	<i>Fraud and Corruption Control Policy</i> and the Plan	<ul style="list-style-type: none"> <li>• EMT to ensure the <i>Fraud and Corruption Policy</i> and the Plan are integrated along with other Council policies</li> <li>• EMT to endorse and promote the Plan and policy and take ongoing action to ensure staff are aware of the Plan</li> </ul>	Manager Information Systems & Governance	Every 2 years
Risk Assessment	Fraud and Corruption Risk Assessment	<ul style="list-style-type: none"> <li>• Consideration of fraud and corruption risks to be included in Council's ERM Register</li> </ul>	Manager Information Systems & Governance	Quarterly
Internal Controls	Governance Framework	<ul style="list-style-type: none"> <li>• Administration policies, procedures and supporting documents to be promoted to applicable employees.</li> </ul>	Managers	Every 4 years
		<ul style="list-style-type: none"> <li>• Segregation of functions especially regulatory, financial and cash handling areas.</li> </ul>	Managers/External Audit	Annually
		<ul style="list-style-type: none"> <li>• Where fraud and corruption risks are known to exist, work processes are to be clearly documented and available to Council employees.</li> </ul>	Managers	Quarterly
		<ul style="list-style-type: none"> <li>• Employees to be reminded to make appropriate declarations, and a Register of Interests is to be maintained.</li> </ul>	Manager Human Resources	Every 2 years
		<ul style="list-style-type: none"> <li>• Delegated Powers and Authorities</li> </ul>	Managers	Annually
	Internal Audit	<ul style="list-style-type: none"> <li>• Internal Audit to periodically review processes and provide recommendations for improvements</li> </ul>	Audit Committee Director Corporate & Community Services	Per Internal Audit Plan
	Gifts and Benefits Policy	<ul style="list-style-type: none"> <li>• Review the <i>Gifts and Benefits Policy</i></li> </ul>	CEO	Every 4 years
	Employment Screening	<ul style="list-style-type: none"> <li>• Conducting appropriate due diligence of potential new</li> </ul>	Manager Human Resources	Per Recruitment Guidelines

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		employees and existing employees transferring		
	Third Party (Contractors)	<ul style="list-style-type: none"> <li>Relevant policies and procedures covering due diligence processes for protentional contractors.</li> </ul>	Managers	Annually
		<ul style="list-style-type: none"> <li>Relevant policies and procedures covering due diligence processes for monitoring past or existing contractors.</li> </ul>	Managers	Annually
Education and Awareness	Fraud Awareness	<ul style="list-style-type: none"> <li>Education and training programme including for employees: <ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Public Interest Disclosures</li> <li>Reporting corrupt conduct</li> <li>Fraud prevention training</li> <li>Organisational wide awareness of relevant policies and procedures.</li> </ul> </li> </ul>	Manager Human Resources and Manager Information Systems & Governance	Every 2 years
		<ul style="list-style-type: none"> <li>General awareness of the <i>Fraud and Corruption Control Policy</i> and the Plan</li> </ul>	Managers	Annually
	Availability of policies and procedures	<ul style="list-style-type: none"> <li>Policies, procedures, and supporting documents to be easily accessible</li> </ul>	Manager Information Systems & Governance	Annually
Community Awareness	Policies, Procedures, and supporting documents	<ul style="list-style-type: none"> <li>To be included on Council website</li> </ul>	Manager Information Systems & Governance	Annually
	Right to Information requests	<ul style="list-style-type: none"> <li>Requests for information in regards to fraud and corruption are to be actioned promptly.</li> </ul>	Manager Information Systems	Annually

#### 4.2 DETECTION

Detection is the key in mitigating fraud and corruption and, as such, Council has implemented systems aimed at assisting with the detection of fraud or corruption as soon as possible after it has occurred, in the event that Council's preventive control strategies fail.

### Fraud and Corruption Control Plan

The source of fraudulent activity and corrupt conduct may be internal (perpetrated by an employee); external (perpetrated by a customer or an external service provider); or complex (for example, involve collaboration between employees and external service providers).

The CCC has provided an insight into and identified operational areas and functions perceived to have high levels of fraud and corruption risk, including:

- financial functions – such as the receipt of cash, revenue collection and payment systems, salaries and allowances, entertainment expenses
- construction, development and planning functions – ranging from land rezoning or development applications to construction and building activities
- regulatory functions – involving the inspection, regulation or monitoring of facilities; and operational practices, including the issue of fines or other sanctions
- licensing functions – such as the issue of qualifications or licences to indicate proficiency or enable the performance of certain activities
- demand-driven or allocation-based functions – where demand often exceeds supply, including the allocation of services or grants of public funds, or the provision of subsidies, financial assistance, concessions or other relief
- procurement and purchasing functions – including e-commerce activities, tendering, contract management and administration, and the practices of external agents/contractors/consultants and providers of goods/services
- other functions involving the exercise of discretion, or where there are regular dealings between the public sector and private sector personnel (especially operations that are remotely based or have minimal supervision).

The below table outlines controls and measures to detect internal, external and complex fraud and corruption.

Element	Components	Action Plan	Oversight	Timeframes
Internal Controls	Formal and informal work process	<ul style="list-style-type: none"> <li>• Specific function processes, guidelines, instructions and risk assessment to be complied with</li> </ul>	Managers	Every 2 years
		<ul style="list-style-type: none"> <li>• Ongoing education and awareness of the work process to be provided</li> </ul>	Manager Human Resources	Annually
Public Interest Disclosures	Management of Public Interest Disclosures	<ul style="list-style-type: none"> <li>• Public Interest Disclosure policy to be reviewed and maintained</li> </ul>	Manager Information Systems & Governance	Every 4 years
		<ul style="list-style-type: none"> <li>• Management to take reasonable actions to minimise risks of victimisation and to ensure victimisation of disclosers is dealt with swiftly and appropriately</li> </ul>	Managers	Ongoing
Investigations	Detection System	<ul style="list-style-type: none"> <li>• Post Transactional Reviews</li> </ul>	Managers	Annually

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		<ul style="list-style-type: none"> <li>Implement routine data analytics over areas identified as inherently susceptible to fraud</li> </ul>	Manager Information Systems & Governance	Annually
		<ul style="list-style-type: none"> <li>Analysis of management accounting and procurement reports to identify trends</li> </ul>	Manager Finance	Monthly/annually
		<ul style="list-style-type: none"> <li>Work with the external/internal auditors in the detection of fraud</li> </ul>	Manager Finance & Audit Committee	Annually
Internal Reporting	Performance Management Framework	<ul style="list-style-type: none"> <li>Organisational Structure to be supported through adherence to official delegations, proper and full use of supervisory reporting relationships</li> </ul>	Managers	Annually
	Internal Audit	<ul style="list-style-type: none"> <li>Internal Audit to consider fraud and corruption as part of the audit scope</li> </ul>	Audit Committee	Per Internal Audit Plan
		<ul style="list-style-type: none"> <li>Internal Audit to conduct regular reviews of Council functions and processes to identify susceptible areas</li> </ul>	Audit Committee	Per Internal Audit Plan

#### 4.3 RESPONSE

Fraud and corruption response is a key element of the overall fraud and corruption control framework. Council needs to be responsive and vigilant in undertaking preliminary investigations to determine whether allegations have sufficient grounds to be taken further.

##### 4.3.1 Investigations (as statutorily required)

Council will investigate or otherwise formally inquire into all instances of suspected fraud or corrupt conduct exposed as a result of receiving an allegation or detecting fraudulent activity or corrupt conduct in line with Council's *Investigation Policy*. All reports, information, complaints and notifications concerning the alleged fraudulent activity or corrupt conduct may be referred to the CCC throughout the investigation process. Fraud and corruption investigations are to be kept confidential, secure and restricted to only authorised users.

The below steps are to be implemented upon and detection or notification of in conjunction with the fraud and/or corruption:

Step 1: Stop the fraud continuing and preserve evidence

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- Step 2: Record allegations and the known facts
- Step 3: Initial review
- Step 4: Investigation
- Step 5: Outcomes

#### **4.3.2 Disciplinary Action**

Fraudulent activity and corrupt conduct may result in formal disciplinary action including dismissal. If approved by the CEO, Council's Manager Human Resources should be consulted to create a deterrent effect on employees by illustrating that all cases will be investigated, and disciplinary action will be taken against employees that "do the wrong thing".

It must be noted that fraud or corrupt conduct may often also involve criminal conduct. This means that an incident can at the same time be within the jurisdiction of the CCC, Council and the Queensland Police Service (QPS), and therefore, the actions and decisions of one agency will have an impact on the other agencies.

Where a disciplinary investigation arises out of alleged criminal conduct, Council will need to take into account any criminal proceedings. If Council's Manager Human Resources and the QPS are consulted, Council can take disciplinary action before the criminal investigation or prosecution is completed. Whether disciplinary proceedings should await the outcome of criminal proceedings will need to be determined on a case-by-case basis. Council may decide to hold off on disciplinary action until the outcome of the prosecution is known so that if it fails, Council can still institute disciplinary proceedings.

#### **4.3.3 Restitution**

Council is committed to recovering losses incurred as a result of fraudulent activity or corrupt conduct. Council pursues all reasonable avenues to limit any financial loss and reputational damage. Council maintains an insurance policy against loss due to fraudulent or corrupt conduct activities of its employees.

#### **4.4 MONITORING AND EVALUATION**

Effective monitoring and evaluation of Council's fraud and corruption control strategies assist in:

- Assessing the continued relevance and priority of fraud and corruption strategies in light of current and emerging risks;
- Test whether fraud and corruption strategies are targeting the desired population; and
- Ascertain whether there are more cost-effective ways of combatting fraud and corruption.

#### **5. REPORTING**

Internally, fraud-related matters will be reported to Council's Audit Committee via the CEO to ensure that a realistic view of Council's exposure and the maturity of its systems to prevent, detect and respond to fraud are understood.

##### **5.1 REPORTING SUSPECTED FRAUD, CORRUPTION AND OTHER CORRUPT CONDUCT COMMITTED BY EMPLOYEES**

The CEO has a statutory obligation to report any suspicion of corrupt conduct to the CCC. Therefore, all cases of corrupt conduct (which includes fraud and corruption) should be brought to the notice of the CEO. Any attempt to unduly influence a government decision through the offer of bribes, individual rewards or incentives is an offence and must be reported to the CEO who will decide appropriate further reporting.

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**5.2 REPORTING LOSS OF THE ORGANISATION'S MONEY OR PROPERTY**

There are specific obligations placed on the CEO to report losses of money or property. The *Local Government Regulation 2012* (Qld) (LGR) outlines and categorises these obligations dependant on the type of loss.

Relevant legislation	LG Reg section 307A
A "material loss" is	Cash or equivalent over \$500 Assets valued at over \$1,000
All losses that result from a criminal offence or suspected corrupt conduct	<ul style="list-style-type: none"> <li>• Must be recorded</li> </ul>
All material losses	<ul style="list-style-type: none"> <li>• Must be recorded</li> <li>• Must be reported to: <ul style="list-style-type: none"> <li>– the appropriate Minister</li> <li>– the Auditor-General</li> </ul> </li> </ul>
Material losses that result from criminal offences	<ul style="list-style-type: none"> <li>• Must be recorded</li> <li>• Must be reported to: <ul style="list-style-type: none"> <li>– the appropriate Minister</li> <li>– the Auditor-General</li> <li>– QPS</li> </ul> </li> </ul>
Material losses that result from suspected corrupt conduct by employees or contractors	<ul style="list-style-type: none"> <li>• Must be recorded</li> <li>• Must be reported to: <ul style="list-style-type: none"> <li>– the appropriate Minister</li> <li>– the Auditor-General</li> <li>– CCC</li> </ul> </li> </ul>

**6. DEFINITIONS**

To assist in interpretation, the following definitions shall apply:

**CCC** – means the Crime and Corruption Commission.

**CEO** – means Council's Chief Executive Officer.

**Corruption** has the same meaning as 'corrupt conduct' under the *Crime and Corruption Act 2001* (Qld), being conduct of a person, regardless of whether the person holds or held an appointment, that:

- a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
  - i. a unit of public administration; or
  - ii. a person holding an appointment; and
- b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
  - i. is not honest or is not impartial; or
  - ii. involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or

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- iii. involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment.
- c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and
- d) would, if proved, be—
  - i. a criminal offence; or
  - ii. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.<sup>1</sup>

**Corrupt conduct** – means conduct of a person, regardless of whether the person holds or held an appointment, that—

- a) impairs, or could impair, public confidence in public administration; and
- b) involves, or could involve, any of the following—
  - i. collusive tendering;
  - ii. fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) —
    - A. protecting health or safety of persons;
    - B. protecting the environment;
    - C. protecting or managing the use of the State's natural, cultural, mining or energy resources;
  - iii. dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
  - iv. evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
  - v. fraudulently obtaining or retaining an appointment; and
- c) would, if proved, be—
  - i. a criminal offence; or

a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.<sup>2</sup>

Corrupt conduct may include, but is not limited to:

- a) abuse of public office;
- b) bribery, including bribery relating to an election;
- c) extortion;
- d) obtaining or offering a secret commission;
- e) fraud;
- f) stealing;
- g) forgery;
- h) perverting the course of justice;
- i) an offence relating to an electoral donation;
- j) loss of revenue of the State.

**Council** – means the Mareeba Shire Council.

**Council Officer** – means an employee of Council

**Employees** are defined as all persons employed by Council on a permanent, temporary or casual basis and includes persons engaged under a contract of service, and volunteers.

<sup>1</sup> See *Crime and Corruption Act 2001* (Qld) s 15(1).

<sup>2</sup> Ibid s 15(2).

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**EMT** – means Council’s Executive Management Team of Council, as constituted from time to time.

**ERM** – means Enterprise Risk Management.

**Fraud** – shall mean a deliberate deception to facilitate or conceal the misappropriation of assets or the taking of an unlawful advantage or benefit.

Fraud may include, but is not limited to:

- Theft;
- Obtaining property, a financial advantage or any other benefit by deception;
- Causing a loss, avoiding or obtaining a benefit by deception;
- Knowingly providing false or misleading information to Council, or failing to provide information where there is an obligation to do so;
- A breach of trust in the performance of official duties, by which an employee or Councillor acts contrary to the interests of Council in order to achieve some personal gain or advantage for themselves or for another person or entity;
- Using forged or falsified documentation for an improper purpose;
- Deliberate misstatement of accounting information for an improper purpose.

**LGA** – means the *Local Government Act 2009* (Qld).

**The Plan** – means Council’s *Fraud and Corruption Control Plan*.

## 7. RELATED DOCUMENTS AND REFERENCES

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*Administration Action Complaint Management Policy* (MSC)  
*Audit Committee Charter* (MSC)  
*Code of Conduct for Councillors* (MSC)  
*Crime and Corruption Act 2001* (Qld)  
*Employee Code of Conduct* (MSC)  
*Employee Conflict of Interest Policy* and associated Procedure (MSC)  
*Enterprise Risk Management Framework, Policy and associated Process* (MSC)  
*Fraud and Corruption Control Policy* (MSC)  
*Gifts and Benefits Policy* and associated Guideline (MSC)  
*Internal Audit Policy* (MSC)  
*Investigation Policy* (MSC)  
*Local Government Act 2009* (Qld)  
*Local Government Regulation 2012* (Qld)  
*Public Interest Disclosure Act 2010* (Qld)  
*Public interest Disclosure Policy* and associated Management Plan (MSC)

## 8. REVIEW

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It is the responsibility of the Manager Information Systems & Governance to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every two (2) years or as required by Council.



## Public Interest Disclosure Management Plan

Policy Type	Governance Procedure	Version:	6.0
Responsible Officer	Coordinator Governance & Compliance	Date Approved:	16/07/2025
Review Officer:	Manager Information Systems & Governance	Review Due:	16/06/2026
Author:	Coordinator Governance & Compliance	Commencement:	16/07/2025

### 1. PURPOSE

Mareeba Shire Council (Council) is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Council will provide support to an employee or others who make disclosures about matters in the public interest.

This *Public Interest Disclosure Management Plan* (PID Plan) demonstrates this commitment and ensures that practical and effective procedures are implemented which comply with the requirements of the *Public Interest Disclosure Act 2010* (Qld) (PID Act) and any relevant standards.

By complying with the PID Act,<sup>1</sup> Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- ensure that public interest disclosures (PIDs) are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- ensure protection from reprisal is afforded to persons making PIDs

As required under the PID Act,<sup>2</sup> the Chief Executive Officer will implement procedures to ensure that:

- any employee who makes a PID is given appropriate support
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- a management program for PIDs made to Council, consistent with the PID Standard<sup>3</sup> issued by the Queensland Ombudsman, is developed and implemented
- public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

Council's PID Plan is available for public viewing via Council's website. The PID Plan will be reviewed annually and updated as required to ensure it meets the requirements of the PID Act and the relevant standard<sup>4</sup> issued by the Queensland Ombudsman.

### 2. SCOPE

This PID Plan applies across Council and to members of the public.

<sup>1</sup> See *Public Interest Disclosure Act 2010* (Qld) s 3.

<sup>2</sup> Ibid s 28.

<sup>3</sup> Ibid s 60. See also *Public Interest Disclosure Standard No. 1/2019* s 8 Standard 1.1.

<sup>4</sup> See *Public Interest Disclosure Standard No. 1/2019* s 8 Standard 1.2.

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This PID Plan establishes procedures for:

- Persons wishing to make a PID to Council in accordance with the PID Act;
- The receipt, assessment and management of a PID;
- Assisting public officers (i.e. discloser and subject officer) affected by a PID.

### 3. PID MANAGEMENT PROGRAM

The Council PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and Council's PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within Council:

Role	Responsibilities	Officer
PID Coordinator	<ul style="list-style-type: none"> <li>• Principal contact for PID issues within Council</li> <li>• Documents and manages implementation of PID management program</li> <li>• Reviews and updates PID procedure annually</li> <li>• Maintains and updates internal records of PIDs received</li> <li>• Reports data on PIDs to Queensland Ombudsman</li> <li>• Assesses PIDs received</li> <li>• Provides acknowledgment of receipt of PID to discloser</li> <li>• Undertakes risk assessments in consultation with disclosers and other relevant officers</li> <li>• Liaises with other agencies about referral of PIDs</li> <li>• Allocates Investigator and Support Officer to PID matter</li> </ul>	<p>Manager Information Systems &amp; Governance</p> <p>Contact number: 1300 308 461 or 07 4086 4665</p> <p>Email: <a href="mailto:info@msc.qld.gov.au">info@msc.qld.gov.au</a></p>
PID Support Officer	<ul style="list-style-type: none"> <li>• Provides advice and information to discloser on Council PID procedure</li> <li>• Assesses the immediate protection needs of the discloser</li> </ul>	As assigned by PID Coordinator

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## Public Interest Disclosure Management Plan

	<ul style="list-style-type: none"> <li>Coordinates and provides support to the discloser</li> <li>Works with management to foster a supportive work environment</li> <li>Proactively contacts discloser throughout PID management process and provides updates on progress of investigation</li> <li>Keeps records of all aspects of case management of the discloser, including all contact and follow-up-action</li> </ul>	
Investigator	<ul style="list-style-type: none"> <li>Conducts investigation of information in PID in accordance with terms of reference</li> <li>Prepares report for delegated decision-maker</li> </ul>	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations
Delegated decision-maker	<ul style="list-style-type: none"> <li>Review investigation report and determine whether alleged wrongdoing is substantiated</li> </ul>	An appropriate decision-maker will be appointed for each PID investigated

#### 4. WHAT IS A PUBLIC INTEREST DISCLOSURE?

Under the PID Act, any person can make a disclosure<sup>5</sup> about a:

- substantial and specific danger to the health or safety of a person with a disability
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment<sup>6</sup>
- reprisal because of a belief that a person has made or intends to make a disclosure.

In addition, public sector officers can make a disclosure<sup>7</sup> about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a 'reasonable belief' that wrongdoing has occurred or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information<sup>8</sup>
- discloser has not identified the material as a PID – it is up to Council to assess information received and decide if it is a PID<sup>9</sup>

<sup>5</sup> *Public Interest Disclosure Act 2010* (Qld) s 12.

<sup>6</sup> *Ibid* s 12(b) and s 12(c) and Schedule 2.

<sup>7</sup> *Ibid* s 13.

<sup>8</sup> *Ibid* s 17(1)

<sup>9</sup> *Ibid* ss 11-13, 15, 17.

Public Interest Disclosure Management Plan

- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

## 5. WHO CAN A PUBLIC INTEREST DISCLOSURE BE DISCLOSED TO?

A PID must be made to the 'proper authority' to receive disclosures of the type being made. Disclosers are encouraged to make a disclosure to an appropriate officer of Council<sup>10</sup> first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Whom to contact within Council	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> <li>• The employee's direct supervisor</li> <li>• The employee's manager</li> <li>• The Manager Human Resources</li> <li>• The Coordinator Human Resources</li> <li>• The Manager Information Systems &amp; Governance</li> <li>• The Chief Executive Officer or another member of the Executive Management Team</li> </ul>	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> <li>• Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal</li> <li>• Queensland Ombudsman for disclosures about maladministration</li> <li>• Queensland Audit Office for disclosures about a substantial misuse of resources</li> <li>• Department of Families, Seniors, Disability Services and Child Safety for disclosures about danger to the health and safety of a child or young person with a disability, or for disclosures about danger to the health and safety of a person with a disability</li> <li>• Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability</li> <li>• Department of the Environment, Tourism, Science and Innovation about disclosures about danger to the environment</li> <li>• A Member of the Legislative Assembly (MP) for any wrongdoing or danger</li> <li>• The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.</li> <li>• Also, a person may make a complaint under the <i>Anti-Discrimination Act 1991</i> about a reprisal in accordance with section 44 of the PID Act. A complaint can be lodged with the Queensland Human Rights Commission.</li> </ul>

A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:

<sup>10</sup> Ibid s 6(1)(g).

## Public Interest Disclosure Management Plan

- decided not to investigate or deal with the disclosure, or
- investigated the disclosure but did not recommend taking any action, or
- failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

## **6. HOW TO MAKE A PUBLIC INTEREST DISCLOSURE**

A discloser can make a PID either verbally or in writing.<sup>11</sup> To assist in the assessment, and any subsequent investigation of a PID, disclosers should:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
  - who was involved
  - what happened
  - when it happened
  - where it happened
  - whether there were any witnesses, and if so who they are
  - any evidence that supports the PID, and where the evidence is located
  - any further information that could help investigate the PID.
- provide this information in writing.

A PID also can be made anonymously<sup>12</sup> however the discloser is encouraged to provide their name and contact details. Disclosing a PID anonymously can make it difficult to investigate the issue, to seek clarification or more information, or to provide the discloser with feedback. If the discloser decides to disclose anonymously, they will need to provide sufficient information for the matter to be investigated, as it will not be possible for Council to contact the discloser asking for clarification or more information.

A person who gives information to a proper authority, knowing that it is false or misleading, and intending that it be acted upon as a PID, commits a criminal offence under the PID Act.<sup>13</sup> If the individual is an employee the person may also face disciplinary action for providing intentionally false information.

Any protections under the PID Act are not extended to those who intentionally make a PID that they know is false. This is different from information that turns out to be incorrect or unable to be substantiated.

## **7. ASSESSING A PUBLIC INTEREST DISCLOSURE**

Once the matter has been assessed as a PID, Council will advise the discloser:<sup>14</sup>

- that their information has been received and assessed as a PID
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the Council support officer they can contact for updates or advice
- of the discloser's obligations regarding confidentiality

<sup>11</sup> *Public Interest Disclosure Act 2010* (Qld) ss 17, 65.

<sup>12</sup> *Ibid* s 17(1).

<sup>13</sup> *Ibid* s 66.

<sup>14</sup> *Ibid* ss 32, 36-41. See also *Public Interest Disclosure Standard No. 2/2019* s 8 Standard 2.2 s 2.2.2.

## Public Interest Disclosure Management Plan

- the protections the discloser has under the PID Act
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the Council Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action because of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser suffering detriment and will include consultation with the discloser.<sup>15</sup>

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, Council will arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

#### **8. REFERRING A PUBLIC INTEREST DISCLOSURE**

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency.<sup>16</sup> This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- the agency has the power to investigate or remedy the matter.

In these cases, the discloser will be advised of the action taken by Council.<sup>17</sup> It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*).

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

#### **9. DECLINING TO TAKE ACTION ON A PUBLIC INTEREST DISCLOSURE**

Under the PID Act, Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions
- another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision. If the discloser is dissatisfied with the decision, they can request a review by writing to the Chief

<sup>15</sup> *Public Interest Disclosure Standard No. 2/2019* s 8 Standard 2.4 s 2.4.2.

<sup>16</sup> *Public Interest Disclosure Act 2010* (Qld) s 31.

<sup>17</sup> *Ibid* s 32.

## Public Interest Disclosure Management Plan

Executive Officer of Council within 28 days of receiving the written reasons for decision.<sup>18</sup>

#### **10. INVESTIGATING A PUBLIC INTEREST DISCLOSURE**

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice
- obligation under the PID Act to protect confidential information<sup>19</sup>
- obligation under the PID Act to protect officers from reprisal<sup>20</sup>
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

The discloser and subject officer(s) should be separately informed of the investigation findings and any steps taken as a result. If a PID is substantiated, the discloser should receive advice of this and of any action that will be taken in response. Actions may include one or more of the following:

- stopping the conduct or preventing it from recurring (e.g. providing training and awareness)
- implementing or changing policies, procedures or practices
- offering mediation or conciliation
- taking disciplinary action against a person responsible for the conduct
- referring the conduct to the Queensland Police Service or another person, organisation or entity that has the jurisdiction to take further action.

If the discloser is dissatisfied with Council's response to a PID they made they may raise the matter with the Chief Executive Officer. Disclosers are also entitled to raise the matter with other appropriate entities if they are dissatisfied with Council's response.

#### **11. ORGANISATIONAL SUPPORT FOR DISCLOSERS**

Disclosers should not suffer any form of detriment as a result of making a PID. In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of disclosers or affected third parties as a matter of priority
- review its risk assessment and any protective measures needed to mitigate any further risk of reprisal
- manage any allegation of a reprisal as a PID in its own right.

Details about disclosures, investigations, and related decisions will be kept secure and accessible only to the people involved in the management of the PID. Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

<sup>18</sup> Ibid s 30(3).

<sup>19</sup> Ibid s 65.

<sup>20</sup> Ibid ss 40-42.

## Public Interest Disclosure Management Plan

Disclosers should be aware that while Council will make every attempt to keep their details confidential,<sup>21</sup> it cannot guarantee that others will not try to deduce their identity. Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

### 12. RIGHTS OF SUBJECT OFFICERS

Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

Information and support will be provided to subject officer until the matter is finalised.

### 13. RECORD KEEPING

In accordance with its obligations under the PID Act and the *Public Records Act 2023* (Qld),<sup>22</sup> Council will ensure that:

- accurate data is collected about the receipt and management of PIDs<sup>23</sup>
- anonymised data is reported to the Office of the Queensland Ombudsman<sup>24</sup> in their role as the oversight agency, through the PID reporting database.

The following details should be recorded about PIDs received by Council:

- the name of the discloser, if known
- the information disclosed
- any action taken on the PID
- any other information required by a standard issued under the PID Act.

If a Member of Parliament or other entity refers a PID to Council, the name of the MP or other entity must also be recorded.

If a PID was made orally, Council will ensure a written version of the PID is accepted as accurate by the discloser.

### 14. REPORTING

The PID coordinator will report on a quarterly basis to the EMT:

- The total number of PIDs received during the quarter
- How many PIDs were resolved and the nature of the resolved PIDs
- The length of time to resolve PIDs.

<sup>21</sup> Ibid s 65.

<sup>22</sup> *Public Interest Disclosure Act 2010* (Qld) s 66. See also *Public Records Act 2023* (Qld) s 14.

<sup>23</sup> *Public Interest Disclosure Act 2010* (Qld) s 29.

<sup>24</sup> *Public Interest Disclosure Standard No. 3/2019* Standard 3.2.

## Public Interest Disclosure Management Plan

**15. DEFINITIONS**

**Confidential Information:** as defined within *Public Interest Disclosure Act 2010* (Qld):<sup>25</sup>

(a) includes—

(i) information about the identity, occupation, residential or work address or whereabouts of a person—

(A) who makes a public interest disclosure; or

(B) against whom a public interest disclosure has been made; and

(ii) information disclosed by a public interest disclosure; and

(iii) information about an individual's personal affairs;

and

(iv) information that, if disclosed, may cause detriment to a person; and

(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.

**Council:** means the Mareeba Shire Council including all elected representatives, employees, contractors, volunteers, a Standing or Joint Standing Committee, committee members and any entity under direct Council ownership, management, sponsorship or financial control.

**Corrupt Conduct:** As defined within the *Crime and Corruption Act 2001*:<sup>26</sup>

(1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—

(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—

(i) a unit of public administration; or

(ii) a person holding an appointment; and

(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—

(i) is not honest or is not impartial; or

(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or

(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and

(c) would, if proved, be—

(i) a criminal offence; or

(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—

(a) impairs, or could impair, public confidence in public administration; and

(b) involves, or could involve, any of the following—

(i) collusive tendering;

<sup>25</sup> *Public Interest Disclosure Act 2010* (Qld) s 65(7).

<sup>26</sup> *Crime and Corruption Act 2001* (Qld) s 15.

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- (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following ( however described)—
  - (A) protecting health or safety of persons;
  - (B) protecting the environment;
  - (C) protecting or managing the use of the State’s natural, cultural, mining or energy resources;
- (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
- (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
- (v) fraudulently obtaining or retaining an appointment; and
- (c) would, if proved, be—
  - (i) a criminal offence; or
  - (ii) a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.

**Detriment:** includes

- (a) personal injury or prejudice to safety; and
- (b) property damage or loss; and
- (c) intimidation or harassment; and
- (d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and
- (e) financial loss; and
- (f) damage to reputation, including, for example, personal, professional or business reputation.

**Discloser:** a person who makes a disclosure in accordance with the PID Act.

**Journalist:** a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.

**Maladministration:** As defined within the PID Act<sup>27</sup> , maladministration is administrative action that—

- (a) was taken contrary to law; or
- (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or
- (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or
- (d) was taken—
  - (i) for an improper purpose; or
  - (ii) on irrelevant grounds; or
  - (iii) having regard to irrelevant considerations; or
- (e) was an action for which reasons should have been given, but were not given; or
- (f) was based wholly or partly on a mistake of law or fact; or
- (g) was wrong.

**Natural Justice:** Natural justice applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected. The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are: avoid bias and give a fair hearing, act only on the basis of logically probative evidence.

<sup>27</sup> *Public Interest Disclosure Act 2010* (Qld) sch 4

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**Organisational support:** for the purposes of this plan, organisational support means actions such as, but not limited to:

- providing moral and emotional support
- advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure
- appointing a mentor, confidante or other support officer to assist the discloser through the process
- referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling
- generating support for the discloser in their work unit where appropriate
- ensuring that any suspicions of victimisation or harassment are dealt with
- maintaining contact with the discloser
- negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.

**Proper Authority:** A person or organisation that is authorised under the PID Act to receive disclosures.

**Public officer:** A public officer, of a public agency, is an employee, member or officer of the entity.

**Reasonable belief:** A view which is objectively fair or sensible.

**Reprisal:** The term 'reprisal' is defined within the PID Act<sup>28</sup> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:

- has made or intends to make a disclosure; or
- has been or intends to be involved in a proceeding under the PID Act against any person.

Reprisal within the PID Act is a criminal offence and investigations may be undertaken by the Queensland Police Service.

**Subject officer:** An officer who is the subject of allegations of wrongdoing made in a PID.

## 16. RELATED DOCUMENTS AND REFERENCES

*Administrative Action Complaint Management Policy* (MSC)  
*Bullying and Occupational Violence Policy* (MSC)  
*Code of Conduct for Councillors* (MSC)  
*Crime and Corruption Act 2001* (Qld)  
*Employee Code of Conduct* (MSC)  
*Enterprise Risk Management Policy* (MSC)  
*Local Government Act 2009* (Qld)  
*Misconduct and Discipline Policy* (MSC)  
*Ombudsman Act 2001* (Qld)  
*Public Interest Disclosure Act 2010* (Qld)  
*Public Interest Disclosure Policy* (MSC)  
*Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program* (Queensland Ombudsman)  
*Public Interest Disclosure Standard No. 2/2019 - Assessing, Investigating and Dealing with Public Interest Disclosures* (Queensland Ombudsman)  
*Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting* (Queensland Ombudsman)  
*Public Records Act 2023* (Qld)  
*Public Sector Ethics Act 1994* (Qld)  
*Staff Grievance Policy* (MSC)

<sup>28</sup> Ibid s 40

Public Interest Disclosure Management Plan
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**17. REVIEW**

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It is the responsibility of the Manager Information Systems & Governance to monitor the adequacy of this procedure and implement and approve appropriate changes. This procedure will be formally reviewed every 12 months (1 year) or as required by Council.

### Guidelines for Carrying Out Works on a Road or Interfering with a Road or its Operation

Policy Type	Governance Guideline	Version:	1.0
Responsible Officer	Manager Technical Services	Date Approved:	16/07/2025
Review Officer:	Director Infrastructure Services	Review Due:	16/06/2029
Author:	Coordinator Health & Local Laws	Commencement:	16/07/2025

#### 1. PURPOSE

To provide a framework for assessment of applications to undertake works (construction of vehicular access to premises, gates or grids, and other types of works) on dedicated roads within the Mareeba Shire Council jurisdiction in accordance with relevant legislation and local laws<sup>1</sup> to ensure the safety of members of the public is not compromised and to provide for the effective management of risk.

#### 2. SCOPE

The guideline applies to all applications for approval to undertake a prescribed activity as described under Schedule 30 of Subordinate *Local Law No. 1 (Administration) 2018 (SLL1)* to include installation of vehicular access to a premises, gates or grids, and other works undertaken within a dedicated road corridor. The guideline applies across Council and to the public.

#### 3. PROCEDURE STATEMENT

##### ALL APPLICATIONS

The following conditions will apply to all applications for carrying out works on a road or interfering with a road or its operation:

- All applications shall be made in writing on the approved form.
- An application for approval must be accompanied by full details of how the proposed activity will be undertaken, including any relevant work methods, signage, maps, specifications, plans and vehicles to be used.
- Where an application is received without sufficient documentary evidence of public liability insurance, the application may not be approved.

Council's delegated officer is authorised to approve applications and issue an approval or refuse an application. The applicant will be notified in writing of the outcome of the application and where the application is not approved, reasoning will be provided.

##### Approvals

<sup>1</sup> See *Local Government Act 2009* (Qld) s 75(2). See also *Local Law No. 1 (Administration) 2018* ss 7-10. See also *Subordinate Local Law No. 1 (Administration) 2018* sch 30.

Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation

The following is applicable to all approvals:

- The term (length of time) of the approval shall be the term stated in the approval.
- The approval will expire on 30 June each year unless otherwise specified in the approval. Applications for renewal of the approval should be made well prior to the expiry of the approval.
- As a condition of the approval and in compliance with the relevant Local Law, it is the responsibility of the applicant to maintain adequate public liability insurance for the term of an approval.
- Approvals may be issued with conditions, including the need to comply with specific requirements. Approval holders must comply with the conditions attached to the approval.

**Assessment criteria**

For all applications, the additional criteria to be considered by Council will include:

- the physical suitability of the area or road for the proposed activity.
- the likelihood of the proposed activity causing nuisance, inconvenience or annoyance to the occupiers of the adjoining land, vehicular traffic or pedestrians.
- the likely effect of the proposed activity on the amenity of the surrounding area.
- the likely effect on the local environment and any risk of pollution or other environmental damage.
- the appropriateness, quality and condition of equipment to be used in the proposed activity.

Measures in place for ensuring that harm will not occur to Aboriginal Cultural Heritage

- the likely impact on the ability of the general public to use the site concurrently with the proposed activity.
- whether the application provides documented evidence that the applicant holds a public liability insurance policy that complies with Council's published *Standard Requirements for Public Liability Insurance for Approval Holders* policy.

**Public liability insurance**

All applications must be accompanied by documentary evidence that the applicant has obtained public liability insurance for an amount of not less than the stated recommended amount of cover declared for the type of proposed activity outlined in the Appendix matrix in Council's *Standard Requirements for Public Liability Insurance for Approval Holders* Policy document.

Works on roads is assessed as holding an extreme to moderate risk level. Accordingly, Council's preference is listed as a 'Named Insured' party on any insurance policy and applicants for public liability insurance should advise their insurance company of this when negotiating the policy. Council

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**Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation**

may, at its sole discretion, accept an alternative arrangement and such will have regard to the context of the application and the type of activity being conducted and the assessed level of specific activity risk involved. Guidance on requirements for insurance as aligned with the type of works proposed is also provided in section D of the application form titled *Application for Approval to Carry Out Works on a Road or Interfere with a Road or its Operation – Vehicular Access, Gates or Grids and Other Works*.

The public liability insurance must be kept current for the whole of the period covered by the approval. The insurance cover must be valid to 30 June in the current year. Responsibility for ensuring that valid insurance remains in place for the term of the Approval rests with the Approval holder. Failure to ensure insurance is in place and to provide evidence of such to Council upon demand may result in cancellation of the approval.

**Enforcement procedures**

Approval holders must comply with the conditions attached to an approval for the duration of the term of the approval.

Enforcement for any alleged breaches of LL1 will be undertaken in accordance with requirements under Council's relevant compliance and enforcement documentation as follows:

- The extent and nature of the alleged breach will be assessed to determine the existence of material evidence relevant to each element of an offence.
- Where appropriate, a non-statutory compliance letter may be issued where remedial action could be taken to remedy the breach and there is no significant risk to public health or safety.
- A compliance notice may be issued outlining the action required by the approval holder and the action that Council will take upon further non-compliance with the approval conditions or breaches of the Local Law. Where the breach is that no approval is currently in place, advice will also be provided on how to make an application for approval.
- Council may also cancel or suspend an approval on reasonable grounds.<sup>2</sup>
- **Where a person fails to comply with a compliance notice, any materials or items relevant to the activity may be removed from the relevant location by an authorised person.**

**Fees**

Refer to Council's current schedule of Fees & Charges, sub-section Local Laws.

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<sup>2</sup> See Local Law No. 1 (Administration) 2018 ss 17-18.

**Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation****FURTHER INFORMATION****VEHICULAR ACCESS**

Where approval is for a vehicular access, further guidelines and conditions are applicable.

Council adopts the standards required by the *FNQROC Regional Development Manual*. This manual stipulates minimum construction standards and compliant site grades, to allow safe and reasonable access to the property. The following sections need to be referenced for access requirements.

1. **Design Guidelines: D1 Road Geometry and D2 Site Regrading; and**
2. **Standard Drawings: S1015 Access Crossovers, S1105 Rural Allotment Accesses & S1110 Concrete driveway for allotment access.**

These standards can be viewed here: <http://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual.html>

To determine whether a vehicular access is compliant or non-compliant, the applicant will need to carry out a self-assessment against the adopted standards. This means that the applicant self-assesses the proposed design and works against Council's required standards.

If the new vehicular access or modification **complies** with the standards, the structure is deemed **compliant**.

**Assessment guidelines**

In assessing an application for a vehicular access, the following will apply:

- The Applicant must carry out a self-assessment of the vehicular access against the adopted standards to ensure that the vehicular access is compliant. A compliant vehicular access meets the standards adopted by the Mareeba Shire Council. If these standards cannot be met, the vehicular access is classed as non-compliant, and an agreed set of conditions will apply to the vehicular access.
- Council relies on the applicant's assessment to be accurate to ensure that the vehicular access will not have a negative impact on Council's infrastructure, the environment, or the community.
- The following requirements must be addressed to ensure that the vehicular access is constructed to Council requirements unless otherwise specified in an Approval.
  - does the vehicular access provide access to and from a State controlled road? Accesses from State controlled roads are administered by the State Department of Transport and Main Roads. Visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for further information.
  - The applicant must inspect the condition of all existing kerb, channel, footpath, and road surfaces. If there is existing damage, a photograph or note can be submitted with the application. Any damage caused by the works from the applicant or damage not identified to Council, prior to the work commencing, will be repaired at the applicant's expense.
  - All vehicular access must be constructed in accordance with the FNQROC standards for vehicular access construction. To obtain a copy of FNQROC standard drawings, visit <http://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual.html> or

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## Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation

contact Mareeba Shire Council. Standard drawings for vehicular access are numbered S1015, S1105 and S1110 (as amended). The applicant must refer to standard drawings for the relevant type of vehicular access applicable.

- The applicant must ensure the vehicular access surface and grades are appropriate for the type of traffic that will use the vehicular access. Appropriate surface types are included in the drawings listed below. vehicular access surfaces must be non-slip and grades must be in accordance with the relevant standards.
- Rural access sight distances must comply with the *Manual of Uniform Traffic Control Devices (Queensland)* (MUTCD) sight distances guidelines.
- Rural access pipe sizes and headwalls must comply with the Design Guidelines contained in the *FNQROC Regional Development Manual*.
- All existing concrete footpath strips must be incorporated into the driveway component. The applicant's vehicular access must not interfere with the safe passage of pedestrians.
- If excavation will occur as part of the vehicular access construction, the applicant must contact Before You Dig, to locate utility services such as communication, water, and electricity.
- All footpaths and roads must be restored to a satisfactory standard and approved by Council's Delegated Officer.
- If the construction of the driveway component will completely obstruct the footpath and require pedestrians to take another path, applicant must put adequate signage and redirection measures in place.
- All roads and footpaths must be made safe at the end of each day to allow the safe flow of vehicle and pedestrian traffic.
- If the applicant intends to close a road, lane or Council parking bay, a Road Closure Application must be lodged with Council's Infrastructure Services section for assessment.
- If the proposed works interferes with traffic, the applicant must lodge a 'Works on Road Application' with Council's Infrastructure Services department for assessment.
- If the proposed vehicular access is located near traffic control or calming measures such as slip lanes, median strips, corner truncations or Council street signs, the applicant must refer to FNQROC standard drawings for required setbacks to any utilities and services.
- The vehicular access must not obstruct access or cause damage to public utilities such as bus stops, bikeways, parking bays, taxi ranks, stormwater drains, fire hydrants, utility service pits and power or light poles.
- The applicant must take every precaution to ensure street trees are not damaged. If there is a chance that root systems or canopies of any street trees may be damaged during construction, the applicant must notify Council prior to commencing work.
- The applicant must ensure appropriate measures are put in place to prevent erosion. Sediment runoff or concrete should not enter the stormwater system. For information on preventative measures visit <http://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual.html>

If the standards **cannot be met**, the vehicular access is deemed as **non-compliant**. In this case, a set of site-specific standards must be met. Please contact Council on 1300 308 461 to arrange for a site inspection to ensure that the proposed works are carried out to the satisfaction of Council.

Note: where a constructed vehicular access is assessed as non-compliant, it remains the responsibility of the approval holder to ensure that public liability insurance remains in effect up to and including the date upon which the structure is assessed to meet compliance.

Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation



Refer to FNQROC Standard Drawing S1105 Rural Allotment Accesses for details on the different types of Precast Headwalls and when they should be applied.



Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation



## Sloped Headwalls

Sloping face headwalls are manufactured to Queensland Main Roads specifications and are available to suit pipes from 300mm to 600mm diameter.

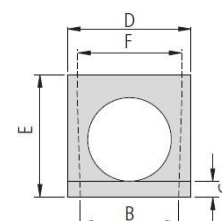
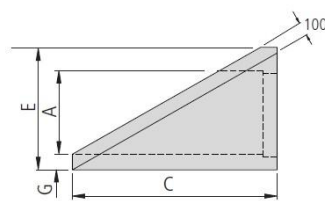


Sloping face headwall

## Sloping Face Headwalls

Product Code	Pipe Size	Nominal Dimensions (mm)						
		A	B	C	D	E	F	G
HWL300AH	300	457	650	1250	840	820	700	125
HWL375AH	375	457	650	1250	840	820	700	125
HWL450AH	450	457	650	1250	840	820	700	125
HWL525AH	525	612	800	1500	900	920	850	115
HWL600AH	600	612	800	1500	900	920	850	115

Note: Flat section at top of sloping face headwalls is 55mm wide on 300 to 450 sizes and 85mm wide on larger sizes.



It may be possible that existing non-complying grades may be rectified in the planning stage of a new dwelling, by determining the height of the new dwelling in relation to the road edge and the dwelling's property setback prior to construction. If this is done prior to the building stage by the designer or contractor, complying grades may be achieved. Bulk earthworks to make a site comply with the required grades may trigger the requirement for a planning Development Application for Operational Works. Please contact Council's Planning Services section on 1300 308 461.

## Approval conditions

The applicant must adhere to all the conditions attached to the approval, in particular:

- if an allotment is located on a corner—the vehicular access to the premises is not constructed along the arc of the kerb return into the side street; and  
*Example for paragraph* — A vehicular access to the premises cannot lie between the tangent points of the turnout arc.
- the vehicular access to the premises is—

Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation

- 600 millimetres clear of stormwater drainage and catchpits; and
  - 800 millimetres clear of power poles or light poles;
  - the vehicular access is not built over hydrants or other services;
  - where a vehicular access is built over a service cover, the cover is altered and reconstructed to the level of the new vehicular access;
- the vehicular access is constructed in accordance with the engineering guidelines adopted by the local government.

**Fees**

Refer to Council's current Schedule of Fees & Charges, sub-section 'Gates and Grids'.

**APPLICATION FOR WORKS ON A ROAD – VEHICULAR ACCESS – DRIVEWAY AND OTHER**

Council may accept and assess applications under this procedure for construction of a vehicular access within a road (to include a road) which does not contain an existing practically constructed road or other types of works within a road. Approvals issued under these types of applications may require the inclusion of **non-standard conditions**.<sup>3</sup>

By way of example, applications for vehicular access through a dedicate but unformed road corridor may include but may not be limited to, a requirement for the applicant to:

1. undertake and provide to Council an ecological assessment of the proposed vehicle access route prior to commencement of works to determine any requirement for a vegetation clearing permit, identify any potential harm the proposed works may impose on any rare and endangered flora and fauna and identify any risk of harm to Aboriginal cultural heritage.
2. Secure and evidence possession of a valid vegetation clearing permit.
3. undertake a cadastral survey by a licensed surveyor of the proposed vehicle access route to confirm the road corridor boundaries to ensure that the works do not encroach upon private land holdings adjoining the subject road corridor.
4. Payment of relevant fees for issuing of a new rural address number.
5. Agree to assume responsibility for all ongoing maintenance of the new vehicle access route following practical construction works.

Where it is determined that non-standard conditions apply and Council issues an approval subject to non-standard conditions, Council must provide the applicant with an information notice under the authorising local law.<sup>4</sup> The information notice must additionally provide for applicant right of review of Council's decision within 14 days of the issuing of the notice of Council's original decision.<sup>5</sup>

**Fees**

Refer to Council's current Schedule of Fees & Charges, sub-section Local Laws.

<sup>3</sup> See *Local Law No. 1 (Administration) 2018* s 9(5).

<sup>4</sup> *Ibid* s 9(4).

<sup>5</sup> *Ibid* s 22.

**Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation****GATES AND GRIDS**

Where an approval is for a gate or grid, further guidelines and conditions are applicable.

**Assessment guidelines**

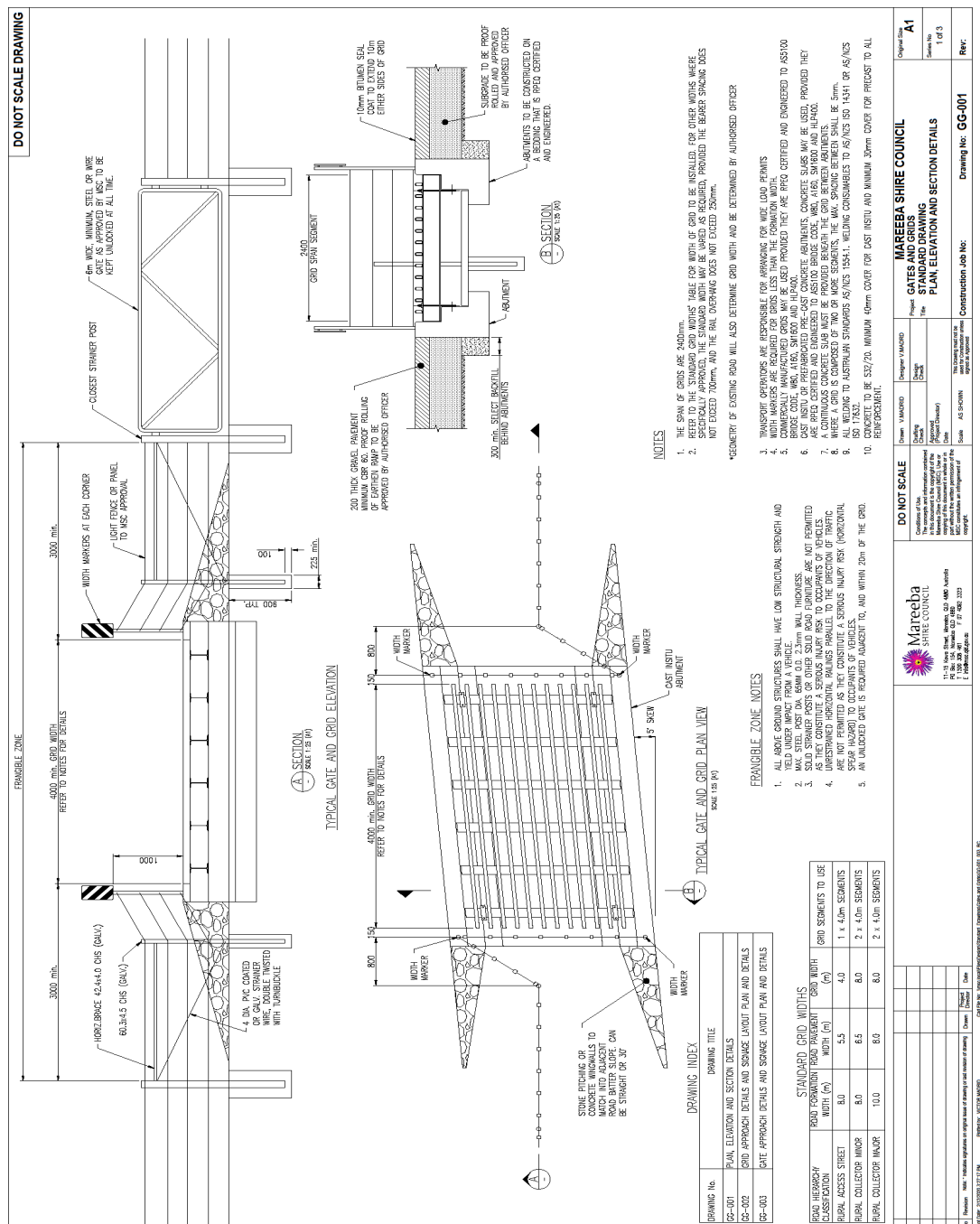
1. The application must be accompanied by—
  - (a) full details of the proposed works on the road or interference with its operation; and
  - (b) if the applicant proposes to erect or install a structure on, over or under the road – plans and specifications of the structure; and
  - (c) details of building or other work to be carried out under the approval.
  - (d) Adjacent property details to which gate or grid is to be associated.
2. For approvals for installation of a gate or grid, an application must also be accompanied by—
  - (a) the name, address and telephone number of the person who will be installing the gate or grid; and
  - (b) details of the gate or grid to be installed including—
    - (i) its design, dimensions and construction, including details of the grid structure, the foundations, the abutment, the approach ramps and the horizontal and vertical alignment; and
    - (ii) when, where and how the gate or grid is to be installed; and
    - (iii) a site plan to scale and specifications of the gate or grid to be installed; and
  - (c) details of all insurances held by the person who will be installing the gate or grid.

**The installation and ongoing maintenance and insurance of an approved gate or grid remains the responsibility of the applicant.**

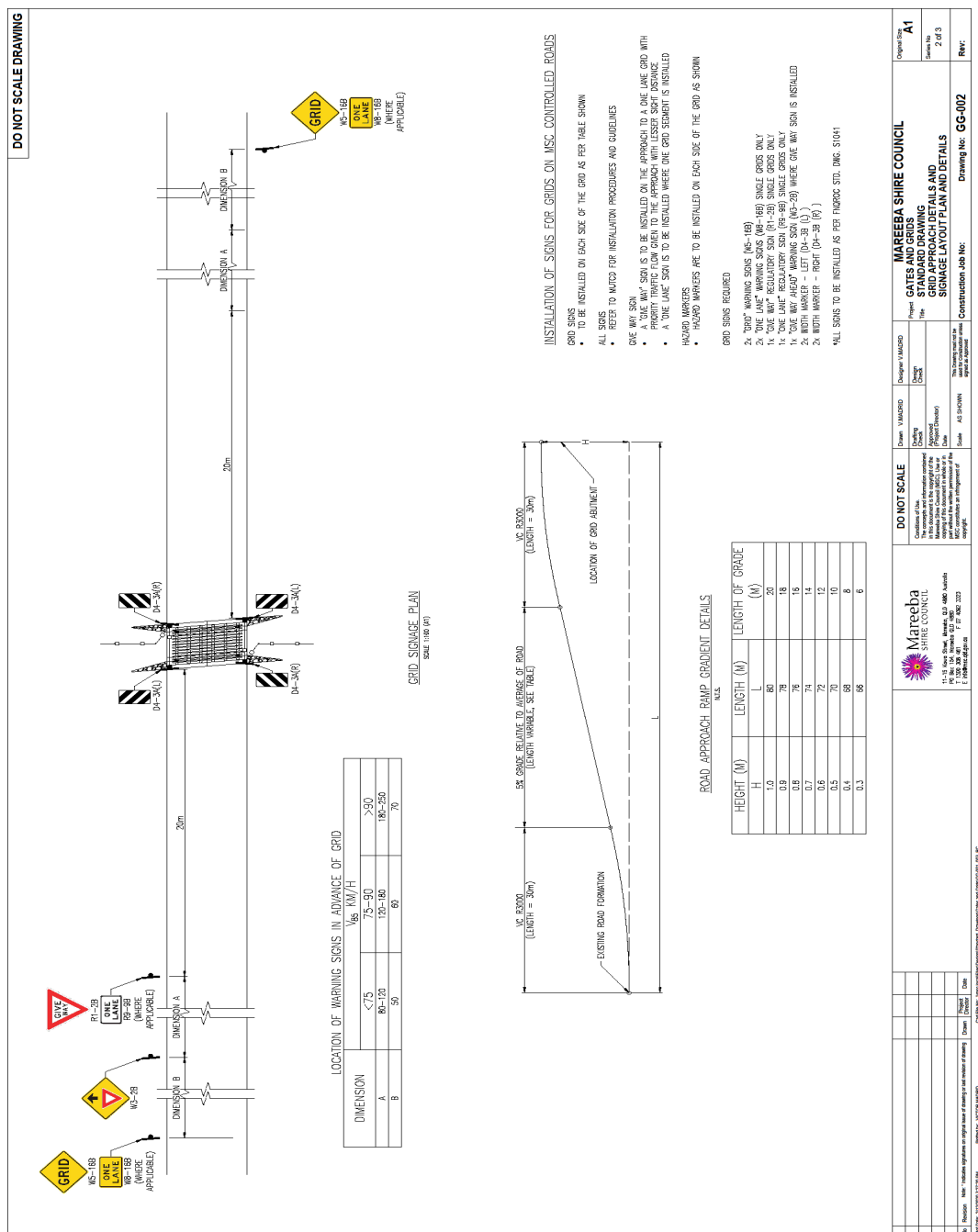
Grids are the preferred option by Council in most cases, however gates may be approved on roads with low traffic volumes or where the road provides access to only one property.

## Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation

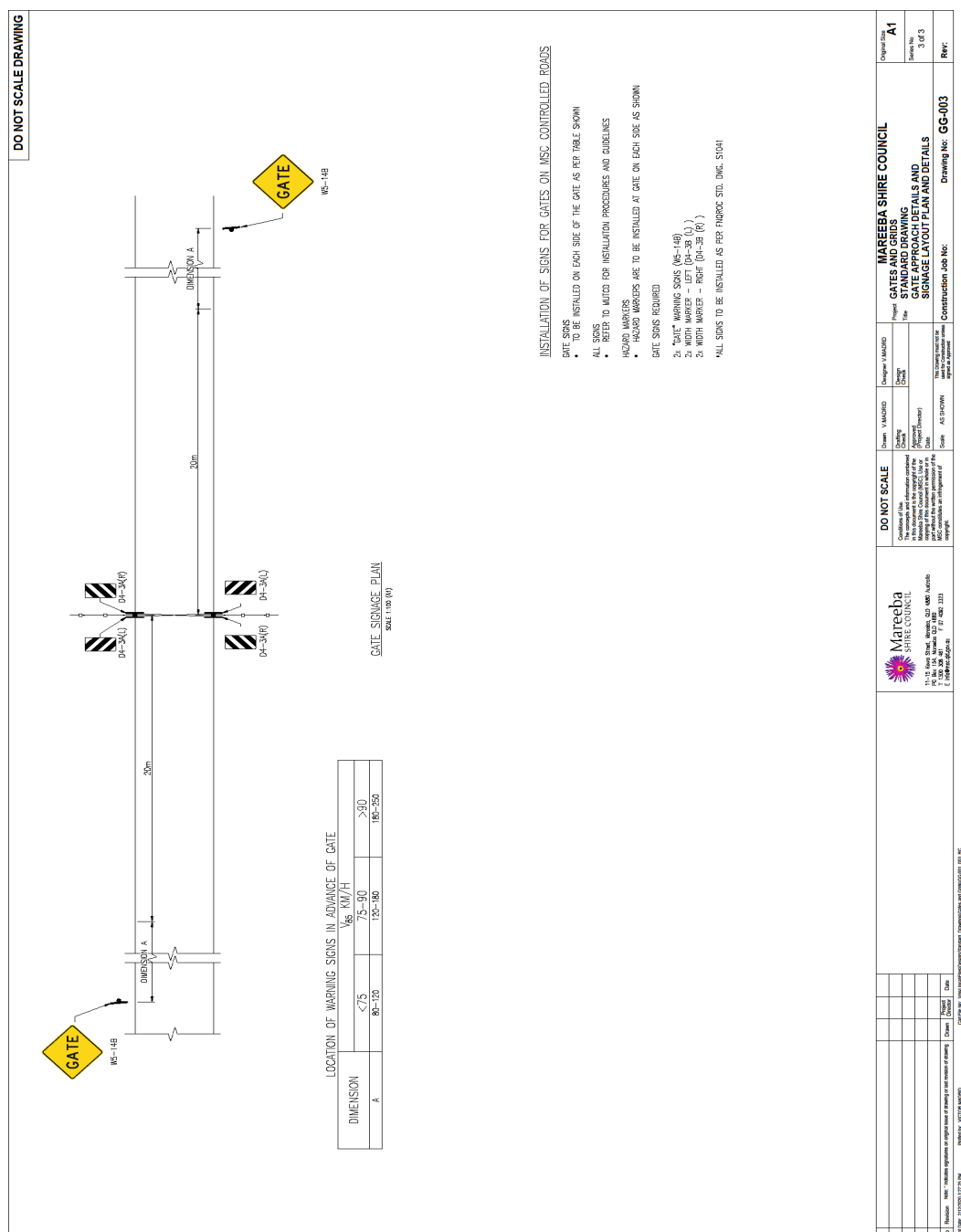
### Drawings – gates and grids



## Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation



## Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation



**Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation****Approval conditions<sup>6</sup>**

For approvals for installing or operating gates or grids on a road, the conditions that will ordinarily be imposed are that the approval holder must ensure that:

- (a) the gate or grid, the approaches to the gate or grid and the warning signs are erected and installed in accordance with the following requirements:
  - (i) a grid or gate must be erected —
    - (A) at locations approved by the local government; and
    - (B) as directed by the local government;
  - (ii) a grid is constructed at a skew of 1 in 12 to the centreline of the road;
  - (iii) the centre of the grid or gate coincides with the centreline of the road;
  - (iv) a gate is constructed at right angles to the road centreline;
  - (v) the grade of the motor grid conforms to the grade of the road unless otherwise ordered by the local government;
  - (vi) the levels of the grid surface (including crossfalls) are in accordance with the directions of the local government;
  - (vii) when the grid is on a curve, the crossfall conforms to the cant of the curve;
  - (viii) the surface of the grid is 0.5 metres (with a tolerance of 0.1 metre) above the natural surface of the surrounding country;
  - (ix) approach ramps are constructed for the full width of the running surface of the grid;
  - (x) the longitudinal grade of the approach ramps are such that the surface levels of the ramps deviate from the existing average grade of the road by not more than 1%;
  - (xi) the fill used in the approach ramps is thoroughly compacted and finished to the satisfaction of the local government;
  - (xii) a grid is constructed of steel or concrete and is:
    - (A) of dimensions not less than 3.66 metres by 1.80 metres; or
    - (B) of such greater dimensions as may be required by the local government; and
  - (xiii) the grid structure, the foundations, the abutment, the approach ramps and the horizontal and vertical alignment:
    - (A) are sufficient to guarantee the safe transit of vehicles;
    - (B) will not interfere with the natural drainage of the area; and
  - (xiv) the construction of the grid will allow for the movement of stock by a suitable gate erected:
    - (A) beside the grid; and
    - (B) within the road reserve;
  - (xv) sufficient guideposts and rails are provided, as shown on the drawings, to satisfy road traffic safety requirements at the specific location;

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<sup>6</sup> See *Subordinate Local Law No. 1 (Administration) 2018* sch 30.

**Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation**

(xvi) reflectorised grid warning signs which satisfy the requirements of the Manual of Uniform Traffic Control Devices (Queensland) are provided at the approaches to the grid in accordance with best traffic safety practice;

- (b) the gate or grid, the approaches thereto and the warning signs are maintained to the standard specified in the local government's standard specification;
- (c) maintain public liability insurance for an amount of no less than the amount listed in the local government's *Standard Requirements for Public Liability Insurance for Approval Holders* published on the local government's website which indemnifies the local government in respect to any liability arising from the activity;
- (d) a management program is maintained, which details how and when the gate or grid will be monitored and maintained.

**Fees**

Refer to Council's current schedule of Fees & Charges, sub-section Planning – Urban and Regional.

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**4. REPORTING**

No additional reporting is required

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**5. DEFINITIONS**

**Approval** – includes a consent, permission, licence, permit or authorisation.

**Compliance notice** – means a compliance notice given under:

- o section 26; or
- o another local law that authorises the giving of a compliance notice.

**Council** – means the Mareeba Shire Council including all elected representatives, employees, contractors, volunteers, a Standing or Joint Standing Committee, committee members and any entity under direct Council ownership, management, sponsorship or financial control.

**Crossover** – means the section or component of a vehicular access that traverses the road verge/road kerbing or road edge to provide for vehicular movement across the boundary between the road corridor and the premises.

**Gate** - means a hinged or sliding barrier used to close an opening in a wall, fence or hedge.

**Grid** – means a structure designed to:

- a) permit the movement of pedestrian or vehicular traffic along a road; but
- b) prevent the passage of livestock

**Road** – means:

- a) a road as defined in the *Local Government Act 2009* (Qld), section 59; and

**Guidelines for Carrying out Works on a Road or Interfering with a Road or its Operation**

- b) a State-controlled Road –
  - i) prescribed under a subordinate local law for this subparagraph as a road to which this local law applies unless otherwise provided; and
  - ii) in respect of which the chief executive has given written agreement under the *Transport Operations (Road Use Management) Act 1995* (Qld), section 66(5)(b).

**Vehicular Access** – means a constructed ground surface that provides safe vehicle access to a premises which may or may not incorporate a crossover component.

## **6. RELATED DOCUMENTS AND REFERENCES**

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*FNQROC Regional Development Manual – Far North Queensland Regional Organisation of Councils*  
*Local Government Act 2009* (Qld)  
*Local Law No. 1 (Administration) 2018* (MSC)  
*Manual of Uniform Traffic Control Devices (Queensland)*  
*Subordinate Local Law No. 1 (Administration) 2018* (MSC)  
*Standard Requirements for Public Liability Insurance for Approval Holders* (MSC)

## **7. REVIEW**

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It is the responsibility of the Manager Technical Services to monitor the adequacy of this procedure and implement and approve appropriate changes. This procedure will be formally reviewed every four (4) years or as required from time to time.



**8.4 LAND TENURE USER AGREEMENT - PART OF LOT 53 SP105907 - GERAGHTY PARK JULATTEN**

**Date Prepared:** 16 April 2025

**Author:** Coordinator Governance & Compliance

**Attachments:** Nil

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**EXECUTIVE SUMMARY**

Council approval is sought to provide a tenure instrument to a community group as existing tenants of a Council owned facility located in Julatten to enable continued delivery of services to the community. The group is known as the Julatten Edna Head Library Inc. and they share use of the facility located at Geraghty Park, on Lot 53 SP105907, for which no rent is charged in accordance with the *Community Group Exclusive Use of Council Land and Facilities Policy*.

**RECOMMENDATION**

That Council:

1. Decide that exemption provisions under s 236(1)(b)(ii) of the *Local Government Regulation 2012* (Qld) apply to the proposed tenure arrangement outlined in this report; and
2. Approve the issuing of new User Agreement tenure instrument to the Julatten Edna Head Library Inc. for shared use of facility located on part of Lot 53 SP105907, Geraghty Park, Julatten until terminated by either party.

**BACKGROUND**

The 'Julatten Library' was founded in 1952 by Bill and Edna Head and was located on land near the Julatten School. In 2006, the library collection was moved to the complex at Geraghty Park and was renamed Julatten Edna Head Library, in honour of the founder Edna Head, at its official opening.

The Julatten Edna Head Library Inc. provides a community self-managed library that relies on their members and Council support for its continued service. Council provides ongoing support and charges no rent in accordance with the *Community Group Exclusive Use of Council Land and Facilities Policy*.

**Tenure Renewal – Proposal for a new arrangement**

The community group is assessed as holding the status of Type 3 community tenure under Council's *Community Group Exclusive Use of Council Land and Facilities Policy* and this status provides for exclusive use of a defined area within a multi-purpose facility.

The subject Reserve is gazetted for 'Environmental Purposes, Recreation and Sport' and the proposed use is considered consistent with the reserve purpose and the associated Land Management Plan.

**RISK IMPLICATIONS**

Nil.

**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Section 236(1)(b)(ii) of the *Local Government Regulation 2012* (Qld) (LGR) provides that a local government may dispose of an interest in land (including all or part of an interest in land such as by lease) other than by tender auction if interest in land is disposed of to a community organisation as defined in Schedule 8 of the LGR as follows:

community organisation means—

(a) an entity that carries on activities for a public purpose; or

(b) another entity whose primary object is not directed at making a profit.

In addition, a Policy exception is sought in regards to the maintenance provisions, to provide that the removal of vandalism and/or graffiti on the area covered by the Council public mural, is not the responsibility of the community group. This policy exemption is required as it does not comply with the definition of major maintenance within Council's *Community Group Exclusive Use of Council Land and Facilities Policy*.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LINK TO CORPORATE PLAN**

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Transport and Infrastructure:** The provision of quality infrastructure to service our growing

**IMPLEMENTATION/COMMUNICATION**

**8.5 TENDER AWARD - T-MSC2025-06 - LEASE OF SITE FOR AIRCRAFT REFUELLING FACILITY - TOM GILMORE MAREEBA AVIATION INDUSTRIAL PARK**

**Date Prepared:** 2 July 2025

**Author:** Coordinator Governance & Compliance

**Attachments:** Nil

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**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with an assessment of the tenders received for T-MSC2025-06 - Lease of Site for Aircraft Refuelling Facility - Tom Gilmore Mareeba Aviation Industrial Park and seek approval of the awarding of the tender.

**RECOMMENDATION**

That Council awards Tender T-MSC2025-06 - Lease of Site for Aircraft Refuelling Facility - Tom Gilmore Mareeba Aviation Industrial Park to World Fuel Services (Australia) Pty Ltd for the amount of \$20/m<sup>2</sup> for the lease site (incl GST).

**BACKGROUND**

The Request for Tender called for suitably qualified tenderers for the lease site to develop and manage a refuelling facility at the Tom Gilmore Aviation Industrial Precinct.

The tender was an open tender advertised through 'VendorPanel' on 5 March 2025 and closed 27 March 2025 at 11:00am.

**Tender Evaluation****Tenders Received**

Three (3) submissions were received:

1. IOR Aviation Pty Ltd
2. Skyfuel Australia Pty Ltd
3. World Fuel Services (Australia)

During the Tender Assessment process, Council officers sought clarification from World Fuel Services (Australia) Pty Ltd, regarding the pricing structure of their submission and the size of their lease area, which did not affect the tendered value compared with the original submission.

**Tender Assessment Summary**

Tenders were assessed in accordance with the evaluation criteria as provided below:

Criteria	Weighting
Value for Money / Price	40%
Relevant Skills and Demonstrated Experience	30%
Development Proposal	30%
<b>Total</b>	<b>100%</b>

The evaluation was conducted in accordance with the information specifically requested in the Response Schedules, detailed as follows:

1. Price
  - a. Rental amount per square metre;
  - b. Lease Site area required.
2. Capability Statement
  - a. A statement outlining the existing sites services by the company and their capacity and capability to provide a reliable and readily available fuel service to airport users.
3. Development proposal
  - a. A layout plan of the proposed facility;
  - b. Anticipated value of the development proposal.

To assess value for money, Criteria 2 and Criteria 3 and the Price (\$/m<sup>2</sup>) were first given a score. The adopted scores for Criteria 2 and Criteria 3 were the average of all three (3) tender evaluation panel scores. The value for money criteria was calculated as follows:

$$\text{VFM} = (30\% \times \text{Criteria 2}) + (30\% \times \text{Criteria 3}) + (40\% \times \text{Price Score})$$

The larger the score, the better the value for money.

Then, the final weighted criteria was calculated as follows:

$$\text{Weighted Criteria} = (40\% \times \text{Criteria 1}) + (30\% \times \text{Criteria 2}) + (30\% \times \text{Criteria 3})$$

A summary of the Tender assessment, incorporating the evaluation against conformance, price and non-price based criteria, resulted in the final ranking of submissions as displayed below.

These were ranked on a one (1) – three (3) highest to lowest scale basis:

#### *Tender Evaluation Summary*

<b>Tenderer</b>	<b>Score (100%)</b>	<b>Rank</b>
IOR Aviation Pty Ltd	75.2%	2
Skyfuel Australia Pty Ltd	72.08%	3
World Fuel Services (Australia)	91%	1

Each tender was evaluated and scored against the criteria, with the criteria scores then weighted to provide a total weighted score for each submission. Additionally, each tender has been assessed for conformance, compliance and discrepancies, against the requested response schedules.

All tenders were conforming, with all tenderers assessed as capable of completing the works.

#### **RISK IMPLICATIONS**

#### **LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LINK TO CORPORATE PLAN**

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

**Liveability and Environment:** Improve the liveability of the Shire by enhancing amenity and valuing natural assets.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

**IMPLEMENTATION/COMMUNICATION**

Tenderers will be advised of Council's decision and contract documentation will be prepared for the successful tenderer.



**8.6 OPERATIONAL PLAN 2024/25 PROGRESS REPORT**

**Date Prepared:** 26 June 2025

**Author:** Director Corporate and Community Services

**Attachments:** 1. Operational Plan Progress Report April to June 2025 [↓](#)

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**EXECUTIVE SUMMARY**

The attached report provides information regarding the progress of the 2024/25 Operational Plan projects.

**RECOMMENDATION**

That Council receives and notes the progress report on the implementation of the 2024/25 Operational Plan for the period April to June 2025.

**BACKGROUND**

The Local Government Regulation 2012 provides that a local government must prepare and adopt an annual operational plan for each year. The Operational Plan is a statement of specific works to be undertaken and services to be provided to progress the goals and objectives set out in a Council's Corporate Plan over a period of one (1) year.

Council adopted the Operational Plan for 2024/25 on 15 May 2024 and the amended plan with updated Corporate Plan references was adopted 21 August 2024.

In accordance with section 174(3) of the Local Government Regulation 2012, the Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than three (3) months.

**RISK IMPLICATIONS****LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

It is a statutory requirement for an assessment of progress in implementing the Operational Plan to be presented to Council at least on a quarterly basis.

**FINANCIAL AND RESOURCE IMPLICATIONS*****Capital***

Nil

***Operating***

Nil

Financial Sustainability and Governance						
“A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken April to June 2025	Progress: Not commenced In Progress Completed
Long-term Financial Plan	FG 1	Effective and sustainable financial management	Finance Development & Governance	<ul style="list-style-type: none"> <li>Ensure Long Term Asset Management Plan and Financial Plan aligns with revised Sub-Asset Management Plans and Local Government Infrastructure Plan</li> </ul>	<ul style="list-style-type: none"> <li>LTAMP updated for adoption on 16 July 2025</li> <li>Capital budget preparation aligns with LTAMP and LTFP</li> </ul>	Completed
Comprehensive Asset Revaluations: <ul style="list-style-type: none"> <li>Roads</li> <li>Drainage</li> </ul>	FG 1 TI 2	Effective and sustainable financial management Infrastructure for the future	Finance	<ul style="list-style-type: none"> <li>Comprehensive revaluations</li> </ul>	Asset revaluation adjustments to be reflected in 2024/25 financial statements	Completed
Internal Access to Financial Information	FG 2 FG 3	Effective Business Management A Skilled and Sustainable Workforce	Finance	<ul style="list-style-type: none"> <li>More users able to operate financial systems and locate relevant documentation</li> <li>Provide in-house training and support</li> </ul>	Continued improvement on reporting options and training available as requested	Completed
Information Systems Strategy implementation	FG 2	Effective business management	Information Systems	<ul style="list-style-type: none"> <li>Continue to provide further system enhancements</li> <li>Transition Technology One to CIAnywhere</li> </ul>	Work continuing on the transition to Employee Self Service (ESS)	In progress
Sustainable Workforce	FG 3	A skilled and sustainable workforce	Human Resources	<ul style="list-style-type: none"> <li>Training and development of to improve efficiencies and ensure workplace safety</li> </ul>	Organisation wide training program continues to meet the requirements of Council	Completed

Financial Sustainability and Governance						
“A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken April to June 2025	Progress: Not commenced In Progress Completed
Workforce Management	<b>FG 3</b>	A skilled and sustainable workforce	All	<ul style="list-style-type: none"> <li>Review Recruitment Process &amp; Employer Branding initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment has commenced for the role of HR Specialist Recruitment and Training to support future employee attraction, selection, onboarding and retention initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>
Cybersecurity Enhancements	<b>FG 4</b>	Effective governance	Information Systems	<ul style="list-style-type: none"> <li>Continue to monitor security measures as defined by the ACSC Essential 8</li> <li>Renew incident cyber response partnership</li> <li>Continue Cyber Awareness and Response Training</li> </ul>	<ul style="list-style-type: none"> <li>Continued implementation of ACSC Essential 8 mitigation strategies</li> <li>Incident Response partnership renewed</li> <li>Ongoing phishing awareness training</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Compliance Monitoring	<b>FG 4</b>	Effective governance	Human Resources	<ul style="list-style-type: none"> <li>Comply with relevant legislative requirements</li> <li>Comply with requirements of the LGW Mutual Risk Obligation program</li> </ul>	<ul style="list-style-type: none"> <li>Full compliance with employee related legislative requirements met</li> <li>All requirements of LGW mutual risk obligations program completed</li> <li>Safety Management System review completed and in place</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>

Community and Culture						
“An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken April to June 2025	Progress: Not commenced In Progress Completed
Arts Connection to Tourism	CC 2	A vibrant and healthy community	Customer & Community	<ul style="list-style-type: none"> <li>Implementation of public mural action plan</li> </ul>	<ul style="list-style-type: none"> <li>Artist engaged to install Kuranda amenities block mural. Mural to be completed October 2025.</li> <li>Regional Arts Development Local Priorities 2025/2028 adopted by Council.</li> </ul>	Completed
Enhanced Online Presence	CC 1	An engaged community	All	<ul style="list-style-type: none"> <li>Improved access to online information and services</li> </ul>	<ul style="list-style-type: none"> <li>Website content and on-line forms reviewed for compliance with Information Privacy amendments (IPOLA)</li> </ul>	Completed
Community Safety	CC 2 EG 2	A vibrant and healthy community Effective strategic partnerships	Customer & Community Office of the CEO	<ul style="list-style-type: none"> <li>Advocate for community safety</li> </ul>	<ul style="list-style-type: none"> <li>Councillors and Council staff participated in Domestic &amp; Family Violence prevention month events.</li> <li>Mayor supported PALM Mareeba worker and employer forum.</li> <li>Mayoral meeting held with PALM Delivery Branch Assistant Secretary and officers.</li> <li>Mayoral Alliance Resolving PALM Scheme Disengagement (PALM Re-engagement Action Plan) feedback provided.</li> </ul>	Completed

Community and Culture						
“An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken April to June 2025	Progress: Not commenced In Progress Completed
Disaster Resilience	CC 3	A resilient community	Customer & Community Office of the CEO	<ul style="list-style-type: none"> <li>Promote resilience through Get Ready initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Preparations commenced for 2023-2024 Northern Queensland Bushfires Community Resilience Officer Request for Quote.</li> </ul>	Completed

Transport and Infrastructure						
“The provision of quality infrastructure to service our growing community using sound asset management principles.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken April to June 2025	Progress: Not commenced In Progress Completed
Review Asset Management Plans across asset classes	<b>TI 1</b> <b>TI 2</b> <b>LE 1</b> <b>FG 1</b>	Safe, reliable and resilient infrastructure Sustainable Infrastructure for the future Attractive and accessible public facilities Effective and sustainable financial management	Assets & Projects Technical Services Finance	<ul style="list-style-type: none"> <li>Undertake data verification</li> <li>Undertake condition assessment and defect identification across individual asset classes.</li> <li>Document and review prioritisation maintenance and operational activities</li> <li>Improvement of asset management processes to be reflected in Long Term Asset Management Plan and Long-Term Financial Plan</li> </ul>	<ul style="list-style-type: none"> <li>Continuous review and improvement of asset registers</li> <li>Annual review of Asset Management Plan completed</li> <li>Progressing asset management sub-plans</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Restoration of assets	<b>TI 1</b>	Safe, reliable and resilient infrastructure	Technical Services Works	<ul style="list-style-type: none"> <li>Rectify Disaster impacted infrastructure assets in accordance with QRA/DRFA guidelines and approvals</li> </ul>	<ul style="list-style-type: none"> <li>Emergent works continued on local &amp; state-controlled roads within the shire. DRFA work tenders have been received &amp; awarded for Western, Mid-Western, Dimbulah, &amp; Eastern areas of the shire</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Secure Water Supply	<b>TI 1</b>	Safe, reliable and resilient infrastructure	Water & Waste	<ul style="list-style-type: none"> <li>Implement water treatment asset renewal projects</li> </ul>	<ul style="list-style-type: none"> <li>Continuing installation of new water mains</li> <li>Mareeba Water Treatment Plant upgrade continuing</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>

<b>Liveability and Environment</b> “Improve the liveability of the Shire by enhancing amenity and valuing natural assets”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken April to June 2025	Progress: Not commenced In Progress Completed
Waste Management Services Strategy	LE 3	Environmentally responsible service delivery	Water & Waste Finance	<ul style="list-style-type: none"> <li>Review and update Waste Strategy to align with Regional Waste Plan and Council’s future waste management needs</li> </ul>	<ul style="list-style-type: none"> <li>Expression of Interest for Council’s Waste Management Services are under review</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>
Planning Scheme Review	LE 2	Sustainable Planning and protection of environmental assets	Development & Governance	<ul style="list-style-type: none"> <li>Undertake 10 Year review of MSC Planning Scheme and supporting documents</li> <li>Prepare scope of works and community profile for 10 Year review</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting outcome of Grant application to undertake Planning Scheme Review and identify amendments to facilitate timely residential housing development</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>
Reef Guardian Council	LE 2	Sustainable Planning and protection of environmental assets	Technical Services	<ul style="list-style-type: none"> <li>Implement Reef Guardian Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of Action Plan continues</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
Parks and Open Spaces Strategy	LE 1	Attractive and accessible public facilities	Assets & Projects	<ul style="list-style-type: none"> <li>Complete planned construction for financial year</li> </ul>	<ul style="list-style-type: none"> <li>Final report on three-year action plan presented to Council 16 April 2025</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>

Economy and Growth						
“Promote and encourage investment in local industry to build a resilient economy.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken April to June 2025	Progress: Not commenced In Progress Completed
Strategic Partnerships	EG 2 CC 2 TI 2 LE 1	Effective strategic partnerships A vibrant and healthy community Sustainable Infrastructure for the future Attractive and accessible public facilities	Office of the CEO	<ul style="list-style-type: none"> <li>Continue active participation in FNQROC</li> <li>Continue to Advocate to State and Federal Governments for key priorities</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing FNQROC meetings</li> <li>Meetings have been held with new government Ministers regarding key priorities</li> </ul>	Completed
Housing Strategy	EG 1	Sustainable economic development and growth	Development & Governance	<ul style="list-style-type: none"> <li>Implement Local Housing Action Plan (LHAP)</li> </ul>	<ul style="list-style-type: none"> <li>Awaiting outcome of Grant application to undertake Planning Scheme Review and identify amendments to facilitate timely residential housing development</li> </ul>	In progress
Mareeba Industrial Estate	EG 1	Sustainable economic development and growth	Development & Governance Technical Services	<ul style="list-style-type: none"> <li>Adopt Masterplan</li> <li>Implement staged development</li> <li>Continue promotion and marketing through external agent</li> </ul>	<ul style="list-style-type: none"> <li>Masterplan is under internal review and expected to be finalised in Q1 2025/26</li> <li>All developed sites now sold</li> </ul>	In progress
Tom Gilmore Mareeba Aviation Industrial Precinct	EG 1 EG 2	Sustainable economic development and growth Effective strategic partnerships	Tourism & Economic Development	<ul style="list-style-type: none"> <li>Produce Promotional Strategy</li> <li>Promote development</li> </ul>	<ul style="list-style-type: none"> <li>Development opportunity promoted by Council website, social media and e-newsletter</li> <li>Engagement with airport user group &amp; FNQ Aviation Museum</li> </ul>	In progress

**8.7 FINANCIAL STATEMENTS PERIOD ENDING 30 JUNE 2025**

**Date Prepared:** 2 July 2025  
**Author:** Manager Finance  
**Attachments:** Nil

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**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with an overview of financial matters for the period 1 July 2024 to 30 June 2025.

**RECOMMENDATION**

That Council;

1. receives the Financial Report for the period ending 30 June 2025;
2. transfers \$5,000 from the Mareeba Benefited Area Reserve to the Local Tourism Organisation (LTO) to contribute towards marketing of Mareeba.

**BACKGROUND**Financial Summary

Due to financial year end and the number of processes that need to occur, the Budgeted Income Statement for the year ending 30 June 2025 will be presented to Council at its next meeting on 20 August 2025.

Work has commenced on preparing the financial statements and it is anticipated that the draft accounts will be completed by 13 August 2025 and presented to Audit Committee before the external audit commences from 18 August 2025.

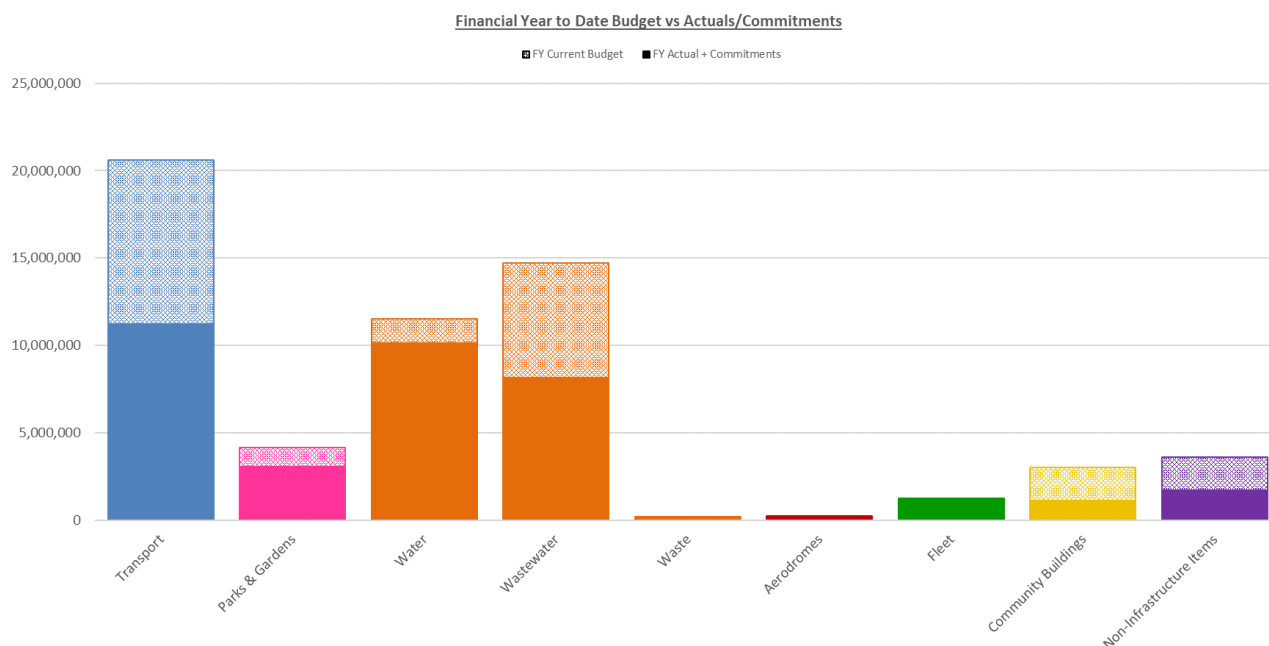
Vandalism Expenses

To date this financial year, a total of \$67,341 has been spent on repairs and maintenance due to vandalism. These costs are not budgeted include employee expenses and materials and services.

Capital Expenditure

Total capital expenditure of \$36,906,984 (including commitments) has been spent for the period ending 30 June 2025 against the 2024/25 annual capital budget of \$54,142,906. Noting that some of these capital projects span multiple years and were not scheduled to be completed in this financial year.

Any capital projects not completed by 30 June, will be carried forward into 2025/26. A report will be presented to Council in August.



### Loan Borrowings

Council's loan balance is \$6,065,915 as at 30 June 2025.

### Rates and Charges

The total rates and charges payable as at 30 June 2025 are \$2,755,872 which is broken down as follows:

Status	30 June 2025		30 June 2024	
	No. of properties	Amount	No. of properties	Amount
Valueless Land	3	9,203	-	-
Payment Arrangement	77	33,819	84	59,627
Collection House	327	1,080,032	314	1,167,400
Exhausted – awaiting sale of land	10	372,176	10	82,199
Exhausted – mining leases	10	926,786	10	558,928
Sale of Land	11	167,179	7	74,225
Other (includes supplementary rates)	288*	166,677	238	26,777
<b>TOTAL</b>	<b>726</b>	<b>2,755,872</b>	<b>663</b>	<b>1,969,158</b>

\*203 properties have a balance of \$20 or less

Rate Notices for the period ending 30 June 2025 were issued on 24 February 2025, with the discount due date of 28 March 2025.

Collection House collected \$226,589 for the month of June 2025.

On 26 June 2025, 11 Auction Notices were issued to those properties identified under Sale of Land advising auction will proceed on 29 July 2025.

Sundry Debtors

The total outstanding for Sundry Debtors as at 30 June 2025 is \$149,005 which is made up of the following:

Current	30 days	60 days	90 + days
\$137,291	\$8,454	\$1,022	\$2,238
92%	5%	1%	2%

Procurement

There were no emergency purchase orders for the month of June 2025.

**Risk Implications**

Nil

**Legal/Compliance/Policy Implications**

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

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**LINK TO CORPORATE PLAN**

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**IMPLEMENTATION/COMMUNICATION.**

Nil



**8.8 SAVANNAH IN THE ROUND SPONSORSHIP**

**Date Prepared:** 20 June 2025

**Author:** Manager Customer and Community Services

**Attachments:** Nil

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**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement of assistance to Savannah in the Round 2025 under the Community Partnership Program.

Boasting an impressive lineup of international and Australian country, pop, roots and rock artists, as well as Indigenous dance, storytelling, cultural displays/workshops, a fun fair, local produce stalls, and paddock to plate dining experiences, Savannah in the Round appeals to a diverse demographic, including couples and groups of young adults, families, grey nomads, backpackers and more.

**RECOMMENDATION**

That Council provides a cash donation of \$5,000 to Sound Australia towards delivering Savannah in the Round 2025.

**BACKGROUND**

Council has received a request from Sound Australia for a funding contribution towards the annual Savannah in the Round Festival.

Council has been a sponsor of Savannah in the Round since the inaugural festival in 2021.

In 2024 over 26,570 people attended the festival over three (3) days with more than 30,138 visitor nights being spent in the Shire as a result of this event. Sound Australia are projecting total festival attendance of 37,000 for the 9<sup>th</sup> – 12<sup>th</sup> October 2025 festival.

**RISK IMPLICATIONS**

Nil.

**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Nil.

**FINANCIAL AND RESOURCE IMPLICATIONS*****Operating***

The \$5,000 cash donation is to be allocated from the 2025/2026 Community Partnership Program budget.

**LINK TO CORPORATE PLAN**

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

**IMPLEMENTATION/COMMUNICATION**

Notify Sound Australia of outcome of request for funding.

## 9 INFRASTRUCTURE SERVICES

### 9.1 INFRASTRUCTURE SERVICES, CAPITAL WORKS MONTHLY REPORT - JUNE 2025

**Date Prepared:** 19 June 2025

**Author:** Manager Assets and Projects

**Attachments:**

1. Capital Works Summary - June 2025 [↓](#)
2. Capital Works Highlights - June 2025 [↓](#)

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#### EXECUTIVE SUMMARY

The purpose of this report is to provide an update on capital works projects undertaken by the Infrastructure Services Department during the month of June 2025.

#### RECOMMENDATION

That Council receives the Infrastructure Services Capital Works Monthly Report for the month of June 2025.

#### BACKGROUND

Council's Capital Works program is focussed on renewal and upgrade of Council infrastructure to achieve Council's corporate vision of "A growing, confident and sustainable Shire". The program is funded through a combination of Council's own funding and external grants and subsidies.

#### RISK IMPLICATIONS

##### Financial

The capital works program is tracking within budget.

##### Infrastructure and Assets

Infrastructure and Assets Projects included in the current capital works program were identified through Council's Project Prioritisation Tool (PPT) which uses a risk-based, multi-criteria approach to rank projects in order of priority. The PPT is aligned with Council's Long-Term Financial Plan and Asset Management sub-plans, which focus of renewal of existing assets.

#### FINANCIAL AND RESOURCE IMPLICATIONS

##### *Capital*

All capital works are listed in and funded by the 2024/25 Capital Works Program.

#### LINK TO CORPORATE PLAN

**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

#### IMPLEMENTATION/COMMUNICATION

## Infrastructure Services Capital Works Summary Report - June 2025



Project Code	Project Description	Project Comment	Project Stage
<b>Program: 01 - Rural and Urban Roads Reseal Program (Renewal)</b>			
CP0003731	24/25 Bitumen & Asphalt Reseal Program	Kuranda & Speewah reseals have commenced. Resealing works are estimated to be complete the week of 21 July. This will be followed by line marking.	Construction
CP00835	DRFA Gully Betterment	Costs finalised. Close out in MARS underway.	Completed
<b>Program: 02 - Gravel Resheet</b>			
CP0003732	24/25 Gravel Resheet Program	Resheeting underway at Collins Weir Road. Estimated completion date 11/07/2025.	Construction
<b>Program: 03 - Urban Streets</b>			
CP0001023	Recovery Way (WTS) Rehab Ch 0.176-0.272	Works commenced at Recovery Way 1 July 2025.	Construction
CP0002069	MBA Chewko Rd Rehab/Widen & Seal	Line marking will be completed week of 30 June. Costs have been accrued in 24/25 financial year.	Completed
CP00795	TIDS 23-27 Herberton/Constance Inter	Line marking complete. Ergon has advised MSC that intersection lighting will not be installed until July. FNQROC notified of project underspend for 24/25 financial year. Project will be listed in 25/26 TIDS program to attempt to recoup 50% of the intersection lighting costs estimated to be \$120k.	Construction
CP00797	TIDS 22/23 24/25 Rankin/Walsh St R'bout	Procurement Planning.	Design
<b>Program: 04 - Rural Roads</b>			
CP0002040	KDA KIA08 Barron Falls/Masons Rd/L-out	Survey is underway, design to be scheduled.	Planning
CP0002041	KDA KIA09 Barron Falls Rd Thongon-Mason	Survey is underway, design to be scheduled.	Planning
CP0002048	KDA Kuranda Heights Rd Intersection	Survey complete, design to be scheduled.	Planning
CP0002050	MBA Mclver Rd Rehab & Widen	Designs to be completed prior to end of year 2025 by external consultant. Survey and soil investigations complete.	Planning
CP0002055	DIM Leadingham Ck Rd - Ch1.65-3.598	Designs finalised.	Design
CP0002060	KDA Oak Forest Rd Rehab & Widen	Survey complete, design to be scheduled.	Planning
CP0002066	DIM Leafgold Weir Rd Widen Curves	Design to be finalised August 2025.	Design
CP00801	TIDS Ootann Rd Section 1&2 Widen & Seal	Two coat bitumen seal & road furniture installation completed week of 23 June. Line marking to be undertaken 02/07/2025 (weather permitting). Line marking costs accrued in 24/25 financial year.	Completed
<b>Program: 05 - Bridges</b>			
CP0001558	MBA Tinaroo Creek Rd Ada Creek Causeway	Design complete.	Planning
CP0001564	KDA Oak Forest Rd, Barron River Bridge	Contractor proposed to commence 14 July 2025. Community notification has been undertaken and residents informed.	Construction
<b>Program: 06 - Drainage</b>			

## Infrastructure Services Capital Works Summary Report - June 2025



Project Code	Project Description	Project Comment	Project Stage
CP0001598	24/25 Renew Minor Culverts & Drainage	Grate for Walsh/Hort intersection has been ordered & is expected in Stores by mid-July.	Construction
CP0003689	MBA CBD Drainage Upgrade Stage 1	Project planning will be undertaken in conjunction with the Mareeba CBD Blueprint Project.	On Hold
CP0003690	MBA Ray Rd Culvert Upgrade	On hold pending outcome of Ray Road Drainage Study.	Planning
CP0003695	Irvinebank Jessie St/Rubina Tce Upgrade	Investigations will be scheduled in 2025.	Planning
CP00844	MBA Amaroo Drainage Upgrades	Quotes will be called to undertake this work post wet season.	Procurement
<b>Program: 07 - Traffic Facilities</b>			
<b>Program: 08 - Parking</b>			
CP00846	MBA Heritage Centre Carpark Connection	Concrete path works completed.	Construction
<b>Program: 09 - Footpaths</b>			
CP0001026	23/24 Footpath Renewal Program	Sites being assessed and proposed to compliment approved funded and capital projects.	Design
CP0001027	23/24 Footpath Upgrade Program	Funds to be used for grant funding leverage.	Planning
CP0001665	Mt Molloy Footpath & Furniture Refurb	Design to be scheduled.	Planning
CP0001666	KDA Barron Falls Rd Replace Footpath	Design to be scheduled.	Design
CP0001687	KDA WNP Arara St Footpath Missing Link	Procurement Commencing.	Procurement
<b>Program: 10 - Parks and Gardens</b>			
CP0001029	Kda Com Precinct Parks Upgrade	Planning & Development ongoing 2025.	Planning
CP0001803	Julatten Geraghty Pk Refurb Playground	Request for Tender documentation underway in preparation for procurement.	Planning
CP0001805	MBA Bicentennial Lakes Northern	Construction works are scheduled to commence in late July 2025 and be complete by December 2025.	Construction
CP0001871	MBA Centenary Park Upgrade Fencing	New fence line complete. Gates in manufacture and are expected late July.	Construction
CP0003670	MBA Amaroo Park Shade	The request for quotation has closed and submissions are being assessed.	Procurement
CP00809	MBA Bicentennial Lakes (Southern) D&C	The fence at the base of the slides has been completed. Parks & Gardens to fix the irrigation, replant the slope and change out the spoiled sand.	Construction
CP00860	KDA Anzac Park Landscaping	The plaque posts have been installed. Awaiting delivery of the plaques to install and finalise the project.	Completed

## Infrastructure Services Capital Works Summary Report - June 2025



Project Code	Project Description	Project Comment	Project Stage
CP00861	KDA Coondoo Street Refurb	Coondoo Street footpath pavement and garden bed works are complete.  Ergon are scheduled to undertake the Lower Coondoo St. streetlighting upgrade in the second half of 2025. Council have authorised a works on road agreement.  An electrical contractor has been engaged to remove the Council owned lighting infrastructure in Lower Coondoo Street and undertake abolishment of the redundant switchboards and underground reticulation system.	Construction
<b>Program: 11 - Water</b>			
CP0001038	23/24 Retic Valve/Hyd Replace Program	New valves have been sourced and will be installed at Lerra and Byrnes Streets intersection as soon as time permits and we have available contractors to assist.	Construction
CP0002677	FY24/25 - Telemetry/SCADA Upgrades	Works completed. Waiting on final invoices to close out project.	Construction
CP0002682	FY24/25 - Irvinebank Ibis Dam PS	Waiting on availability of pump specialist for on-site assessment.	Construction
CP0002683	FY24/25 - DIM WTP Pump Replacement	Works complete for this financial year.	Completed
CP0002684	FY24/25 - Smart Meters Replacement	Additional 1000 meters ordered.	Construction
CP0002761	FY26/27 - MBA WTP Reservoir Upgrade	Design complete. Awaiting suitable funding.	Pending Future Allocation of Construction Budget
CP0002762	FY24/25 - MBA WTP Refurbish Clarifiers	Electrical wiring is underway as the project moves into the final stages.	Construction
CP0002764	MOL Replace Hunter Ck Weir	Waiting for survey to be completed before GHD can conduct their assessment.	Construction
CP0002921	MBA Booster Pump Station Relocation	Offsite works continuing. Minor delays in manufacture of walkways.	Construction
CP0003667	FY24/25 Irvinebank Ibis Dam Valves	Electrical schematics have been received and the project is in the procurement stage.	Procurement
CP0003668	CHI Renew Water Line	This project will only be done in 2024-2025 if there are residual funds left over from replacing water mains in Mareeba and Mt Molloy in 2024-2025.	On Hold
CP0003734	MBA WTP Fuel Pod For Generator	Waiting on fabricator to complete build of tank.	Construction

## Infrastructure Services Capital Works Summary Report - June 2025



Project Code	Project Description	Project Comment	Project Stage
CP00878	MBA Decommission Basalt St Elevated Tank	The water tower has been isolated, and the reservoir section now requires cleaning. A permanent closure and lockout of the feed line will follow. This will most likely occur in July.	Construction
CP00879	MBA Decommission Granite Ck Pump Station	The wet season has caused delays to the project, and work will resume once a contractor becomes available.	Construction
<b>Program: 12 - Wastewater</b>			
CP0001043	Atherton St Pump Station Refurb	Project subject to grant funding.	On Hold
CP0002474	FY24/25 - MBA Sewer CCTV & Reline Prog	Current CCTV works continuing. works to be completed mid July. Reline program under review.	Construction
CP0002475	FY24/25 - WW Pump Station Ancillary	All works successfully completed and meeting requirements.	Construction
CP0002476	FY24/25 - WW Reticulation Pumps Renewal	Works and assessments set out for current financial year successfully completed. Further maintenance works scheduled for financial year 25/26.	Procurement
CP0002477	FY24/25 - Telemetry/SCADA Upgrades	In-depth analysis of alarming system complete, detailed report and action plan was presented to Council. Improvement works planned for FY25/26. Current-state cybersecurity analysis on going.	Construction
CP0002479	FY24/25 - Pump Station Generators x 2	Works now complete. Waiting on final invoice to close out project.	Completed
CP0002480	FY24/25 - Manhole Rehab & Replace	Works completed. Closeout commenced.	Completed
CP0002481	FY24/25 - MBA Constance St Rising Main	Works have moved to the school grounds to construct a new sewer line during the school holidays.	Construction
CP0003715	KDA WWTP Renew 6x4m Shed	Works are near completion.	Construction
CP0003722	KDA WWTP Renew 6x6m Shed	Works nearly completed.	Construction
CP00889	22/23 MBA Sewer CCTV & Relining	Investigation works underway.	Construction
<b>Program: 13 - Waste</b>			
CP0002216	KDA WTS New Ablution Block	Works complete. Final certification received. Ready for closeout.	Completed
CP0002221	MBA TS Leachate PS Pump	Awaiting to receive final report and invoice.	Completed
<b>Program: 14 - Aerodromes</b>			
CP0003899	MBA Aerodrome Drainage Improvements	Drains will be cleaned out once the ground is safe to clean out.	Design
<b>Program: 15 - Fleet</b>			
CP0003740	Replace Asset 1255 Toyota Hilux	Vehicle has been delivered, waiting on supplier to fabricate body, there has been a delay with the supply of parts for the body.	Procurement
CP0003741	Replace Asset 1274 Toyota Hilux	Waiting on vehicle and fabricator to be come available to changeover.	Procurement
CP0003776	Replace Unit 5422 Tool Trailer INSURANCE	Trailer delivered, waiting on canopy to be fabricated.	Planning
<b>Program: 16 - Depots and Council Offices</b>			
CP0003737	MBA Kowa St External Staff Training Room	Minor works to install roller blind and acoustic tiles on order. Completion for end of July.	Construction

## Infrastructure Services Capital Works Summary Report - June 2025



Project Code	Project Description	Project Comment	Project Stage
<b>Program: 17 - Community Buildings</b>			
CP0001059	Mba/Dim Aquatic Condition Assessment	Quotations to be released to market mid to late 2025.	Planning
CP0001637	KDA Library Paint & Roof Improvements	Construction works completed. Closeout commenced.	Completed
CP0001639	Annual Minor Building Refurbishment	Anzac Park Cenotaph complete. Mareeba Sports Hall hand rail in procurement.	Construction
CP0001646	KDA Recreation Centre Improvements	Tennis court fencing complete. Current investigations and scope development to reinstate water bubbler on bowling green underway.	Construction
CP0001664	Annual Facilities LED Lighting	Kuranda Recreation Tennis Courts lighting upgrade construction works complete. Awaiting engineered drawings and Lighting report.	Completed
CP0003718	MBA Davies Park Field 2 Lighting Upgrade	Works on hold. Awaiting suitable funding.	On Hold
CP0003756	MBA Davies Park Field 1 Lighting Upgrade	Lighting operational. Works to install distribution boards programmed for early August 2025.	Construction
CP00793	MBA Women's Restroom Refurb	To be completed in conjunction with the Mareeba CBD Blueprint Project	Planning
CP00941	23/24 Park/Sporting LED Lights Arnold Pk	Works completed. Waiting on Lighting report for closeout.	Completed
<b>Program: 18 - Non-Infrastructure Items</b>			
CP0001085	Mba Cemetery Expansion Planning	Plans to be scheduled.	Planning
CP0003716	MBA Smartnet GPS Base Replacement	Works Complete, capitalisation of project required.	Completed
CP0003754	Mareeba CBD Blueprint	Phase 1 is underway to review the current state of the area. Issues and opportunities are being identified. A community engagement session has been held including a pop-up shop in Byrnes Street as well as night time and breakfast engagement sessions.	Planning
CP00932	MBA MIP Expansion	Draft design complete.	Design

## Infrastructure Services Capital Works Report

### Project Highlights – June 2025



#### Project Name: 24/25 Bitumen and Asphalt Reseal Program

#### Program: Rural and Urban Roads

#### Background

As part of its ongoing commitment to maintaining and improving local infrastructure, Mareeba Shire Council has commenced planned road resurfacing works as part of the 2024- 25 Bitumen Reseal and Asphalt Program. In August 2023, Council endorsed the appointment of a contractor through a regional procurement arrangement under FNQROC Contract FNQ038, ensuring value for money and alignment with broader regional objectives. This contract covered the 2023–2024 resealing program and provided flexibility for additional works to be included in the 2024–2025 and 2025–2026 financial years, at the discretion of participating Councils.

#### Progress Update

The 24-25 Reseal Program continued during June although unfavourable weather hindered progress. To date, all Chillagoe and Bilwon reseals have been completed and approximately 50% of the Speewah and Kuranda reseals have been completed. Below is a list of roads yet to be completed. The latest advice from FGF Bitumen is that they will be reestablishing in Kuranda on 14 July to complete the program.

Locality	Road Name	Locality	Road Name
Kuranda	Myola Road	Kuranda	Forest Close
Kuranda	Greene Lane	Chillagoe	Aerodrome Road
Kuranda	Shiva Close	Chillagoe	Tower Street
Kuranda	Fan Palm Place	Chillagoe	Hope Street
Kuranda	Fern Tree Place	Chillagoe	King Street
Kuranda	Barron Falls Road	Chillagoe	Cathedral Street
Speewah	Speewah Road	Bibohra	Bilwon Road
Speewah	Ganyan Drive	Bibohra	Cypress Road
Speewah	Stoney Creek Road	Bibohra	Orchid Close
Speewah	Walnut Close	Speewah	Mahogany Avenue
Kuranda	Coolsprings Close	Speewah	Kauri Close
Kuranda	Greenhills Road	Kuranda	Wrights Lookout Road
Kuranda	Outlook Crescent	Arriga	Volkman Road



*Volkman Road, Arriga*



*Ganyan Drive, Speewah*

## Infrastructure Services Capital Works Report Project Highlights – June 2025



**Project Name: Ootann Road Section 1 and 2 Widen and Seal**

**Program: Rural Roads**

### **Background**

Ootann Road is a 90km long important freight link that is mostly unsealed. This project will seal 4.2km of gravel road over two sections. The initiative is funded by the Australian Government, with contributions from the Queensland Government Transport Infrastructure Development Scheme and Mareeba Shire Council.

### **Scope of Works**

The scope of works includes the widening, sealing and drainage upgrade of two (2) unsealed sections of Ootann Road. Section 1 is from Ch 79.69 to Ch 81.99 and Section 2 is from Ch 75.72 to Ch 77.68.

### **Progress Update**

The Ootann Road project reached practical completion mid-June following the application of a two coat bitumen seal of Section 1. This was followed by the installation of road furniture and finally the line marking in late June.

The crew has now disestablished from site and moved to their next project at Leadingham Creek Road in Dimbulah.

**Infrastructure Services Capital Works Report  
Project Highlights – June 2025**



*Ootann - Before*



*Ootann - After*



*Ootann - Before*



*Ootann - After*



*Ootann - Before*



*Ootann - After*

## Infrastructure Services Capital Works Report Project Highlights – June 2025



**Project Name:** Chewko Road Rehabilitation, Widen and Seal

**Program:** Urban Streets

### Background

The FNQ Regional Roads and Transport Group (RRTG) Works Program for the 2024-2025 financial year contained a Local Roads of Regional Significance (LRRS) project for Mareeba Shire Council to 50% fund the rehabilitation and widening of a section of Chewko Road, Mareeba. The funding is provided by the Queensland State Government through the Transport Infrastructure Development Scheme (TIDS).

### Scope of Works

The scope of works includes the relocation of a water main, upgrade accesses, widen and seal the existing pavement and drainage improvements.

### Progress Update

The Chewko Road project was completed late June with the application of line marking.



*Chewko Road Start of project - Before*



*Chewko Road Start of project - After*



*Chewko/Reynold Intersection - Before*



*Chewko/Reynold Intersection - After*

## Infrastructure Services Capital Works Report Project Highlights – June 2025



**Project Name:** Mareeba Water Plant Clarifier Upgrade Project

**Program:** Water

### Background

As part of Council's 10-year water strategy, the Mareeba Water Treatment Plant is being progressively upgraded to boost the capacity of water that can be treated and distributed to the community. The Mareeba Water Treatment Plant is currently producing 200 litres per second, which is below its capacity due to the ageing infrastructure's inability to operate at peak performance. The clarifiers are a critical component in the water processing chain and require an upgrade to relieve the pressure on the filtration system and enable the production of more water for the community (250L/s).

### Scope of Works

- Replacement of Clarifier 1 sludge rake and centre drive, including new power and control cabling;
- Replacement of all 4 X flocculator mixers with new mixers and VFDs, including new power and control cabling;
- Replacement of concrete panel platform with new steel structure;
- Replacement of handrails with marine grade aluminium or 316 stainless-steel and standard kick-plates;
- Replacement of covered area on Clarifier 1 with a new roof; and
- Supply and install new automated polymer make-up and dosing system, including new dosing pumps and dosing lines from the proposed new location in the Main Control Building.

### Progress Update:

Works continuing on electrical installation and plumbing.



*Installation of new walkway and chemical mixers.*

## Infrastructure Services Capital Works Report Project Highlights – June 2025



**Project Name:** Mareeba Reticulation Network Wastewater Pump Station Ancillary

**Program:** Wastewater

### Background

The Wastewater Pump Station Ancillary program encompasses comprehensive inspections, preventative maintenance and targeted upgrades to mitigate potential failures on Sewer Pump Stations.

The program also plays a vital role in maintaining compliance with evolving industry standards particularly those concerning workplace health and safety.

### Scope of Works

- The primary focus for financial year (2024/25) includes four (4) specific sewer pump stations: Robins St, Ceola Dr, Myola 1, and Myola 2;
- Implement significant improvements to workplace health and safety standards by installing new, compliant safety lids and robust safety barriers at the targeted pump stations; and
- Address and rectify existing structural issues, including patching all identified cracks and areas of deterioration on the pump station infrastructure.

### Progress Update:

Project successfully completed.



*Installation of new safety lids*

## Infrastructure Services Capital Works Report Project Highlights – June 2025



**Project Name:** Mareeba Reticulation Network Kenneally Rd Gravity Sewer Main Upgrade

**Program:** Wastewater

### Background

As the town is growing and the network infrastructure is ageing, asset upgrade and rehabilitation of the wastewater infrastructure has been the priority for MSC as they proactively manage the assets and meet the target level of service.

The upgrade of the Kenneally Road Gravity Sewer Main has been identified as a requirement for future growth for Mareeba. The project will deliver an extension and capacity upgrade of the Kenneally Road rising main from the Mareeba Connection Road to the Granite Creek pump station via a gravity sewer main on Constance Street.

### Scope of Works

- Construction of DN525 sewer main;
- Construction of DN150 sewer main;
- Installation of 1200mm maintenance holes;
- Reinstatement of pre-existing infrastructure. I.e., roads, driveways, turf, etc.

### Progress Update:

- 30 metres of DN525 sewer main laid at Constance St.
- Construction started at school grounds.



## Infrastructure Services Capital Works Report Project Highlights – June 2025



**Project Name: 2024-2025 Water Main Renewal Program (Stage 2)**

**Program: Water**

### Background

As part of Council's 10-year Water Strategy, ageing water mains are being replaced and upgraded throughout the Shire. An allocation has been provided in the 2024/25 capital works program to replace failing and ageing asbestos cement (AC) composition watermain at (5) five locations within the Mareeba township.

### Scope of Works

The scope of works includes the supply and installation of PVC Supermain and Ductile Iron Concrete Lined (DICT) on road crossings, in addition to new service connections, valves and hydrants are being installed.

### Progress Update

Works were completed mid-June for all of the 2024-2025 Watermain Renewal Program (stage 2) with bitumen reinstatements for all road crossings.



*Byrnes Street crossing.*



*Walsh and Lloyd Street intersection. Bitumen reinstatement*

## Infrastructure Services Capital Works Report Project Highlights – June 2025



**Project Name:** Centenary Park Carpark Footpath Connections

**Program:** Parking

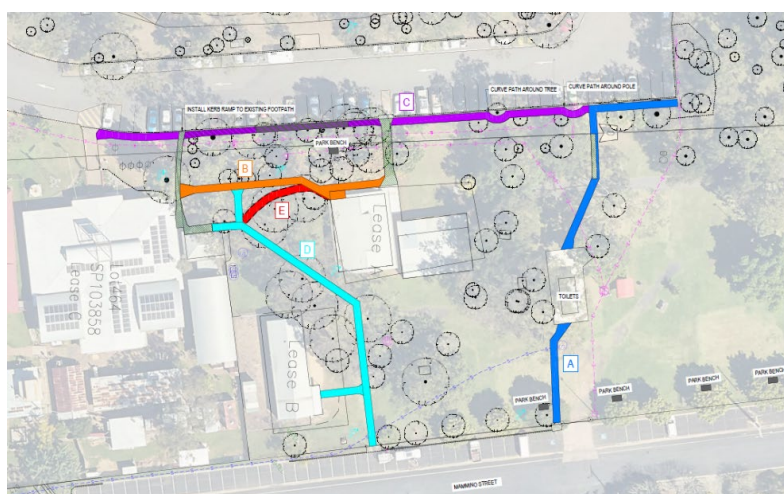
### Background

This project aims to establish a safe and accessible pedestrian connection between the Mamino Street car parks and the Mareeba Heritage Centre and Centenary Park western car parking areas. In addition, the project will refresh the gravel pathways within the park. The new concrete footpaths will provide dual street access to the toilet block in Centenary Park and a safer, more accessible concrete pathway alongside the main carpark.

During construction, Council will collaborate with the Lions Club to enhance the park's amenities. As part of this partnership, Council will install concrete pads, providing a foundation for the Lions Club to construct and install new seating. Additionally, the Lions Club will build and install two picnic shelters near the playground.

### Scope of Works

- Install concrete footpaths within Centenary Park to allow connection of the Mareeba Heritage Centre carpark to the Mammino Street carparks.
- Provide concrete footings for Lions Club park bench seating
- Surface profile existing degraded gravel paths within the park



Scope of Works Layout Concept

## Infrastructure Services Capital Works Report Project Highlights – June 2025



### Progress Update:

Works to install concrete footpaths throughout the park are now completed with minor landscaping works scheduled for early July.



*Entry path to Centenary Park from the Mareeba Heritage Centre carpark*



*Connection path to Mamino Street Carpark.*

## Infrastructure Services Capital Works Report Project Highlights – June 2025



**Project Name:** Annual Facilities LED Lighting Kuranda Recreation Centre Tennis LED Lighting

**Program:** Community Buildings

### Background

Council allocated funding to the 2024/2025 Annual Facilities LED Lighting program as part of the Capital Works program.

The Facilities team conducted condition assessments on various recreational and sporting facilities throughout the shire to identify sites needing lighting infrastructure renewals.

For the 24/25 Annual Facilities Led Lighting program, it was proposed that the lighting at the Kuranda Recreation Centre Tennis Courts be upgraded.

### Scope of Works

- Remove existing lighting from the Kuranda Recreational Centre Tennis court
- Design and construct LED lighting to AS 2560.2:2021 – 2.11.1 – Tennis – Recreational use
- Supply and install cabling infrastructure as required

### Progress Update:

Works to install LED lighting to the Kuranda Recreational Centre Tennis court are now complete with the lighting fully commissioned and ready for use.



*New lighting poles and LED lights installed to Australian Standards for Recreational use.*



**9.2 LONG TERM ASSET MANAGEMENT PLAN 2025-26 TO 2034-35**

**Date Prepared:** 8 July 2025

**Author:** Assets & Projects Support Officer

**Attachments:** 1. Long Term Asset Management Plan 2025-26 to 2034-35

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**EXECUTIVE SUMMARY**

This report provides the updated Long Term Asset Management Plan for Council's review and adoption in accordance with the *Local Government Act 2009* s104.

**RECOMMENDATION**

That Council adopts the updated Long Term Asset Management Plan 2025-26 to 2034-35.

**BACKGROUND**

Council manages assets with a current replacement cost of \$1.04 billion, with the objective to deliver services for the ongoing prosperity, liveability and sustainability of the Shire. The assets include transport; water; wastewater; waste; community housing; aviation and industrial facilities; office buildings and depots; parks and gardens; plant and fleet. Striking an optimal balance between affordability, levels of service and risk management of these assets is key to achieving Council's Corporate Vision of, "*A growing, confident and sustainable Shire*".

The Long Term Asset Management Plan (LTAMP) has been developed in accordance with the requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* and references the International Infrastructure Management Manual (IIMM). It is consistent with the Long Term Financial Plan 2025-26 to 2034-35 which aims to maintain financial and infrastructure capital over the long term.

The LTAMP demonstrates how Council will meet its legislative requirements in relation to asset management over the next ten (10) years. The plan provides background information around asset management and our legislative requirements as well as an overview of our strategic framework, asset management principles and community aspirations. The plan also outlines the state of our assets, service levels, future demand, lifecycle management, a financial summary and an assessment of our asset management maturity. The plan then provides strategies to ensure the sustainable management of assets in our asset register.

The strategies, together with the Long Term Financial Plan are intended to ensure officers can provide advice based on a strategic approach to inform Council's expenditure decisions. This will support an optimal balance between affordability, levels of service and risk management.

This version includes updated strategies for sustainable management of assets, updated links to the Corporate Plan Community Strategic Priorities and Goals and an updated estimated capital and operational expenditure in the "state of the assets" summary. It also now includes a table "LGIP Ten Year Capital Expenditure Forecast", projecting trunk infrastructure expenditure for Mareeba Shire's Local Government Infrastructure Plan (LGIP). These updates ensure that the LTAMP remains part of and consistent with the long term financial forecast, the asset register, and the Corporate Plan and the LGIP.

## RISK IMPLICATIONS

### Financial

The LTAMP will improve Council's financial and infrastructure capital sustainability.

### Infrastructure and Assets

This plan sets the framework for management of infrastructure and assets.

### Legal and Compliance

A Long Term Asset Management Plan is required under the *Local Government Act 2009* and *Local Government Regulation 2012*.

## FINANCIAL AND RESOURCE IMPLICATIONS

### Capital

The Long Term Asset Management Plan Ten (10) Year Capital Expenditure Forecast is consistent with the Long Term Financial Plan and informs annual Capital budgets.

#### ***Is the expenditure noted above included in the current budget?***

Capital budgets are informed by the Long Term Asset Management Plan Ten (10) Year Capital Expenditure Forecast and the Long Term Financial Plan.

### Operating

The Long Term Asset Management Plan Ten (10) Year Operational Expenditure Forecast is consistent with the Long Term Financial Plan and informs Annual Operational Budgets.

#### ***Is the expenditure noted above included in the current budget?***

Operational Budgets are informed by the Long Term Asset Management Plan Ten (10) Year Operational Expenditure Forecast and the Long Term Financial Plan.

## LINK TO CORPORATE PLAN

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

**Liveability and Environment:** Improve the liveability of the Shire by enhancing amenity and valuing natural assets.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

## IMPLEMENTATION/COMMUNICATION

This plan will be published on Council's website and the adopted strategies put in place to ensure the sustainable management of the assets in conjunction with Council's Annual Operational Plan.



# Long Term Asset Management Plan

For the period 2025-26 to 2034-35



## Long Term Asset Management Plan 2025-26 to 2034-35

**DOCUMENT REVISION HISTORY**

This document is Version 2.5, of the Long-Term Asset Management Plan and covers the period 2025-2034.

Date	Version	Revision details
<b>March 2017</b>	1.0	Long Term Asset Management Plan 2017-2026 adopted by Council.
<b>August 2018</b>	2.0	Long Term Asset Management Plan second release and major update. Includes updated Enterprise Risk Management Framework and incorporation of Asset Management Policy into the body of the LTAMP.
<b>October 2019</b>	2.1	Long Term Asset Management Plan Version 2.1. Minor update including updated Long-Term Financial Plan capital renewal and upgrade figures for the period 2020-2029.
<b>June 2021</b>	2.2	Long Term Asset Management Plan Version 2.2. Minor update including: 1. Section 4 State of the Assets data updated. 2. Section 8 Financial Summary updated. 3. Section 10 Asset Management Strategies updated.
<b>May 2022</b>	2.3	Long Term Asset Management Plan Version 2.3. Minor update including: 1. Executive Summary Current Replacement Cost updated. 2. Section 4 State of the Assets data updated and capital expenditure for asset service delivery now included. 3. Section 8 Financial Summary updated. <ul style="list-style-type: none"> <li>2032 Mareeba WTP Upgrades are noted as being addressed in the Water Asset Management Sub Plan.</li> <li>Waste capital expenditure is on hold while the Regional Waste Plan is developed.</li> </ul> 4. Section 10 Asset Management Strategies updated.
<b>May 2023</b>	2.4	Long Term Asset Management Plan Version 2.4. Minor update including: 1. Cover page dates updated (page 1). 2. Section 1 Executive Summary dates updated (page 4). 3. Section 3 Overview MSC Corporate Plan dates updated (page 6). 4. Section 4 Overview data updated and Capital and Operational expenditure for asset service delivery updated (page 10). 5. Section 8 Financial Summary 10-year forecast charts for Capital and Operational expenditure updated (page 17). 6. Section 10 Asset Management Strategies Table 10 1.1 Council's current commitments comment updated (page 20) and Table 11 2.2 Actions comment updated (page 21). 7. Photos updated (pages four, five, eight and twelve.)
<b>June 2024</b>	2.5	Long Term Asset Management Plan Version 2.5. Minor update including: 1. Cover page dates updated (page 1). 2. Section 1 Executive Summary assets replacement cost and dates updated (page 5). 3. Section 3 Overview MSC Corporate Plan dates updated (page 7). 4. Section 4 Overview data updated and Capital and Operational expenditure for asset service delivery updated (page 11). Capital replacement, residual value and depreciation data updated in Table 2 and Chart in Figure 5 updated (page 12). 5. Section 7 Capital Investments Decisions, paragraph Updated (page 17).

Long Term Asset Management Plan 2025-26 to 2034-35



		<p>6. Section 8 Financial Summary 10-year forecast charts for Capital and Operational expenditure updated. LGIP(pages 18 and 19).</p> <p>7. Section 10 Reference to PPT updated to project initiative assessments and included reference to the Corporate Plan Strategy and Goals for Community (page 22).</p> <p>8. Photos updated (pages 5, 6, 9, 13 and 19).</p> <p>9. Section 11 Reference document dates updated. These updates reference through the whole document.</p>
June 2025	2.6	<p>1. Cover page dates updated (page 1).</p> <p>2. Section 1 Executive Summary assets replacement cost and dates updated (page 5).</p> <p>3. Section 3 Overview MSC Corporate Plan dates updated (page 7).</p> <p>4. Section 4 Overview data updated and Capital and Operational expenditure for asset service delivery updated (page 11). Capital replacement, residual value and depreciation data updated in Table 2 and Chart in Figure 5 updated (page 12).</p> <p>5. Section 8 Financial Summary 10-year forecast tables and charts for Capital and Operational expenditure updated. LGIP table removed (pages 18 and 19).</p> <p>6. Section 10 Updated Corporate Plan Goal – Line of Sight references to the 2024-2028 Corporate Plan in tables 10 &amp; 11 (page 22 &amp; 23).</p> <p>7. Photos updated (pages 5, 6, 9, 13 and 19).</p> <p>8. Section 11 Reference document dates updated. These updates reference through the whole document.</p>

Next Review Date:	June 2026
Date Adopted:	

## Long Term Asset Management Plan 2025-26 to 2034-35




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## 1. Executive Summary

Mareeba Shire Council (MSC) manages assets with a current replacement cost of \$1.049 Billion<sup>1</sup>, to deliver fundamental services for the ongoing prosperity, liveability and sustainability of the shire. The assets include transport; water; wastewater; waste; community housing; aviation and industrial facilities; office buildings and depots; parks and open spaces; plant and fleet. Striking an optimal balance between affordability, levels of service and risk management of these assets is key to achieving Council's Corporate Vision of, *"A growing, confident and sustainable Shire"*.

The Long-Term Asset Management Plan (LTAMP) has been developed in accordance with the requirements of the Local Government Act 2009 and Local Government Regulation 2012, referencing the International Infrastructure Management Manual (IIMM). It is consistent with the Long Term Financial Plan 2025-26 to 2034-35 with the objective of maintaining financial and infrastructure capital over the long term.

The LTAMP demonstrates how Mareeba Shire Council will meet its legislative requirements in relation to asset management over the next ten years. The plan provides background information around asset management and our legislative requirements as well as an overview of our strategic framework, asset management principles and community aspirations; the state of our assets, service levels, future demand, lifecycle management, a financial summary and an assessment of our asset management maturity. The plan then provides strategies to ensure the sustainable management of assets in our asset register.

The strategies together with the Long Term Financial Plan are intended to ensure officers can provide frank and transparent advice to inform Council's expenditure decisions. This will support an optimal balance between affordability, levels of service and risk management in the pursuit of ongoing prosperity, liveability and sustainability for the people of the Mareeba Shire.



Photo 1 Mareeba Township in Background, South Facing.

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<sup>1</sup> Figure as at 30 June 2024

## 2. Legislation

This document has been prepared to demonstrate how Mareeba Shire Council intends to meet the asset management requirements of the *Local Government Act 2009* ('The Act') and the Local Government Regulation 2012. According to the Act, local governments must establish a system of financial management that includes a long-term asset management plan (*Local Government Act 2009.s104*).

Under the *Local Government Regulation 2012.s167-168*:

### *S167*

- (1) Councils must prepare and adopt a long-term asset management plan.
- (2) The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.
- (3) The period stated in the plan must be 10 years or more.

And;

### *S168*

The contents of the long-term asset management plan must:

- (a) provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government; and
- (b) state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and
- (c) be part of, and consistent with, the long-term financial forecast.



*Photo 2 Kuranda Coondoo St Lighting Upgrade.*



Long Term Asset Management Plan 2025-26 to 2034-35

### 3. Overview

#### Strategic Framework

There are several planning documents that help Council achieve the community's desired outcomes. This plan is prepared under the guidance of the Corporate Plan, Community Plan, Local Government Infrastructure Plan and Long Term Financial Plan. This Long-Term Asset Management Plan establishes our asset management principles together with our current practices; and develops strategies to ensure the sustainable management of our assets. The plan also provides the estimated capital expenditure for renewal, upgrade and extension of assets for the period 2025-26 to 2034-35 and is consistent with the long-term financial forecast.



Figure 1 Our Asset Management Strategic Framework

Long Term Asset Management Plan 2025-26 to 2034-35



### Asset Management Principles

Council aims to strike an optimal balance between affordability, levels of service and risk management to maintain our financial and infrastructure capital over the long term and support Council's Vision of *"A growing, confident and sustainable Shire"*.

Where possible, funding will provide some flexibility for Council to assess and plan priority projects. However, where there are funding constraints, statutory obligations for safety across each asset class should take precedence.

Our principal focus areas for asset management are:

1. Understand the risk profile associated with Mareeba Shire Council's asset portfolio;
2. Correlate agreed service levels with available funds to justify planned expenditure to the community and government stakeholders;
3. Affordability for the whole community;

so that Council can:

4. Ensure infrastructure and financial capital sustainability by:
  - Understanding the business consequences of reducing capital or maintenance budgets over a ten-year period; and
  - Facilitating appropriate project prioritisation and deferral to meet budget constraints

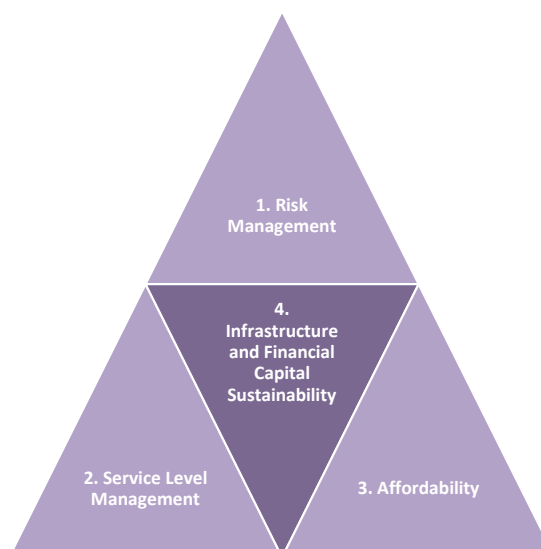


Figure 2 Asset Management Principles

### Community Aspirations

Council engages with the community through reference groups, user groups and through Councillor representation.

Requests for maintenance and capital works are investigated and prioritised for consideration and scheduling as part of our maintenance works and potentially as a capital works proposal. Capital works proposals are assessed against a multi-criteria and risk assessment framework that is approved by Council on an annual basis prior to the Capital Works planning period.

Our community's aspirations have been through community meetings and grouped into the areas of Transport Networks, Water Waste and Wastewater, Community Facilities, Parks Open Spaces and Trails and Aviation Facilities & Industrial Estates. These aspirations are summarised in Figure 3.

#### Transport networks

- Are well maintained and upgraded with adequate capacity for future population, economic growth and enhanced community safety in a rural and remote shire.

#### Water, waste and wastewater

- Infrastructure meets the needs of our growing population and is managed sustainably.

#### Community facilities

- Support our growing and diverse population and enable safe, active, healthy, vibrant lifestyles.

#### Parks, open spaces and trails

- Foster health and wellbeing in our rural and remote towns and districts.

#### Aviation facilities and industrial estates

- Meet increased demand contribute to jobs and economic growth.

Figure 3 Community Aspiration Summary



Photo 3 Mareeba WTP Filtration System Upgrade

### Asset Management Governance

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

A multi-disciplinary asset management team has been established with the following responsibilities:

#### *Councillors*

- Act as custodians of community assets;
- Set and approve asset management plans with linkage to Council's Corporate Plan;
- Set levels of service, risk and cost standards based on the community's needs, legislative requirements and Council's ability to fund;
- Ensure asset investment decisions consider whole of life costs and balance the investment in new/upgraded assets with the required investment in asset renewal to meet specified levels of service; and
- Ensure appropriate resources for asset management activities are made available.

#### *Chief Executive Officer and Executive Management Team*

- Provide strategic direction and leadership;
- Review existing policies and develop new policies related to asset management; and
- Monitor and review performance of Council's managers and staff in achieving the asset management strategy.

#### *Managers and Staff*

- Work collaboratively to develop and implement asset management plans;
- Deliver levels of service to agreed risk and cost standards; and
- Manage infrastructure assets in consideration of long term sustainability.

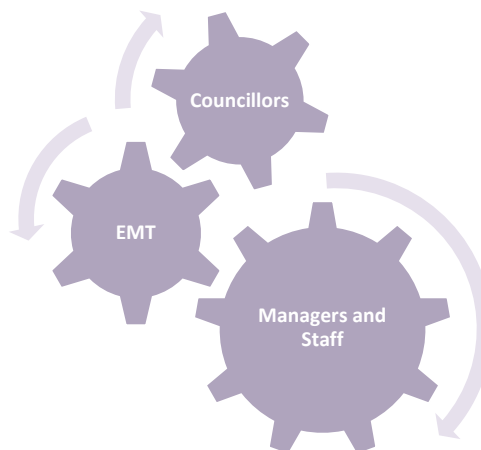


Figure 4 Asset Management Governance

#### 4. State of the Assets

Council generates approximately \$43M in net rates and utility charges and owns approximately \$1.04B<sup>2</sup> (Current Replacement Cost) of assets that are managed to deliver services to the community. Council also receives other funding including grants which brings our total operating revenue to approximately \$58.5M. The following tables provide a snapshot of our assets, and service delivery profile including an operational budget of \$38.2M for service delivery and capital budget of \$25.4M.

*Table 1 Assets and Service Delivery Snapshot*

Service	Assets	#	Operational Budget 2025-26	Capital Budget 2025-26
Transport	Roads	2304 km	9,809,026	\$17,172,990
	Footpaths	57.0km		
	Kerb & channel	240km		
	Drainage	44.2 km		
	Street Lighting	N.a	\$84,000	
	Street Cleaning	N.a	\$977,735	
	Bridges	81	\$1,597,611	
	Major Culverts	130		
	Minor Culverts	3071		
Facilities	Depots	9	\$419,885	\$1,803,340
	Caravan Parks	2	\$98,004	
	Commercial Buildings	1	\$127,840	
	Council Buildings	53	\$236,556	
	Aquatic Facilities	3	\$961,802	
	Community Housing	108	\$199,166	
	Industrial Estates	1	\$920	
	Aerodromes	3	\$868,321	
	General Facilities			
	Public Halls	14	\$1,551,566	
	Public Toilets	28		
Water	Treatment Plants	4	\$3,719,007	\$2,692,402
	Water Reservoirs	15	\$2,557,681	
	Pump Stations	14		
	Water Mains	260 km		
Wastewater	Treatment Plants	2	\$2,391,804	\$2,444,000
	Reticulation		\$2,163,530	
	Pump Stations	30		
	Length sewerage mains	134.95 km		
		Manholes		
Plant & Fleet	Plant and Fleet	206	\$2,969,486	\$647,000
Waste	Landfills and trenches	1	\$902,285	\$20,000
	Waste Transfer Stations	10	\$3,798,219	
Parks & Open Spaces	Parks & Rec Reserves	222 ha	\$2,513,971	\$583,000
	Cemeteries	10	\$327,458	\$95,000
TOTAL			\$38,275,874	\$25,457,732

<sup>2</sup> Figure as at 30 June 2024



Long Term Asset Management Plan 2025-26 to 2034-35

Table 2 Capital Replacement, Residual Value and Depreciation 2024

Asset Class	Current Replacement Cost	Residual Value	Depreciated Replacement Cost	Annual Depreciation Expense
Transport	\$ 536,814,152.00	-	\$ 403,921,943.23	\$ 6,275,932.44
Facilities	\$ 133,750,510.46	-	\$ 87,518,172.99	\$ 2,443,434.12
Water	\$ 128,200,367.17	-	\$ 72,316,148.16	\$ 1,643,072.58
Wastewater	\$ 129,101,749.28	-	\$ 90,552,059.77	\$ 3,062,744.83
Land	\$ 18,816,330.00	-	\$ 18,816,330.00	\$ -
Fleet	\$ 8,813,823.22	\$ 2,363,000.00	\$ 4,346,179.87	\$ 400,450.36
Waste	\$ 11,023,917.88	-	\$ 7,249,227.22	\$ 245,347.92
Other (IT, Office Equipment, Telecommunications)	\$ 7,335,008.00	-	\$ 1,708,443.01	\$ 273,392.05
Parks & Open Spaces	\$ 3,018,967.65	-	\$ 1,827,703.87	\$ 108,716.12
WIP	\$ 72,553,405.00	-	\$ 72,553,405.00	
<b>Total<sup>3</sup></b>	<b>\$ 1,049,428,230.66</b>	<b>\$ 2,363,000.00</b>	<b>\$ 760,809,613.12</b>	<b>\$ 14,453,090.42</b>

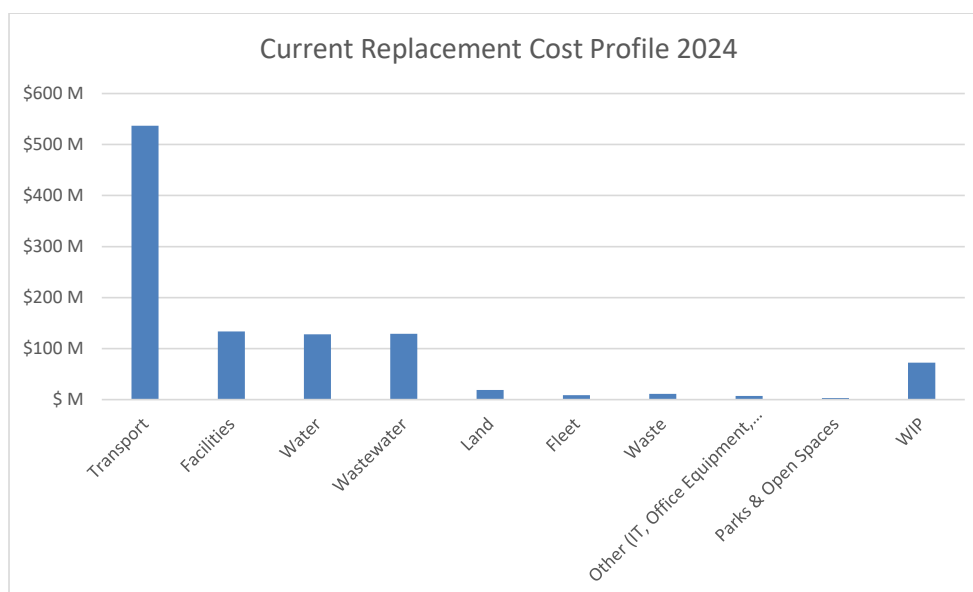


Figure 5 Asset Replacement Cost Profile 2023

<sup>3</sup> Figures as at 30 June 2024

## 5. Service Levels

"Levels of service are the outputs a customer receives from Council. Level of Service statements describe what Council is intending to deliver, commonly relate to service attributes such as quality, reliability, responsiveness, sustainability, timeliness, accessibility and cost and *should be written in terms the end user can understand and relate to*". (IPWEA, 2020)

Documentation of levels of service are being developed through the asset management plan development for individual asset classes. The maturity of these levels of service documents vary between asset classes and are prioritised for improvement through annual asset management maturity assessments and the Operational Plan planning process.

Desired levels of service have been adopted by Council in MSC's Local Government Infrastructure Plan (Jacobs Pty Ltd, 2018).

We can maintain current levels of service for the next ten years based on current knowledge and projections in the Long-Term Financial Plan. However, caution is required when making capital investment decisions to avoid creating funding pressure from allocating funding to new projects, instead of maintaining and renewing existing assets (IPWEA, 2020). Further asset data verification and analysis has been prioritised by Council in the Operational Plan to confirm and formalise our current asset knowledge.



Photo 4 Herberton and Constance Street Intersection Upgrade to Roundabout

## 6. Future Demand

### Demand Forecast

Population growth and ultimate residential development capacity are provided within the Local Government Infrastructure Plan (LGIP) and supporting documents. These were prepared in accordance with the requirements of the *Planning Act 2016* to assist Council's in its long-term asset and financial planning. (Jacobs Pty Ltd, 2018).

*Table 3 Existing and Projected Population*

	Existing and projected population			
<b>Priority Infrastructure Area (PIA)</b>	<b>2016</b>	<b>2021</b>	<b>2026</b>	<b>2031</b>
Chillagoe	188	195	203	212
Dimbulah	372	386	402	419
Kuranda	1,906	1,978	2,062	2,146
Mareeba	8,902	9,241	9,631	10,022
<b>Total PIA</b>	<b>11,368</b>	<b>11,801</b>	<b>12,299</b>	<b>12,798</b>
Total outside PIA	10,189	10,804	11,263	11,724
<b>Total for area of Planning Scheme</b>	<b>21,557</b>	<b>22,605</b>	<b>23,562</b>	<b>24,522</b>

(Jacobs Pty Ltd, 2018)

### Demand Management

Demand for new services is managed through a combination of managing existing assets, upgrading existing assets, providing new assets to meet demand, including conditions on development applications to build new infrastructure and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures (NAMS and IPWEA, 2020). An example of how Mareeba uses non-asset demand management solutions is enacting water restrictions and encouraging water conservation methods during periods of drought.

### Asset Planning

The LGIP establishes assumptions about future growth and urban development including the assumptions of demand for each trunk infrastructure network, the priority infrastructure areas and the desired standards of service for each trunk infrastructure network the desired standard of performance. Schedules of works for existing and future trunk infrastructure have been developed for water supply, wastewater, storm water, transport, public parks and land for community facilities (Jacobs Pty Ltd, 2018). The LGIP Schedules of Works inform the capital works planning processes and development approval conditions.

## 7. Lifecycle Management

### Background Data

MSC uses Technology One to store asset data. Council has well developed asset registers including most core asset data such as asset ID, description, replacement value, depreciation, year of installation and essential financial reporting information.

“Asset condition is a measure of the asset's physical integrity. Information on asset condition underpins effective, proactive asset management programs by enabling prediction of maintenance, rehabilitation and renewal requirements. Asset condition is also critical to the management of risk, because it is linked to the likelihood that the asset will physically fail.” (IPWEA, 2020).

Condition assessments are currently managed differently depending on asset class and asset criticality. Condition assessments are scheduled to meet regulatory requirements and inform the capital renewal planning process. In addition to defect identification, an overall condition rating is assigned to the asset which is used to inform the capital renewal prioritisation process.

*Table 4 Condition Rating Criteria*

Score	Score Description	Criteria
1	Very Good	Approximately 0 - 20% of useful life consumed.
2	Good	Approximately 20 - 40% of useful life consumed.
3	Fair	Approximately 40 - 60% of useful life consumed.
4	Poor	Approximately 60 - 80% of useful life consumed.
5	Very Poor/Unsafe	Approximately 80 - 100% of useful life consumed.

(Mareeba Shire Council, 2020)

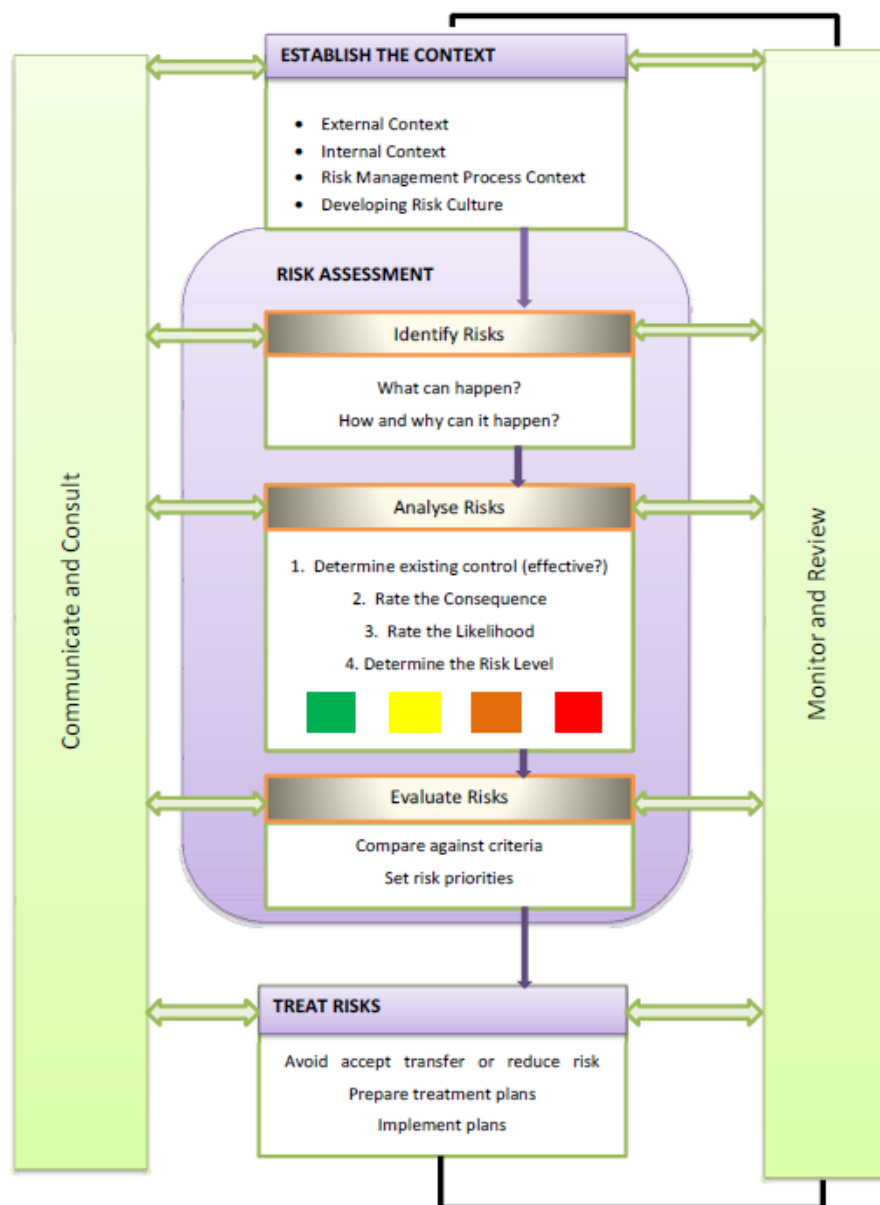
MSC has prioritised asset data verification, including condition assessment and defect identification, as a primary strategic focus area for improvement and this has been captured as an initiative in the Operational Plan.

### Risk Management

Asset risks are managed using Council's Enterprise Risk Management Framework, Policy and Process. AS/NZS ISO 31000 defines risks as events that may cause failure to achieve objectives. Risk management involves identifying risks, evaluating them and managing the risks. Mareeba Shire has completed initial network level risk assessments for each asset class and has used this to inform the development of project initiatives within the TechnologyOne Project Lifecycle Management module.

In addition, for each capital project proposal, a basic risk assessment of the current situation to the Council and the community is completed. This shows the risk of 'doing nothing'. Risk is assessed by combining the likelihood of a risk occurring and the consequence of the risk should the event occur. This is consistent with the AS NZS ISO 31000:2009 Risk Management Standard.

Table 5 Summary of Council's Risk Management Process



(AS/NZS ISO 31000:2009)

## Long Term Asset Management Plan 2025-26 to 2034-35



### Critical Assets

Critical assets are those which are the most important for delivering the required service, and/or have the highest consequences, but not necessarily a high likelihood, of failure (IPWEA, 2020). The failure impact factors currently considered in our risk management framework include Health and Safety, Environment, Financial, Service Delivery/IT, Infrastructure and Assets, Legal/Compliance and Political/Reputation (Mareeba Shire Council, 2022).

Critical assets are a primary focus of the individual asset management plans for prioritised risk treatment. For Mareeba Shire Council it is proposed that critical assets could include the assets identified in Table 6.

Table 6 Examples of Possible Critical Assets

Asset Class	Critical Assets	Likelihood of Failure	Consequence of Failure	Risk Rating
<b>Transport</b>	Bridges and Major Culverts	Rare	Catastrophic	Moderate
<b>Water</b>	Treatment Plants	Possible	Major	Significant
	Reservoirs	Possible	Major	Significant
	Trunk Mains	Possible	Major	Significant
<b>Wastewater</b>	Treatment Plants	Rare	Major	Moderate
	Pump Stations	Possible	Major	Significant
	Trunk Mains	Unlikely	Major	Moderate
<b>Facilities</b>	Aviation Facilities	Rare	Catastrophic	Moderate
<b>Parks and Open Spaces</b>	Playground Equipment	Unlikely	Major	Moderate
<b>Waste</b>	Mareeba Landfill	Unlikely	Major	Moderate

### Operations and Maintenance Plans

"Maintenance includes all actions necessary for keeping an asset as near as possible to its original condition but excluding rehabilitation or renewal. Maintenance slows down deterioration and delays the need for rehabilitation or replacement. It ensures that Council can continue delivering the required level of service." (IPWEA, 2020)

Operations and Maintenance planning processes are tailored for each asset class to comply with relevant legislation and regulations. Operations and maintenance works are progressively being incorporated into the TechnologyOne Works Order module so that planned maintenance can be scheduled and tracked, and defects and unplanned maintenance can be recorded and analysed.

### Capital Investment Decisions

Council adopts capital investment decision criteria each year, which are then applied to all project initiatives captured in the Project Lifecycle Management module in TechnologyOne. The process includes a multicriteria analysis to inform capital investment decisions. This assessment is combined with remaining useful life, condition data and the LGIP Schedules of Works to form the basis of the 10 year works plan for each asset class. Project initiatives are entered into TechnologyOne from a variety of sources including condition assessments, asset register renewal data, community and Councillor requests. Council's ongoing verification of asset data (see [Table 10 Strategy One: Develop our asset knowledge](#)) will continually improve the quality of information available to inform our capital investment decisions.

## Long Term Asset Management Plan 2025-26 to 2034-35



## 8. Financial Summary

"Financial and asset management should complement each other rather than there being a separation between the activities. Outputs from asset management strategies and activities should flow into financial management processes and vice versa. Much more financial information is typically required to properly manage assets than might be required to comply with regulatory or accounting standards" (IPWEA, 2020) .

Mareeba Shire's Long Term Financial Plan presents a point in time forecast, and whilst it complies with accounting standards and regulation, there is an identified opportunity to improve and ensure a seamless connection between the asset management strategies and activities and the long-term financial plan. The central component of this improvement process is to undertake asset data verification, and this has been committed to by Council in the annual Operational Plan.

Waste capital expenditure is on hold until the MSC Waste Strategy is reviewed.

Table 7 Ten-Year Capital Expenditure Forecast (\$,000)

Asset Class	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<b>Buildings</b>	1,803	1,400	1,442	1,485	1,530	1,576	1,623	1,672	1,722	1,773
<b>Plant &amp; equipment</b>	647	670	686	707	728	750	773	796	820	844
<b>Roads, drainage &amp; bridges</b>	17,173	8,000	8,487	8,742	9,004	9,274	9,552	9,839	10,134	10,438
<b>Parks and Open Spaces</b>	678	79	81	84	86	89	92	94	97	100
<b>Water</b>	2,692	12,171	7,889	3,501	4,376	4,790	4,886	3,747	24,574	18,976
<b>Wastewater</b>	2,444	8,578	2,279	2,129	2,258	2,616	5,174	4,178	2,944	3,418
<b>Waste<sup>4</sup></b>	20	110	113	117	120	124	128	131	135	139
<b>Total</b>	<b>20,321</b>	<b>22,430</b>	<b>10,810</b>	<b>11,134</b>	<b>13,727</b>	<b>11,813</b>	<b>12,167</b>	<b>12,532</b>	<b>12,908</b>	<b>35,689</b>

Table 8 Ten-Year Operational Expenditure Forecast (\$,000)<sup>5</sup>

Asset Class	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<b>Buildings</b>	4,464	4,598	4,736	4,878	5,024	5,175	5,330	5,490	5,655	5,825
<b>Plant &amp; equipment</b>	2,969	3,058	3,150	3,244	3,342	3,442	3,545	3,651	3,761	3,874
<b>Roads, drainage &amp; bridges</b>	12,468	12,842	13,227	13,624	14,033	14,454	14,887	15,334	15,794	16,268
<b>Parks and Open Spaces</b>	2,841	2,926	3,014	3,104	3,198	3,293	3,392	3,494	3,599	3,707
<b>Water</b>	6,277	6,465	6,659	6,859	7,065	7,277	7,495	7,720	7,952	8,190
<b>Wastewater</b>	4,555	4,692	4,832	4,977	5,127	5,280	5,439	5,602	5,770	5,943
<b>Waste</b>	4,701	4,842	4,987	5,137	5,291	5,450	5,613	5,782	5,955	6,134
<b>Total</b>	<b>38,275</b>	<b>39,423</b>	<b>40,606</b>	<b>41,824</b>	<b>43,079</b>	<b>44,371</b>	<b>45,702</b>	<b>47,073</b>	<b>48,486</b>	<b>49,940</b>

<sup>4</sup> Waste capital expenditure is on hold until the MSC Waste Strategy is reviewed

<sup>5</sup> Includes Depreciation Expense



Photo 5 Julatten Library Mural

## 9. Asset Management Maturity

Our Asset Management Continuous Improvement Process is outlined in [Figure 6 Asset Management Continuous Improvement Process \(IPWEA, 2020\)](#).

The first step is to assess asset management performance. Council officers assess and review our asset management processes and documentation on an annual basis and identify improvement actions. The annual maturity assessment is based on the core Asset Management Plan Structure in the International Infrastructure Management Manual and is consistent with the Institute of Public Works Engineering Australia (IPWEA) NAMS+ guidelines. The second step is moderation by the relevant Senior Management Team members, and then reporting to EMT so that priorities and methodology for improvements can be agreed.

The maturity assessment and improvement actions are captured in the TechnologyOne Database, including historical information, so that progression and improvements can be tracked. Key priorities are included in the Operational Plan (step three), so that delivery of the improvements (step four) can be monitored through formal corporate processes by Council (step five).

Long Term Asset Management Plan 2025-26 to 2034-35

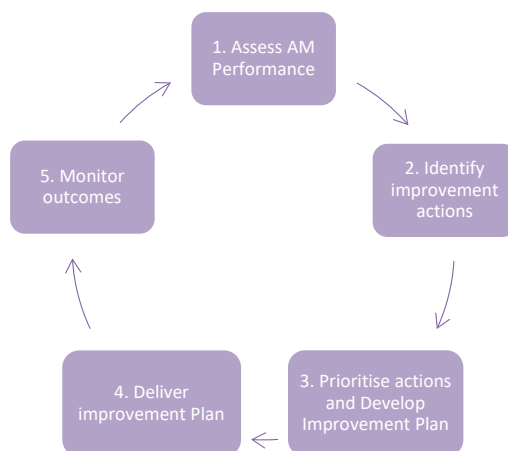


Figure 6 Asset Management Continuous Improvement Process (IPWEA, 2018).

Our goal is to work towards 'Core' asset management maturity, and strategies have been developed to commence this improvement progress. An Asset Management Plan at a 'Core' level of maturity contains asset data including: condition and performance information, description of services, service levels, critical assets, future demand forecasts, asset management processes, a ten-year financial forecast and a three-year improvement plan. This is considered the level of information needed to enable Council to meet the required level of service in the most cost-effective manner, through management of assets for present and future customers. It allows Council to look at the lowest long-term cost rather than short term savings when making decisions. (IPWEA, 2020)

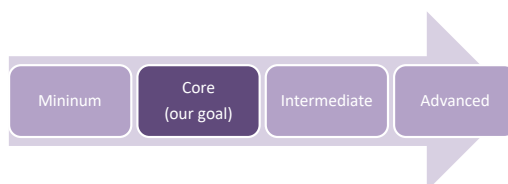


Figure 7 Asset Management Improvement Maturity Index (IPWEA, 2020)

The Asset Management Plan Structure is detailed in Table 8 (IPWEA, 2020) and questions have been developed to ascertain our progress.



Long Term Asset Management Plan 2025-26 to 2034-35

Table 9 Asset Management Plan Structure and Maturity Review Questions

1. Levels of Service	
Customer research and expectations	<ul style="list-style-type: none"> <li>Customer request (CR) history used?</li> <li>Community Plan information used?</li> </ul>
Strategic and corporate goals	<ul style="list-style-type: none"> <li>Do strategic and corporate goals reflect service delivery?</li> </ul>
Legislative requirements	<ul style="list-style-type: none"> <li>Referenced and being implemented?</li> </ul>
Current levels of service (what we provide now)	<ul style="list-style-type: none"> <li>Documented?</li> <li>Financial analysis complete?</li> <li>Target KPIs?</li> <li>Measured and reported?</li> </ul>
Desired levels of service	<ul style="list-style-type: none"> <li>Desired levels of service (what the community would like).</li> </ul>
2. Future Demand	
Demand drivers	<ul style="list-style-type: none"> <li>Considered? Documented?</li> </ul>
Demand forecast	<ul style="list-style-type: none"> <li>Are upgrades reactive or planned? Are PIP assets planned and budgeted?</li> </ul>
Demand impact on assets	<ul style="list-style-type: none"> <li>Demand analysis predicts changes in utilisation. Impacts of new &amp; upgraded assets on existing assets considered?</li> </ul>
Demand management plan	<ul style="list-style-type: none"> <li>Any demand management processes in place or documented?</li> </ul>
Asset programs to meet demand	<ul style="list-style-type: none"> <li>Is there a long-term asset upgrade/new program identified to meet projected demand?</li> <li>Are any major projects identified formally or informally to meet expected demand increases?</li> </ul>
3. Lifecycle Management	
Background Data	<ul style="list-style-type: none"> <li>How current, reliable and complete is data (age, condition, capacity, performance, historical data).</li> <li>How easy is it to retrieve data in the format you require?</li> </ul>
Risk Management Plan	<ul style="list-style-type: none"> <li>Network level risk assessment complete?</li> <li>Critical assets and any other high-risk assets identified?</li> <li>Risk mitigation plan in place for these assets?</li> <li>Priority on critical assets for renewal over other asset renewals or upgrades?</li> </ul>
Routine Operations and Maintenance Plan	<ul style="list-style-type: none"> <li>Reactive or planned maintenance?</li> <li>Documented or captured in works orders?</li> <li>Maintenance cost forecasts informing the LTFP?</li> </ul>
Renewal Plan	<ul style="list-style-type: none"> <li>Has a 10-year forecast been prepared using:</li> <li>Asset useful lives checked against operational knowledge?</li> <li>Network level risk assessment informs asset renewals?</li> <li>Asset renewal plan documented?</li> <li>Or are renewals funded reactively (when they are failing)?</li> </ul>
Creation/Acquisition/Upgrade Plan	<ul style="list-style-type: none"> <li>Has a 10-year forecast been prepared based on demand analysis, condition assessment and risk management?</li> <li>Is the forecast optimised based on whole of life costing (including operating and maintenance expenditure), or are upgrades proposed in an ad-hoc manner?</li> <li>Is there any process in place to determine the cumulative consequences of asset growth?</li> </ul>
Disposal Plan	<ul style="list-style-type: none"> <li>Has an assessment of no longer required assets been completed and plans made to dispose or decommission?</li> </ul>
Service Consequences and Risks	<ul style="list-style-type: none"> <li>Have service consequences and risks associated with budget constraints (inability to complete identified projects) and been documented?</li> </ul>
4. Financial Summary	
Financial Statements and Projections	<ul style="list-style-type: none"> <li>Financial reporting shows historical trends and current position for operational / maintenance / renewal / upgrade / expansion costs.</li> </ul>
Funding Strategy	<ul style="list-style-type: none"> <li>Has 10-year renewal and upgrade forecast been matched to available funding?</li> <li>Have any methods of raising additional revenue or managing risks been identified for unfunded projects?</li> </ul>
Valuation Forecasts	<ul style="list-style-type: none"> <li>As per accounting standards.</li> </ul>
Financial Assumptions	<ul style="list-style-type: none"> <li>As per accounting standards.</li> </ul>
Forecast Reliability and Confidence	<ul style="list-style-type: none"> <li>Reviews of useful life, residual method and depreciation method are carried out and documented annually.</li> <li>All assets with remaining life of &lt; 2 years are reviewed against forward works programs and useful/remaining life adjusted to recognise projected remaining life (in progress).</li> <li>Asset reporting functionality</li> </ul>
5. Improvement and Monitoring	
Asset Management Maturity	<ul style="list-style-type: none"> <li>Basic, core or advanced?</li> </ul>
Improvement Program	<ul style="list-style-type: none"> <li>Any informal or documented improvements in place?</li> </ul>
Monitoring and Review	<ul style="list-style-type: none"> <li>Are procedures monitored for compliance or reviewed for improvement?</li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>Are identified KPI's collected, monitored and used for improvements?</li> </ul>



Long Term Asset Management Plan 2025-26 to 2034-35

## 10. Asset Management Strategies

Two strategies have been developed to mature Mareeba Shire Council's asset management processes and implement an integrated risk-based plan that delivers an optimal balance between affordability and levels of service. This Long Term Asset Management Plan has been developed to ensure services are provided to the community in alignment with the Council's Corporate Plan Strategy and Goals for the Community, which include CC1 An engaged community, CC2 A vibrant and health community and CC3 A resilient community.

Table 10 Strategy One: Develop our asset knowledge

Improvement Action	Desired Outcome	Council's Current Commitments	Corporate Plan Goal - Line of Sight
<b>1.1 Further develop and annually review individual Asset Management Plans across the organisation.</b>	Individual asset management sub plans workshopped with Council.	Operational Plan Project to continue to review Asset Management Sub Plans across asset classes.	<b>FG1 Effective and sustainable financial management</b>  All decisions should support Council's strategic direction and Long-Term Financial Plan.
<b>1.2 Develop sustainable and fair levels of service and performance monitoring framework with a clear line of sight to Corporate Goals.</b>	Ensure that service levels are written in terms the end user can understand and relate to.	Include in asset management sub plans referencing and informing Long Term Financial Plan and Forecast.	<b>T11 Safe, reliable and resilient infrastructure</b> <b>T12 Sustainable Infrastructure for the future</b>
<b>1.3 Improve our ability to forecast, manage and plan for new assets to meet future demand.</b>	Better utilisation of existing assets and reduction in capital expenditure where possible.	Include in asset management sub plans referencing and informing the Local Government Infrastructure Plan (LGIP).	<b>T11 Safe, reliable and resilient infrastructure</b> <b>T12 Sustainable Infrastructure for the future</b>
<b>1.4 Verify data in asset registers.</b>	To maintain and improve confidence in asset register data.	Continue improving data verification.	<b>T11 Safe, reliable and resilient infrastructure</b> <b>T12 Sustainable Infrastructure for the future</b>
<b>1.5 Progressively improve planned condition and defect inspection programs.</b>	Improve understanding of the existing assets to facilitate better decision making.	Continue improving condition assessments and defect identification using TechnologyOne mobility and defect capture modules.	<b>T11 Safe, reliable and resilient infrastructure</b> <b>T12 Sustainable Infrastructure for the future</b> <b>FG1 Effective and sustainable financial management</b> <b>FG2 Effective business management</b>
<b>1.6 Review all asset classes to confirm and document critical assets and high-level business risks for all asset classes.</b>	Allow Council to understand its overall risk exposure and plan to manage risk to acceptable levels.	Review and refine as asset management sub plans are developed.	<b>FG2 Effective business management</b> <b>FG4 Effective governance</b>



## Long Term Asset Management Plan 2025-26 to 2034-35

Table 11 Strategy Two: Mature our Asset Lifecycle Management

Action	Desired Outcome	Actions	Corporate Plan Goal - Line of Sight
<b>2.1 Increase use of whole of life costing and optimisation for capital investment decision making.</b>	To ensure all aspects of financial sustainability are considered in the capital works planning process.	Continue including whole of life cost as a criterion for project initiatives.	<b>FG1 Effective and sustainable financial management</b> <b>FG2 Effective business management</b>
<b>2.2 Review and improve capital project acceptance criteria, multicriteria analysis and risk-based decision framework in the project initiative assessments.</b>	To continually improve decision making on all projects and to ensure the best outcome for the whole community is achieved.	Annually reviewed and adopted by Council prior to Capital Works proposal identification.	<b>FG1 Effective and sustainable financial management</b> <b>FG2 Effective business management</b> <b>FG4 Effective governance</b>
<b>2.3 Refine Operational Strategies.</b>	Effective asset utilisation and readiness for incident response.	Ensure operational plans and processes are identified and included in asset management sub plans.  Refine and develop new plans if gaps are identified for improvement.	<b>T11 Safe, reliable and resilient infrastructure</b> <b>T12 Sustainable Infrastructure for the future</b> <b>FG1 Effective and sustainable financial management</b>
<b>2.4 Refine Maintenance Strategies including Levels of Service and Intervention Levels, workplans for planned and unplanned maintenance.</b>	To deliver the required functionality and performance by retaining an asset as near as practicable to its original condition (excluding rehabilitation and renewal).	Review and refine service levels when asset management sub plans are developed and reviewed, optimising with affordability, risk management and long term financial and infrastructure sustainability.	<b>T11 Safe, reliable and resilient infrastructure</b> <b>T12 Sustainable Infrastructure for the future</b> <b>FG1 Effective and sustainable financial management</b>
<b>2.5 Update the Long Term Financial Plan covering ten years incorporating asset management plan capital and operational/maintenance expenditure projections with a sustainable funding position.</b>	Sustainable funding model to provide Council services.	Update the Long Term Financial Forecast annually with consideration to the updated capital and operational expenditure forecasts developed in each asset management sub plan.	<b>FG1 Effective and sustainable financial management</b>
<b>2.6 Ensure the Long Term Financial Plan continues to form the basis for the annual budgets.</b>	Long term financial planning drives budget deliberations.	Implement annually during the budgeting process. Ongoing improvements to be included in the LTFP with new information from asset management sub plans.	<b>FG1 Effective and sustainable financial management</b>



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**Long Term Asset Management Plan 2025-26 to 2034-35**

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## 11. References

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Mareeba Shire Council. (2025). *Long Term Financial Plan 2025/26 to 2034/35*.

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**9.3 INFRASTRUCTURE SERVICES, DISASTER RECOVERY OPERATIONS REPORT - JUNE 2025**

**Date Prepared:** 2 July 2025

**Author:** Manager Disaster Recovery

**Attachments:** 1. June Major Projects Update [↓](#)

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**EXECUTIVE SUMMARY**

The purpose of this report is to outline to progress of Council's activities funded under the Disaster Recovery Funding Arrangements (DRFA) during the month of June 2025.

**RECOMMENDATION**

That Council receives the Infrastructure Services, Disaster Recovery Operations Report for June 2025.

**BACKGROUND**

The Disaster Recovery Funding Arrangements (DRFA) is a jointly funded program between the Australian Government and State Government, providing financial assistance to help communities recover from eligible disasters. Current projects and their respective weather events are provided herein.

**2023 DRFA – Northern and Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023**

Project Name	Update
T-MSC2024-06 – MSC DRFA 2023 Eastern Roads Package	All works complete.
T-MSC2024-07 – MSC DRFA 2023 Dimbulah Roads Package	All works complete.
T-MSC2024-09 – MSC DRFA 2023 Western Roads Package	MC Group Pty Ltd engaged to deliver contract. Works have re-commenced on Bulimba and Blackdown Road. Forecast completion November 2025.

**2024 DRFA – Tropical cyclone Jasper, associated rainfall and flooding, 13 – 28 December 2023****Reconstruction of Essential Public Assets (REPA) Projects**

<b>Project Name</b>	<b>Update</b>
T-MSC2024-10 Jarawee Road Stabilisation	Civform Pty Ltd engaged to deliver contract. Abutments and bridge decks Complete. Backfilling of abutments complete. Relieving slab poured.
T-MSC2024-13 Bushy Creek Bridge	Davbridge Pty Ltd engaged to deliver contract. Bridge works complete. Minor defects, rectification timeframe to be confirmed.
T-MSC2024-15 Emerald End Culvert Construction	Terra Novus is engaged to deliver contract. Crossing open to two-way traffic under controls. Line marking and hydro mulching outstanding.
T-MSC2024-16 Carman Road Culvert Construction	Terra Novus Pty Ltd is engaged to deliver contract. Causeway and approach work complete. Traffic to be redirected over new crossing to allow for final tasks to be completed.
T-MSC2024-33 – MSC DRFA 2024 Eastern Roads Package	Council has resolved to award contract to Ikin Civil Pty Ltd. Approvals received; finalisation of Contract underway.
T-MSC2024-34 – MSC DRFA 2024 Western Roads Package	Contract awarded to Gregg Construction Pty Ltd. Works to commence July 2025.
T-MSC2024-36 – MSC DRFA 2024 Dimbulah Roads Package	Contract awarded to Cheshire Contractors Pty Ltd. Works to commence July 2025.
T-MSC2024-35 – MSC DRFA 2024 Mid-Western Roads Package	Contract awarded to Gregg Construction Pty Ltd. Works to commence July 2025.
Black Mountain Road Culvert Replacement (Julatten)	Design phase currently underway. Procurement phase to commence upon receipt of design.
MSC DRFA 2024 Landslip Program	Onsite investigations (survey and geotechnical investigations) have been completed for: <ul style="list-style-type: none"> <li>• Ivicvic Road (Mareeba)</li> <li>• Two (2) x Mount Haren Road (Kuranda)</li> <li>• Warril Drive (Kuranda)</li> </ul> Design to be finalised based on findings.
Hastie Road Embankment	QRA Funding approval received for Hastie Road Embankment restoration. Investigations underway.

Clean-up Program (exceptional circumstances package)

Funding was made available to eligible local governments and state agencies that require extraordinary assistance to undertake assessments and conduct extraordinary clean-up activities of rivers, waterways, beaches, community and recreational assets and National Parks and to support removal and disposal of disaster related debris.

All costs reconciled for works. Closeout of program underway. Project to be removed from future reports.

Water & Sewer Program (exceptional circumstances package)

In December 2024, a Water and Sewerage Infrastructure Package was announced, and is available to Mareeba Shire Council, Cook Shire Council and Douglas Shire Council.

The objectives of the Water and Sewerage Infrastructure Package is to restore essential water and sewerage infrastructure that was damaged by the event and ensure essential services are delivered to the community, accelerating recovery and relieving distress.

In addition to request for reimbursement of immediate and emergency costs, the following submissions have been lodged to QRA:

- 1) Lloyd Street Sewer Main Works
- 2) Kuranda Water Treatment Plant Works

Guidelines for the funding program have been received. As of yet, no approvals for the projects have been received.

Project Name	Update
T-MSC2025-08 – MSC Water and Waste Program Management Services	Recommendation provided to council for award of services at May 2025 meeting, subject to QRA Approval.
T-MSC2025-09 – Lloyd Street Sewer Replacement Project	Recommendation for tender award tabled at June Council meeting, subject to QRA Approval.
T-MSC2025-10 – Kuranda WTP Infrastructure Project	Jacobs Group engaged for design. Design to be staged for embankment reconstruction and sludge thickener.

Betterment Fund (exceptional circumstances package)

The Betterment Fund is available to eligible local government areas in Queensland impacted by the Tropical Cyclone Jasper, associated rainfall and flooding, 13 - 28 December 2023. It is jointly funded by the Australian and Queensland Governments. The objectives of the Betterment Fund are to restore essential public assets damaged in TC Jasper to a more resilient standard.

Submissions are currently under assessment.

Local Recovery and Resilience Grants (LRRG)

Local Recovery and Resilience Grants are available to eligible local councils significantly impacted by Tropical Cyclone Jasper, 13 - 28 December 2023 in Far North Queensland. Funding will help councils address economic, social and community recovery needs and support future resilience measures.

A submission has been lodged for this grant. Council has responded to queries sent by QRA in June.

**2025 DRFA – North and Far North Tropical Low 29 January – 28 February 2025****Event Activation**

Council has been activated for QRA eligible event North and Far North Tropical Low 29 January – 28 February 2025. Council has been activated for:

- 1) Counter Disaster Operations (CDO)
- 2) Reconstruction of Essential Public Assets (REPA)

**Emergency Works**

The Emergency Works period has ended for roads accessible since the commencement of the event. Emergency Works are ongoing/being scheduled for roads that have been inaccessible.

**Reconstruction of Essential Public Assets (REPA) Projects**

Scoping of REPA associated with the event is currently underway.

**RISK IMPLICATIONS****Financial**

Funding arrangements state that eligible expenditure is reimbursed.

Expenditure is considered eligible when:

- 1) Extraordinary costs are incurred that could normally not be absorbed by, or reasonably managed within, the local government or state agency's financial, human and other resource capacity, and
- 2) Costs are directly associated with the delivery of eligible works on eligible essential public assets that have been damaged by an activated eligible disaster.

No ineligible cost reported for active projects. Risk of ineligible expenditure is mitigated through engagement of suitably qualified consultants.

**LINK TO CORPORATE PLAN**

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

**Infrastructure Services Disaster Recovery Operations  
Major Projects Summary – June 2025**



**2024 DRFA – Tropical cyclone Jasper, associated rainfall and flooding, 13 – 28 December 2023**

**T-MSC2024-10 Jarawee Road Stabilisation**



**Project Manager:** ARO Industries Pty Ltd  
**Contractor:** Civform Pty Ltd (design & construct)  
**Status:** **Works ongoing**

Mareeba Shire Council (MSC) engaged ARO Industries Pty Ltd (ARO) for the provision of engineering design and project management services for remediation works at the culvert failure on Jarawee Road, Kuranda. The culvert was damaged as a result of the Tropical cyclone Jasper, associated rainfall and flooding, 13 – 28 December 2023 weather event.

As a result of an alternative tender, Civform was engaged for the design and construction of a reinforced concrete bridge with pedestrian lane in lieu of a culvert structure. Construction commenced September 2024 and is ongoing.

MSC was granted funding through the Queensland Reconstruction Authority (QRA) to undertake construction of the bridge.

Major updates for the month include:

- 1) Backfilling of abutments.
- 2) Forming of relieving slabs.
- 3) Pouring of bridge running surface.

**Infrastructure Services Disaster Recovery Operations  
Major Projects Summary – June 2025**



**T-MS2023-16 Carman Road Culvert Construction**



**Project Manager/Designer:** ARO Industries Pty Ltd/Trinity Engineering and Consulting Pty Ltd  
**Contractor:** Terra Novus Pty Ltd  
**Status:** **Works ongoing**

Mareeba Shire Council (MSC) engaged Trinity Engineering and Consulting Pty Ltd (TEC) for engineering design and ARO Industries Pty Ltd (ARO) for project management services for the construction of a causeway on Carman Road. The existing crossing was damaged as a result of the Tropical Cyclone Jasper, associated rainfall and flooding, 12 – 28 December 2025 weather event.

MSC was granted funding through the Queensland Reconstruction Authority (QRA) to undertake construction of the causeway.

Major updates for the month include:

- 1) Crossing complete.
- 2) Minor cleanup works outstanding.

**9.4 TRAFFIC ADVISORY COMMITTEE - MINUTES OF MEETING HELD 17 JUNE 2025**

**Date Prepared:** 26 June 2025

**Author:** Director Infrastructure Services

**Attachments:** 1. Traffic Advisory Committee - Minutes of Meeting held 17 June 2025

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**EXECUTIVE SUMMARY**

The purpose of this report is to present the Minutes of the Mareeba Shire Council Traffic Advisory Committee Meeting held on Tuesday 17 June 2025.

**RECOMMENDATION**

That Council receives the minutes of the Traffic Advisory Committee Meeting held Tuesday, 17 June 2025.

**BACKGROUND**

The Traffic Advisory Committee (TAC) is an advisory committee to Council under Section 265 of the *Local Government Regulation 2012*. The TAC provides information and advice to Council regarding traffic, road and transport matters.

**RISK IMPLICATIONS****Financial**

There are ongoing costs associated with investigation of traffic matters to ensure a safe road environment for our community. In most cases, any safety improvements on Council roads determined from these investigations will be funded from operational budgets or referred for consideration in future capital budget deliberations.

**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Nil

**FINANCIAL AND RESOURCE IMPLICATIONS*****Capital***

Nil

***Operating***

Internal resources for investigation and follow up actions.

**LINK TO CORPORATE PLAN**

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Transport and Council Infrastructure:** The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

**IMPLEMENTATION/COMMUNICATION**

Nil



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## MINUTES

### TRAFFIC ADVISORY COMMITTEE

Tuesday 17 June 2025

Commenced at 9:27am

#### Members Present:

Dallas Trembath (for John Ridgway)	Queensland Police Service (QPS) – Acting Sergeant
Kim Yap (Teams)	Transport and Main Roads (TMR) – Principal Engineer
John Gillespie (for Michael Ringer)	Transport and Main Roads (TMR) – Manager (Indigenous & LG Relations)
Lenore Wyatt (Chair)	Mareeba Shire Council (MSC) – Councillor

#### Non-Members Present:

Marita Stecko	Transport and Main Roads (TMR) – Road Safety Advisor
Josh Musumeci	Mareeba District Chamber of Commerce
Angela Toppin	Mareeba Shire Council (MSC) – Mayor
Mladen Bosnic	Mareeba Shire Council (MSC) – Councillor
Glenda Kirk	Mareeba Shire Council (MSC) – Director Infrastructure Services
Sam Wakeford	Mareeba Shire Council (MSC) – Manager Technical Services
Marjorie Anthony	Mareeba Shire Council (MSC) – Secretariat

#### 1. WELCOME

The Chair commenced the meeting at 9:27am, extending a warm welcome to all attendees and expressing gratitude for their participation. Cr Mladen Bosnic was introduced to the group as Deputy Chair.

Apologies were noted as follows:

Derek Garner	Queensland Police Service (QPS) – Senior Sergeant
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#### 2. MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held 18 March 2025 were noted as being true and correct.

Moved by John Gillespie

Seconded by Cr Lenore Wyatt

#### 3. BUSINESS ARISING FROM PREVIOUS MINUTES

##### 3.1 Walsh Street Temporary Traffic Measures

- Temporary works are in place and continue to be monitored.
- QPS advises non-compliance by motorists is occurring in this area which they are acting upon.
- MSC has engaged a consultant (Bitzios) to undertake a traffic study (completed) and prepare concept and detailed designs for upgrade of this section of road on 2023/24.
- MSC advise based on preliminary feedback from consultant, there will be a significant change to the parking arrangements and confirms that information from QPS is considered in traffic study.
- Phase 2 of the design process underway; consultants on track with completion of the preliminary design anticipated mid 2023; detailed design to follow; water main replacement to be undertaken as part of the project before any traffic works, construction proposed post wet season 2024. MSC to ensure emergency services notified of works when construction is undertaken.

- Walsh Street AC water main replacement works which commenced in July 2023 are complete; detailed design to commence prior to end of 2023.
- MSC to provide an update to Mareeba Chamber, as initiator of the request.
- Consultation completed with adjacent businesses. Detailed Design underway; draft Concept Plans tabled for the information of members only.
- MSC advised angle parking on Walsh Street to be retained south of Coles loading dock, with minor loss of car parks. Pedestrian crossing is staggered improving pedestrian safety. Procurement of drainage pipes underway to address stormwater drainage issues.
- Further updates will be communicated by MSC in early 2025; some delays in design experienced due to changes in standards by Ergon.
- Detailed design received with MSC currently undertaking the final reviews. Invitations for tender will be issued in the upcoming months. Construction is anticipated to begin late 2025 / early 2026 with significant drainage works required initially.
- QPS raised the issue of vehicle parking in the NO STANDING zone in front of KHub, inquiring whether MSC could formalise this area with yellow line marking. QPS advised they regularly monitor and issue fines for this area.
- MSC advised stakeholder information will be provided for public awareness ahead of the works commencing. Works are still anticipated to begin end of 2025 / early 2026.
- MSC informs that the faded line marking for the NO STANDING zone in front of KHub is on the schedule and will be completed within the next month. NO STANDING signage will be checked for clarity and will be replaced if necessary.
- QPS advised the fire hydrant marking on the Coles side have also faded and requires remarking.

### 3.2 Byrnes / Rankin Streets Drainage / Mareeba CBD Blueprint (MSC)

- MSC raised with TMR the issue of stormwater drainage at the corner of Byrnes / Rankin Street intersection which has resulted in inundation of footpaths, particularly on the western side of Byrnes Street north of the intersection and east of the intersection (near McDonald's and in the Coles car park)
- MSC advised there has been notable change since the traffic lights were installed in 2019/20 seeking a joint approach between TMR and Council to determine what can be done to alleviate some of the issues in the short term and requesting some priority be given around this issue.
- MSC information and sketches were provided to TMR on 14 February 2023.
- TMR to inspect the area with MSC officers following this meeting of 21 March 2023.
- MSC is proposing to undertake a design project to address long-standing issues with stormwater drainage and pedestrian access in the CBD in the 2023/24 capital works program to gain a clear understanding of the funding required for the improvements.
- MSC advised it seeks rectification of the drainage issue created since the installation of the traffic lights prior to the coming wet season. TMR advised detailed analysis to be undertaken with MSC providing data and assistance; TMR to liaise with MSC.
- Discussions have commenced with TMR regarding review of Byrnes/Rankin drainage rectification. Investigation is currently being carried out by TMR. TMR has engaged consultant and report is being prepared.
- Council has undertaken condition assessment of most stormwater assets in CBD and identified extents for CBD drainage assessment ready for engagement of consultant.
- TMR estimate overall rectification works at \$1.5M which is currently unfunded. Interim measures are proposed by TMR to help alleviate some of the issues. Advice on timeframe of interim measures unable to be provided by TMR.
- TMR advised the grated inlet pit has been upgraded with elevated grate to reduce blockage and increase capacity. This change to the pit inlet is considered a position improvement from stormwater capacity perspective as it will maximise the capacity of the crossroad box culvert.

Additional works will be required in future to further improve drainage issues on Byrnes Street.

- Further upgrades to be reviewed as part of Council's CBD blueprint project. MSC advised further modelling of the intersection stormwater needs to be carried out to identify the extent of remediation works needed.
- MSC has been successful in securing grant funding from the Australian Government for the Mareeba CBD Blueprint project which aims to revitalize the area between Herberton Street and Lloyd Street between Constance Street and Railway Avenue. The scope of works involves preparation of construction-ready designs for the CBD, including stormwater, undergrounding overhead powerlines, lighting, walking and cycling facilities, accessibility for people with vision impairments, car parking, public toilet facilities, and landscaping with the design scheduled for completion by the end of 2026.
- A report to council will be presented on 19 March 2025 seeking approval to award a contract for the Mareeba CBD Blueprint design. The tender is to engage a design consultant for the project, to undertake planning, engagement and design and development of construction ready plans to revitalize the whole of Mareeba CBD between Herberton Street and Lloyd Street and between Constance Street and Railway Avenue. The final deliverable is a comprehensive Precinct Plan that will provide Council with construction-ready work packages, suitable for future grant funding.
- MSC advise the Stakeholder Reference Group has been formed with the main purpose to provide information, advice and recommendations for Council consideration on the development of construction ready plans to address pedestrian accessibility and amenity issues in the Mareeba CBD. Mareeba Chamber is a major partner and will be integral in gathering business community input. This is a significant project aiming to review the current state of an area, develop a draft precinct plan, prioritize and implement it, prepare detailed designs, and finalize the plans in early 2026, with the next step being securing funding. Community engagement sessions are underway which include Drop-in Sessions, Walk & Talk Tour & Business Breakfast. MSC advised stakeholder engagement is targeting the 18-24 age-group to gather their insights.
- [Link to Mareeba CBD Project Blueprint - Mareeba Shire Council](#)

### 3.3 Walking Network Improvements - Ceola Drive / Anzac Avenue

- Advice on resident feedback was sought by QPS on the new barrier edging installed along Ceola Drive and Anzac Avenue.
- MSC implemented a pilot project installing low-cost improvements to the walking/cycling network to increase walkability in Mareeba. Project is funded by the Qld Government's Cycle Network Local Government Grants Program.
- Concerns were raised with council regarding loss of access to unapproved/informal secondary driveways to properties and the lack of space for school buses to pull over. Council advises this route is not an approved school bus route.
- A notable reduction in speed has unofficially been reported on Ceola Drive; in the future, traffic counters will be deployed, and statistics from earlier periods will be compared.
- MSC advised this is a pilot project where council will monitor the effectiveness and make necessary adjustments where required. A review of the trial will be completed by end of 2024 to determine the effectiveness of the treatments.
- MSC deployed traffic counters on Ceola Drive and Anzac Avenue from 6-13 September; data assessed to compare stats from earlier periods.
- After the installation of a concrete barrier on the western side of Ceola Drive, traffic counters were utilised to assess the differences in inbound and outbound speeds. MSC reports that the data indicates minimal variation between the speeds of inbound and outbound traffic. A survey will be undertaken by MSC early 2025 with results being reported to TMR Walking Network Program.
- A survey has been launched to collect feedback from the community regarding the Mareeba Lighter Quick Cheaper Pilot Project, which is funded by TMR. The effectiveness of the pilot

program will be evaluated, and TAC members, road users, walkers, cyclists are all encouraged to complete the survey.

- Results received by MSC have been passed onto TMR in preparation of a close out report, which is expected to be provided by TMR in late June 2025.

### 3.4 Sutherland Street – TMR Risk Assessment

- A Risk Assessment has been completed by TMR (Safety) on Sutherland Street behind the Mareeba State Primary School identifying visibility issues and noting the area is not signed a school zone reducing the speed to 40km/h.
- An inspection carried out by MSC has confirmed that 40kph school zone signs are properly installed for the school frontage on Constance, Sutherland, and Atherton Streets.
- A review to relocate the northern school zone sign located at the intersection of Sutherland / Middlemiss Streets to adjacent the 50kph sign fronting Brady Park Sports Oval will be undertaken.
- MSC on 1 May 2025 provided speed traffic data to QPS.

### 3.5 Emerald End Speed Limit Review (Glenda Kirk)

- MSC advised a speed limit review on Emerald End Road will take place once the Cobra Creek causeway replacement is completed and the road is open to all vehicles.
- The speed limit review is currently in the process of being finalized. MSC confirmed the line marking close to Powell Road intersection has been included in Council's line marking programme.

### 3.6 Hastie Street Signage & Parking Issues (Glenda Kirk)

- MSC advised Kids Campus requested the removal of redundant signage on Constance and Hastie Streets, Mareeba.
- Concerns regarding parents parking on centre islands have been brought to the attention of MSC. MSC investigations concluded and recommendations regarding signage and parking regulations on Constance and Hastie Streets have been made. MSC are also seeking assistance from QPS regarding enforcement on illegal parking.
- Letters of Support received from Queensland Police Service and Department of Transport and Main Roads concerning parking and pedestrian safety issues seeking improvements.
- MSC has written to the Catholic Diocese concerning the parking issue and will continue discussions with the Parish / Diocese. TMR stated that they will also monitor future funding opportunities to address the issues

### 3.7 Kuranda Range Road

- TMR advised March/April 2024 emergency works carried out to prevent further damage to the road. Ongoing undermining of the road was occurring due to the ongoing wet season impacts at several locations. Works took longer than anticipated due to wet weather, available material supplies and challenging site conditions.
- TMR is designing long-term solutions for repair and recovery works to the damaged road network. These are complex sites which require detailed investigation and design based on the forward material availability and construction methodologies. Once the design and program of works is finalised, TMR will advise stakeholders of the expected construction timeframes and traffic arrangements for the works. The long-term works are expected to start later this year.
- TMR advised night works complete. Long-term reconstruction works are set to begin from late 2024 to mid-2026, with construction tenders currently under review and expected to be awarded in September 2024. The Australian and Qld Governments have committed \$262.5M to improve safety and resilience on Kuranda Range Rd. TMR is looking at various treatments at strategic locations, incl additional guardrails, shoulder widening, centre line treatments, vegetation management and slope stability treatments. Additional Intelligent Transport Systems technology stations will be installed to enhance real-time monitoring of road

conditions and traffic behaviour. These works will commence after completion of the recovery works to mitigate further disruptions to road users.

- TMR advise reconstruction works commenced on 18 November 2024 at locations damaged during TC Jasper. Night closures are in place from Sunday 24 November through to 20 December 2024, with the range closing at 9pm and reopening at 4am to allow the completion of additional works prior to Christmas. For this period of works the road will continue to remain open on Friday and Saturday nights. Road users must be in the queue by midnight as traffic will only be let through once in each direction for as long as it takes to clear the queued vehicles, then the road will close again until 4am.
- TMR informed there will be a Christmas shutdown period for the project with further details to be provided from their COMMS to MSC before the Christmas break.
- The following emergency works were completed on Kuranda Range Road Post-Disaster:
  - Stabilization of damaged slopes and safety assurance.
  - Identification of over 30 landslips requiring upslope and downslope reconstruction.
  - Geotechnical solutions include soil nailing, geomesh installation, gabion baskets, embankments reshaping, table drain clearing, and loose material removal.
  - 12 months of surveys, geotechnical inspections, planning, detailed designs, and contractor engagement.
  - Development of delivery strategy to minimize disruptions to motorists.
  - Aim to complete all works by mid-2026, site and weather permitting.
- Works started on 3 priority sites including 2 which are currently under single lane traffic control. Night closures resumed on 9 February 2025 and will continue until the end of 2025. TMR are aiming to undertake reconstruction of more than 15 sites in 2025, with the remainder to follow in 2026. To date, TMR have completed 1 site, with 1 more nearing completion. Works are continuing at Streets Creek, and immediately below the Lookout on the downslope side. A new upslope site opposite the Mareeba Shire signage will be started later this month.
- Work is in progress. A significant program of night works and planned closures will be necessary until the end of 2025. Activities that necessitate complete road closures will take place at night to reduce inconvenience for road users.
- The complexity of the geotechnical repairs and the limited space within the road corridor necessitate night closures to ensure the safety of both road workers and drivers.
- The department always prefers roads remain open where possible and will regularly review the scope of works to try and facilitate this where safe to do so.
- The contract for the reconstruction works has been awarded to SEE Civil Pty Ltd.
- Link to TMR updates [Kuranda Range Road 2023 cyclone reconstruction works | Department of Transport and Main Roads](#)

### 3.8 32A Kennedy Highway (Cairns - Mareeba) - Barron River Bridge, Kuranda - Weight Restrictions

- Ongoing testing and monitoring program continues to ensure the bridge remains safe; TMR progressing a planning study to investigate long-term solutions. Inspections will be carried out every 3 months with rehabilitation works being carried out where necessary.
- Testing and maintenance works on the bridge continue. Planning study to investigate long-term solutions is progressing with the planning project confirming the preferred alignment and scope of a replacement bridge over the Barron River, including a viable delivery strategy that also considers the ongoing management and rehabilitation of the existing bridge
- Planning, including Business Case, has commenced with geotechnical investigations in progress.
- Stakeholder Survey results not known at time of TAC meeting. MSC / TMR meeting scheduled for 25 January 2024. MSC raised concerns regarding the further reduced load limit of the bridge to 42.5t.
- TMR advise recent inspections identified an issue with some Macalloy bars. The Macalloy post-tensioning bars were retrofitted to provide additional strength after the bridge opened to traffic in 1963. Crews will recommence inspections and carry out works to protect the

macalloy bars with works expected to be complete by late June 2024. Any changes to the current traffic conditions on the bridge (single lane operation and 42.5t load limit) will be advised. The planning study for a long-term solution for the bridge is progressing as quickly as possible and expected to be completed in late 2024. Detailed design and construction of a long-term solution are currently unfunded.

- TMR advise further testing and maintenance works were completed between 4 – 29 November 2024. Bridge is fully opened with 42.5t load limit in place. TMR will continue to monitor the bridge via an ongoing detailed monitoring and inspection program quarterly, to ensure the bridge remains safe and in service. Next inspection is scheduled for February 2025 and one lane will be closed.
- Further testing and maintenance carried out between 3-28 February 2025. TMR currently working on a detailed cost estimate and the business case stage. The only changes to the below middle updated
  - 06 - 16 March NDT inspection of test locations – traffic at single lane operation between 0700-1600.
  - 19 - 30 March Weld repairs of any identified defects – traffic at single lane operation between 0700-1600 with up to 10min full traffic holds between 0900-1500 when required.
- The Barron River bridge has currently entered the preconstruction phase.
- TMR advised the planning study was completed in December 2024. The preferred long-term option, as identified in the planning study, is a new bridge on a new alignment, downstream from the existing bridge. The new bridge option features:
  - a new pathway for pedestrians, mobility device users and bike riders, separated from traffic with a barrier
  - wider traffic lanes to meet the latest design standards
  - roadworks on the approaches to the bridge, including a new roundabout at the Black Mountain Road intersection
  - removal of the existing bridge once the new bridge is complete.
- The Queensland Transport and Roads Investment Program (QTRIP) 2024–25 to 2027–28 includes \$15 million towards preconstruction activities.
- **Links to TMR updates:**
  - Bridge layout: [Barron River bridge planning layout proposed bridge.pdf](#)
  - Project update: [Kennedy Highway \(Cairns - Mareeba\), Barron River bridge upgrade, planning | Department of Transport and Main Roads](#)

### 3.9 Tourist Signs on State Controlled Roads - Concerns regarding dilapidated tourist signs on State-controlled roads throughout the Shire

- TMR advise an internal review of signs will be undertaken including assessing of signs still required and compliance with current TMR policies. TMR will contact relevant operators to arrange replacement signs if required, noting the cost of replacing rests with the applicant / operator.
- TMR advise signage is managed by their Road Corridor Management Unit ([CAID\\_CM@tmr.qld.gov.au](mailto:CAID_CM@tmr.qld.gov.au)); following the meeting TMR to supply MSC with the email address for submitting photos and details regarding signage that is no longer necessary. MSC suggested that the Mareeba Chamber also contribute information to TMR whenever possible. MSC requested advice back to the TAC on when TMR may be undertaking their next signage audit.
- TMR advised their Road Corridor Management Unit are in the process of auditing the tourist signs and business signs. This audit will identify which signs need to be removed or replaced. TMR advised in the meeting they have started contacting business operators.
- TMR advised this an ongoing process. Most business owners have been contacted; a few have begun renewing their permits and will be putting up new, updated signs. Some businesses no longer need their signs, so those will be taken down, and a few have already been removed by the owners. Additionally, there is a small number of signs TMR are working on to clarify the ownership.

- To assist, TMR to provide MSC with details of signs in the MSC region for which ownership is currently undetermined.
- TMR's Corridor team is working through the initial request for review of tourist/service/business signs within a 14km radius (approx.) of Mareeba. TMR acknowledges that the process is taking some time however there are a lot of signs, and for each the team is confirming:
  - whether the sign has current or expired approval,
  - whether the sign is consistent with current signage policies, and
  - requirements and the current condition of each sign.
 TMR will continue to progress through the list and provide an update to TAC and Mareeba Council in due course.

### 3.10 Burke Developmental Road – Lack of Amenities

- A request has been submitted by heavy vehicle operators highlighting the necessity for amenities along the Burke Developmental Road.
- A letter from the Mayor was sent to the Minister for Transport and Main Roads on 21 March 2025, to which an acknowledgement has been received. To date, there has been no further advice received from the Minister. TMR advise currently, there is no funding available for setting up amenities along the BDR.

## 4. STANDING ITEMS LIST

The following agenda items are ongoing matters that cannot be advance any further. A copy of the history is attached to these minutes.

Item	Location	Subject Matter / issue	Reason
4.1.	Borzi Road Culvert	Request for update on failing culvert just off the bend	Culvert has been included for betterment & future capital program considerations.
4.2.	6632 Herberton – Petford Road, Irvinebank	Request to upgrade to a single coat seal	TMR raised with their Planning Department for future inclusion.
4.3.	32A Kennedy Highway / Kay Road Intersection	Improvements for heavy vehicles turning into Kay Road	TMR advise this has been sent to their Planning unit for evaluation within the safety program.
4.4.	664 Mareeba-Dimbulah Road	Request for turning lane into Mareeba Rodeo Grounds	Traffic data provided by MSC passed onto TMR for consideration by their Planning Unit and inclusion on their safety program.
4.5.	TMR Mareeba Southern Approach / Mareeba Bypass	Southern approach into Mareeba incorporating the Mareeba Bypass	TMR advise Mareeba Bypass Planning project underway with the Department progressing planning for southern section. Business Case for the alignment will be completed late 2024. Construction of the Bypass remains unfunded.
4.6.	Tablelands Heavy Vehicle Management Strategy	Heavy Vehicle Set Areas North of Mareeba	TMR advise project remains unfunded and continue to make application for funding opportunities.

## 5. NEW REQUESTS / CORRESPONDENCE - Nil

## 6. ROAD, TRAFFIC AND TRANSPORT MATTERS BY AGENCY - Nil

## 7. GENERAL BUSINESS

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**7.1 Springmount / Chettle Roads Signage**

MSC reported that a recent road safety desktop audit identified issues with the signage at the intersection of Springmount / Chettle Roads, which were not fully implemented during the most recent upgrade. No action required from this group, as line marking, and signage will be improved from Springmount Road onto Chettle Road.

**7.2 Herberton / Petford Road**

QPS reported a recent fatality expressing concerns about the gravel section of road locally referred to as "Microwave Corner" located at 1445 Herberton-Petford Road, Irvinebank. They indicated that speed is a significant issue on this road and noted that multiple crashes, both reportable and non-reportable, have taken place at this location. QPS inquired about signage and whether it would be possible to seal that specific section of the road.

MSC stated that unsealed or gravel roads are not marked due to changing road conditions. In April 2025, TMR sought the council's assistance in compiling a prioritized list of sites and treatments for consideration under the Tablelands Network Upgrade Strategy. MSC has submitted a list of locations that includes details regarding Herberton-Petford Road.

**8. NEXT MEETING**

9:30am Tuesday 16 September 2025

**9. CLOSURE**

There being no additional matters to address, the Chair expressed gratitude for everyone's attendance and contributions before concluding the meeting at 10:12am.

## 4. STANDING ITEMS LIST (History)

Item	Organisation	Issue	Recommendation / Follow Up Action	Agency
4.1	<b>Mareeba Chamber</b> (Josh Musumeci)	<b>Borzi Rd Culvert</b> Request for update on falling culvert just off the bend	17/12/2024 MSC reported the temporary repair was unsuccessful, with further works carried out late November. Culvert has been included for betterment & future capital program considerations. MSC unable to specify a timeline for the permanent repairs, indicating that the project is prioritized within its Project Management Lifecycle (PLM) system for consideration by Council.  Committee agreed to remove this item from the agenda, placing it on the Standing Item list.	MSC
4.2	<b>MSC</b> (Former Cr Mario Milkata)	<b>6632 Herberton – Petford Rd, Irvinebank</b> Request to upgrade to a single coat seal	06/12/2022 Complaints received from residents regarding the condition of the Herberton - Irvinebank Road with MSC asking if it was possible for TMR to provide an upgrade to a single coat dust seal. TMR advised MSC to list as a defect through RMPC. MSC and TMR to develop a programme including crossings for minor staged improvements  21/03/2023 Due to numerous engineering constraints TMR does not support dust sealing of gravel resheeted roads, general issues involve non-compliant material specifications, geometric design constraints etc. Cr Milkata advised residents will be submitting to TMR a petition  20/06/2023 Residents have expressed with MSC their frustrations regarding works and the limited funding for this road network.  Item to remain on Agenda pending TMR Planning team providing MSC with an update following mtg  19/09/2023 TMR raised with their Planning Department for future inclusion  12/12/2023 TMR has included for submission of low volume unseal road at Herberton-Petford Road. 23/01/2024 TMR advised no change  Committee agreed to remove from Agenda items, placing the matter on a standing item list for future reference.	TMR
4.3	<b>MSC</b> (Former Cr Mario Milkata)	<b>32A Kennedy Hwy / Kay Rd Intersection</b> - Improvements for heavy vehicles turning into Kay Road	18/06/2024 TMR advised there is no change.  Committee agreed to remove from Agenda items, placing the matter on a standing item list for future reference.  17/09/2024 TMR advised no change.  Concerns raised re heavy vehicles experiencing difficulties entering Kay Road from the Kennedy Hwy Heavy vehicles are having to cross both lanes to manoeuvre the turn TMR are aware of the matter and are investigating options TMR to investigate options to improve turning for heavy vehicles entering Kay Rd from Kennedy Hwy TMR advised previously; remaining sites from Tranche 1 and 2 of the High Risk Roads Upgrade including Kay Road / Kennedy Highway intersection being potentially included in Tranche 3 TMR will review in post construction Audit TMR programmed a day and night audit, including Kay Road intersection The results of the full audit anticipated end of February 2022 Issues identified during the audit will be prioritised in future works under High Risk Roads Upgrade Programme 15/03/2022 TMR advised auditing process is complete; everything except Kay Road looks good 21/06/2022 TMR confirms this will be tabled at internal meeting, Contractor has been engaged to complete Audit 20/09/2022 TMR confirmed this will be tabled at an internal meeting and further confirmed a contractor has been engaged to complete audit. Further works have been programmed by TMR as part of High Risk Roads Targeted Road Safety Program; upgrade works to be carried out at priority intersections including Kay Road; TMR to follow up 06/12/2022 Works will be considered by TMR in Tranche 3 of the High Risk Roads Upgrade Programme 21/03/2023 TMR (MR) followed up after the meeting and advised the current intersection geometry includes a widened sealed pavement for the left turn and a right turn lane of sufficient length and width for the right turn into Kay Road. The intersection is lit. Any upgrade to this intersection is unfunded and is a lower priority against other state priorities.	TMR

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Item	Organisation	Issue	Recommendation / Follow Up Action	Agency
			<p>20/06/2023 Item to remain on Agenda pending TMR Planning team providing MSC with an update following the meeting.</p> <p>19/09/2023 Further correspondence received from School Bus driver raising concerns of no turning lane, stating there are more heavy vehicles utilizing Kay Road than light vehicles.</p> <p>12/12/2023 Traffic count data for Kay Rd taken July 2023 forwarded to TMR 01/12/2023 to assist with advocacy. funding to have intersection upgraded. Data provided to TMR planning unit.</p> <p>23/01/2024 TMR confirmed traffic data received and passed onto their planning team.</p> <p>18/06/2024 Further concerns raised by school bus driver advising if a vehicle or truck is waiting to exit Kay Rd, the bus is having to stop in a 100 zone to turn left off the highway. There are numerous HV movements from the 2 major plantations and hay &amp; cattle production along Kay Rd</p> <p>18/06/2024 No update from TMR</p> <p>17/09/2024 TMR advise this has been sent to their Planning unit for evaluation within the safety program.</p> <p>17/12/2024 TMR advise there is no further update, stating it will provide an update when it becomes available. Committee agreed to remove this item from the agenda, placing it on the Standing Item list.</p>	
4.4	MSC (Cr Ross Cardillo)	664 Mareeba-Dimbulah Road Request for turning lane into Mareeba Rodeo Grounds	<p>18/06/2024 MSC advised with the increased usage of Kerribee Park concerns were raised regarding traffic turning right from the Mareeba-Dimbulah Rd into the grounds. To facilitate safe vehicle turning into the park, it was suggested TMR investigate the construction of a passing / turning lane at the entrance and look at road shoulder wear in this location.</p> <p>17/09/2024 TMR were requested that their Planning Unit undertake a review into the potential need for a turning lane from Mareeba-Dimbulah Rd into the main entrance of Kerribee Park Rodeo Ground being gate 2. MSC noted that significant annual events at the venue include Rotary Field Days; Savannah in the Round; Mareeba Rodeo; camping facilities available during tourist season. It was suggested by MSC, TMR undertake a safety assessment. MSC to review records to provide any supporting information to assist in potential traffic count data for events.</p> <p>17/12/2024 MSC deployed traffic counters each side of the Rodeo Grounds on the Mareeba-Dimbulah Road for the period 15-22 October during Savannah in the Round. Traffic data forwarded to TMR which has been passed onto their Planning unit for consideration &amp; inclusion on their safety program with updates to be provided.</p> <p>Traffic data recorded vehicle movements on Mareeba-Dimbulah Road increased by around 22,000 vehicles during the 6 days associated with the event.</p> <p>Committee agreed to remove this item from the agenda, placing it on the Standing Item list.</p>	TMR
4.5	MSC	TMR Mareeba Southern Approach <ul style="list-style-type: none"> <li>32A/32B Kennedy Hwy / Byrnes St T-Intersection</li> <li>Mareeba Connection Road / Byrnes St</li> <li>Mareeba Heritage Centre</li> <li>Mareeba Bypass</li> <li>B-Double Route (accessing Reynolds St)</li> </ul>	<p>21/03/2023 TMR advised of shoulder widening plans on highway. MSC advised of shoulder edge wear on both sides of the road near the Jackaroo Motel and Heritage Centre. TMR to provide advice by 31 March 2023. TMR (MR) and MSC (SW) to inspect various areas following the TAC meeting</p> <p>20/06/2023 Following this TAC Meeting, TMR (KY) &amp; MSC (SW) to inspect the Mareeba Centenary Park entrance with a view to preparing a plan for the work to be undertaken through RMPC.</p> <p>19/09/2023 Outcome of on-site inspection by TMR &amp; MSC on 20/06: view to preparing a plan for the work to be undertaken through RMPC.</p> <p>Shoulder edge wear at the northern entrance to Centenary Park; works have been completed by Council through RMPC; Bollards to be installed; Drain between Centenary Park driveways requires reggrading to ensure drain is functional as picking machine display installed in overland drainage path; and future options to be considered regarding parking on the south-west of Jackaroo Motel</p> <p>TMR advised 32A/32B intersection is being designed for signalised Intersection. Delivery will be carried out when funding is available.</p>	TMR

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Item	Organisation	Issue	Recommendation / Follow Up Action	Agency
			<p>12/12/2023 Jackaroo Motel dust issue resolved with bollards installed by MSC under RMPC on north side of park entry opposite Motel. Mba Centenary Park entrance widened &amp; sealed. Mba Bypass planning is ongoing. TMR propose to have draft updates from Planning Team on progress</p> <p>23/01/2024 TMR considering B-Double route as part of the Mareeba Bypass Planning; TMR propose to have draft updates from Planning Team on progress</p> <p>18/06/2024 TMR confirmed a Mareeba Bypass Planning project is underway. The current planning project will look at the full bypass, it will progress planning for the southern section &amp; review &amp; confirm the alignment of the northern section. \$2.2M has been allocated to the Planning Project by Qld Government under the Transport System Planning Program &amp; it is anticipated the business case for the alignment will be completed late 2024. Construction of the Mareeba Bypass currently remains unfunded.</p> <p>17/12/2024 TMR advise there is no change.</p> <p>Committee agreed to remove this item from the agenda, placing it on the Standing Items list.</p>	
4.6	TMR	Tablelands Heavy Vehicle Management Strategy Heavy Vehicle Set Areas North of Mareeba	<p>04/12/2018 TMR advised AECOM engaged to undertake freight study, with a view of the study being completed within 6-8 months (late 2018)</p> <p>Preferred upgrades and new facilities across the Atherton Tablelands area identified; further consultation being undertaken with key stakeholders with a focus on a: <ul style="list-style-type: none"> <li>proposed HV Rest Area on Mulligan Hwy (north of Mba)</li> <li>proposed HV Rest Area on Kennedy Hwy (west of Speewah)</li> <li>proposed HV Stopping Place at the top of Rex Range (Mt Molloy Rd)</li> </ul> </p> <p>Study is anticipated to be completed by late 2019; construction of any upgrades are currently unfunded</p> <p>Further information published on TMR's website; link provided below  <a href="https://www.tmr.qld.gov.au/-/media/aboutus/corpinfo/Media/TMR-Tablelands-Heavy-Vehicle-Management-Strategy.pdf">https://www.tmr.qld.gov.au/-/media/aboutus/corpinfo/Media/TMR-Tablelands-Heavy-Vehicle-Management-Strategy.pdf</a></p> <p>Mareeba Chamber to write to Cynthia Lui making recommendations  Study being undertaken by TMR</p> <p>Following the meeting TMR advised the Business Case for this study is being finalised, and pending the necessary investment funding being approved/secured, TMR will then be in a position to release the proposed layouts</p> <p>Study completed, funding being sourced as works are currently unfunded; TMR will review funding options in March 2020</p> <p>TMR advised strategy is being dissected identifying separate upgrade projects</p> <p>TMR recommends that TAC support the delivery of outcomes of the study as a priority for Mareeba and that any bay around Mareeba would assist</p> <p>Moved by David Hamilton  Seconded by Cr Wyatt</p> <p>TMR advised project pending funding opportunity</p> <p>TMR advised no change; State Government heading into caretaker period, subject matter will be considered further post 31/10/2020</p> <p>TMR advised seed funding available with some design having commenced, project to be shovel-ready for when funding becomes available, area north of Bibbohra being considered</p> <p>Project planning continuing but remains unfunded; TMR propose to develop a webpage to outline the project progress</p> <p>TMR advised facility at the top of Rex Range, Julatten is underway</p> <p>TMR pricing options at Springs Road and facility north of Bibbohra</p> <p>Bibbohra facility not yet funded, TMR looking to downsize as original plans were for \$5M,</p>	TMR

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Item	Organisation	Issue	Recommendation / Follow Up Action	Agency
			<p>need to be accessible to road trains. TMR still reviewing and aware of drainage issues. Need right price for approval; discussion with MSC required</p> <p>Further submission made by TMR under another funding program</p> <p>MSC asked if Mareeba Rodeo Grounds could be utilized as amenities are already there; suggesting entrance into grounds could be widened providing a possible reduction in scope &amp; cost</p> <p>15/03/2022 TMR reviewing the old sugar area on Mulligan Hwy. Bibbohra cost is blowing it out of scope funding and keeps pushing it back</p> <p>Cr Wyatt suggested dropping speed limit at Bibbohra intersection as it is a town to 80km/hr zone to assist; TMR advised Pickford Rd also has a lot of HV traffic for quarries could warrant 80/km zone</p> <p>21/06/2022 TMR advised plans are with strategic planners for these works, TMR will follow up regarding website approval and will send link if approved for updates available</p> <p>20/09/2022 MSC propose need to look at longer term truck stopping area around Mareeba; MSC previously suggested Council owned parcel of land opposite current site on Mulligan Highway, MSC to table and requests TMR to investigate</p> <p>21/03/2023 Heavy vehicle stopping facility constructed at the top of the Rex Range near Nine Mile Road (Mossman-Mt Molloy Road). MSC seeking an update on other locations on the northern and southern approaches to Mareeba and Springs Road. TMR (MR) advised an update on planning would be provided by end of March 2023. MSC will continue advocating for the location north of Barrett Street Intersection as a potential site for a heavy vehicle pullover area.</p> <p>20/06/2023 Item to remain on Agenda pending TMR Planning team providing MSC with an update following the meeting</p> <p>19/09/2023 The Tablelands Heavy Vehicle Management Strategy is complete and is being used to inform heavy vehicle improvements on the Tablelands. TMR is continuing to apply for funding to progress the outcomes of the strategy</p> <p>23/01/2024 TMR advise these projects remain unfunded, TMR continuing to make application for funding</p> <p>18/06/2024 TMR advise project remains unfunded.</p> <p>Committee agreed to remove from Agenda items, placing the matter on a standing item list for future reference.</p> <p>17/09/2024 TMR advised remains unfunded, no change.</p>	

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<b>9.5 INFRASTRUCTURE SERVICES, TECHNICAL SERVICES OPERATIONS REPORT - JUNE 2025</b>
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**Date Prepared:** 19 June 2025  
**Author:** Manager Technical Services  
**Attachments:** Nil

### EXECUTIVE SUMMARY

The purpose of this report is to outline Council's Fleet, Design, Soils Lab, Survey, Quality, GIS, Facilities and Investigation Services activities undertaken by Infrastructure Services during the month of June 2025.

### RECOMMENDATION

That Council receives the Infrastructure Services, Technical Services Operations Report for June 2025.

### BACKGROUND

#### Technical Services

##### Design, quality, and investigations:

Investigation activities undertaken in June included:

Activity	New Requests	Closed Requests	Active EOM
Road Infrastructure Review	6	9	69
Drainage Investigations	0	9	36
Parks Investigations	0	2	2
Miscellaneous e.g. Planning; Local Laws	9	14	19
Before You Dig Requests	0	74	0

##### Soil Laboratory:

Council's Soil Laboratory provides NATA-accredited soil and material testing for internal and external services. The laboratory delivered 197 tests in June, with the majority being for external clients.

##### GIS:

Ongoing improvements to GIS data associated with water, sewerage, roads, underground stormwater, and kerbs asset data sets continues, as information is received from other areas of Council.

The annual stormwater CCTV program was completed for a section of the Mareeba township.

Operational Works and Subdivisions:

To ensure ongoing compliance with development conditions, both during construction and on-maintenance, Council undertakes routine inspection and monitoring of sites. The following developments remain current:

Locality	Subdivisions Name/Description	Road
Works Approved for Commencement		
Koah	Popovic Road Development	Popovic Road
Kuranda	Jum Rum Rainforest Estate Stage 2	Fallon Road
Kuranda	2-6 Black Mountain Road	Black Mountain Road
Mareeba	Country Road Estate Stage 4	Lee Sye Road
Mareeba	9 Kenneally Road	Kenneally Road
Mareeba	St Stephen's Catholic College	Mclver Road
Mareeba	Quill Street Development	Quill Street
Mareeba	Emerald Creek Service Station	Malone Road
Mareeba	Rayfield Estate	Rayfield Road
On-Maintenance Period		
Kuranda	Myola Heights Estate Stage 2A	Christensen Road
Kuranda	Jum Rum Rainforest Estate Stage 1	Fallon Road
Mareeba	Mareeba Roadhouse & Accommodation Park	Williams Close
Mareeba	Prestige Gardens Stage 1-4 (Drainage)	Mclver Road
Mareeba	Prestige Gardens Stage 5-6	Mclver Road
Mareeba	Amaroo Stage 13a (Drainage)	Moondani Avenue
Mareeba	Amaroo Stage 13b (Drainage)	Karobean Drive
Mareeba	The Rise: Stage 3 (Drainage)	Catherine Atherton Drive
Mareeba	Country Road Estate Stage 3	Country Road
Mareeba	7 Kenneally Road	Kenneally Road
Off-Maintenance for Month		
	Nil	

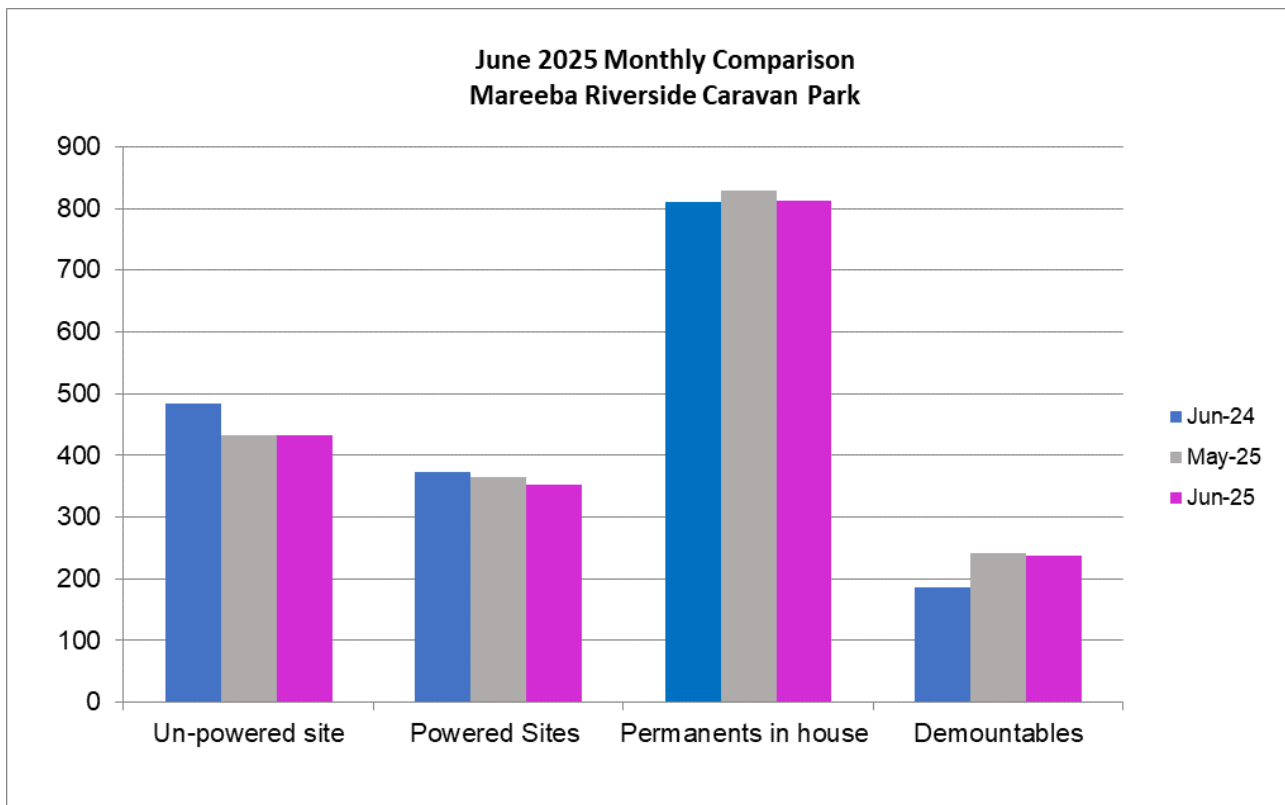
Facilities

Operational works delivered by the team, include several highlights for the month.

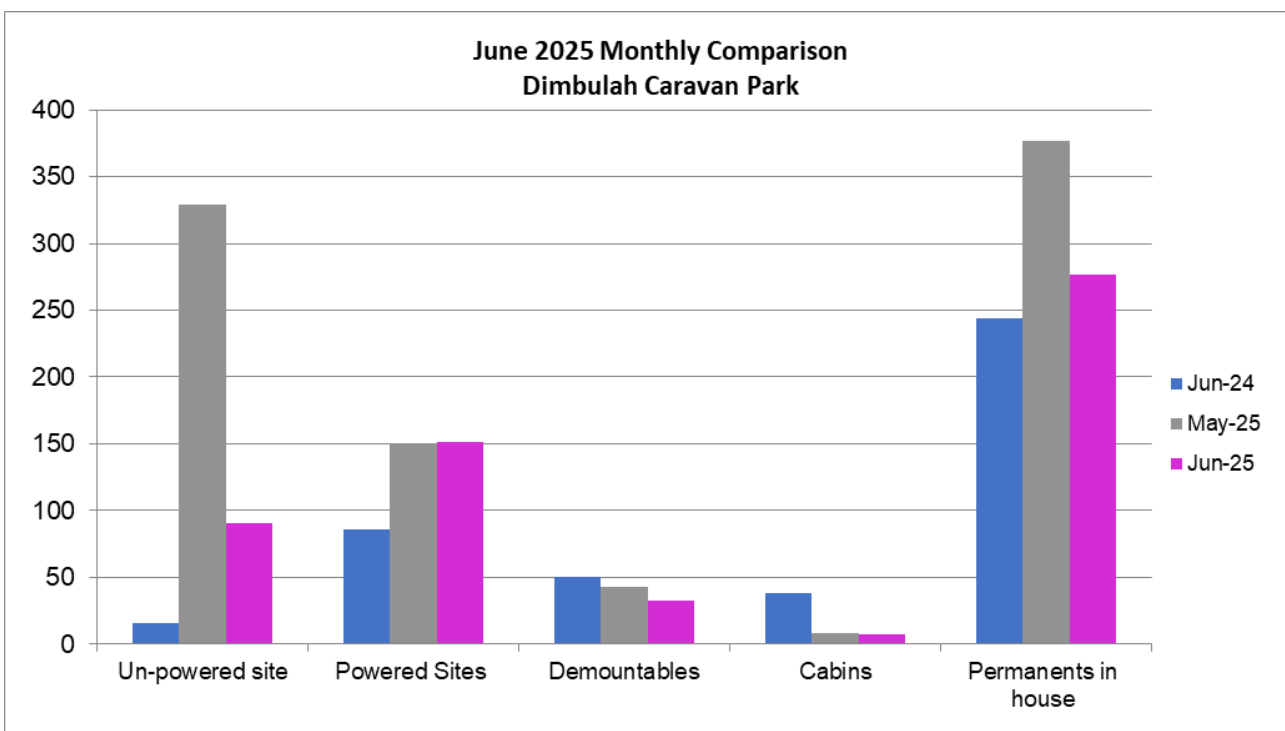
Facility	Works completed
Geraghty Park Hall	Upgraded/replaced the hot water system supporting the shower and basins for the amenities behind Edna Head Library.
Dimbulah Aquatic Centre	Drainage stormwater network for the Pool overflow system was cleared, with significant silt/debris removed.
Mareeba Visitors Information Centre	The slate tiles located within the centre entry were cleaned and sealed, while the timber deck was sanded and repainted.

### Caravan Parks:

Mareeba Riverside Caravan Park utilisation for June has generally remained stable against previous year numbers.

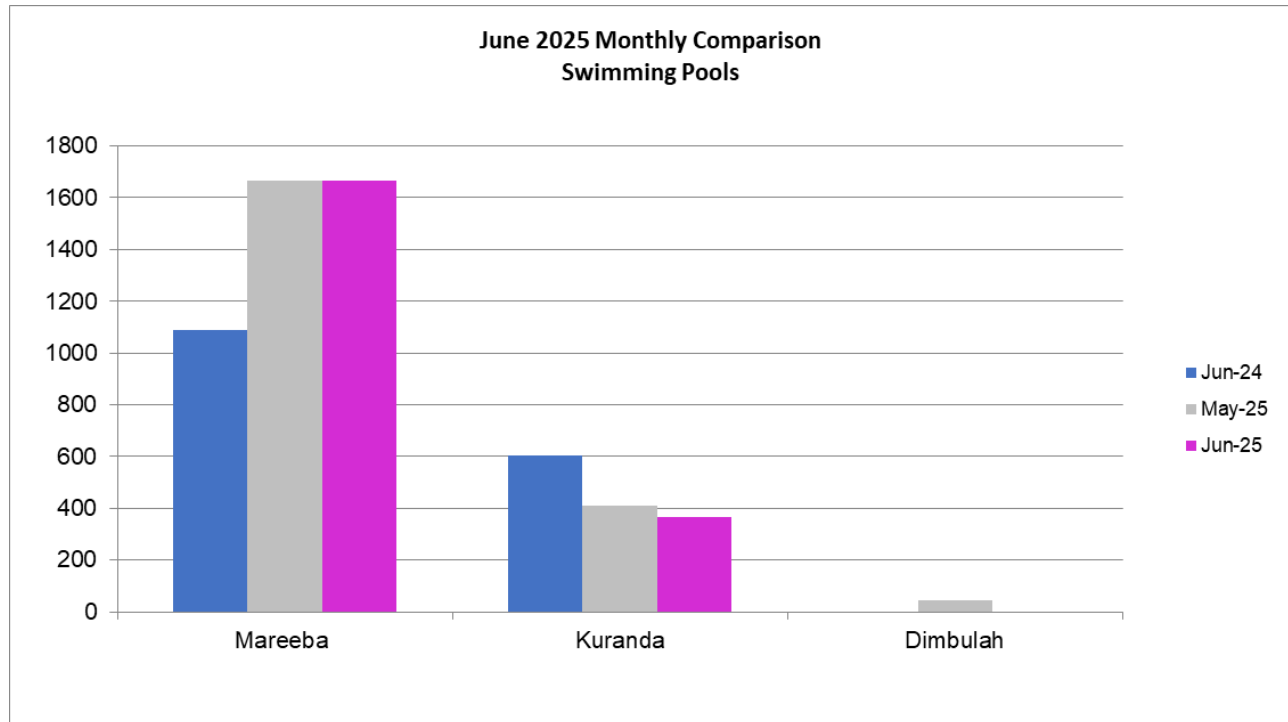


Dimbulah Caravan Park attendance continue to show improvements against similar periods in previous year. The reduction in June follows similar trends with the onsite of colder weather and closure of pool.



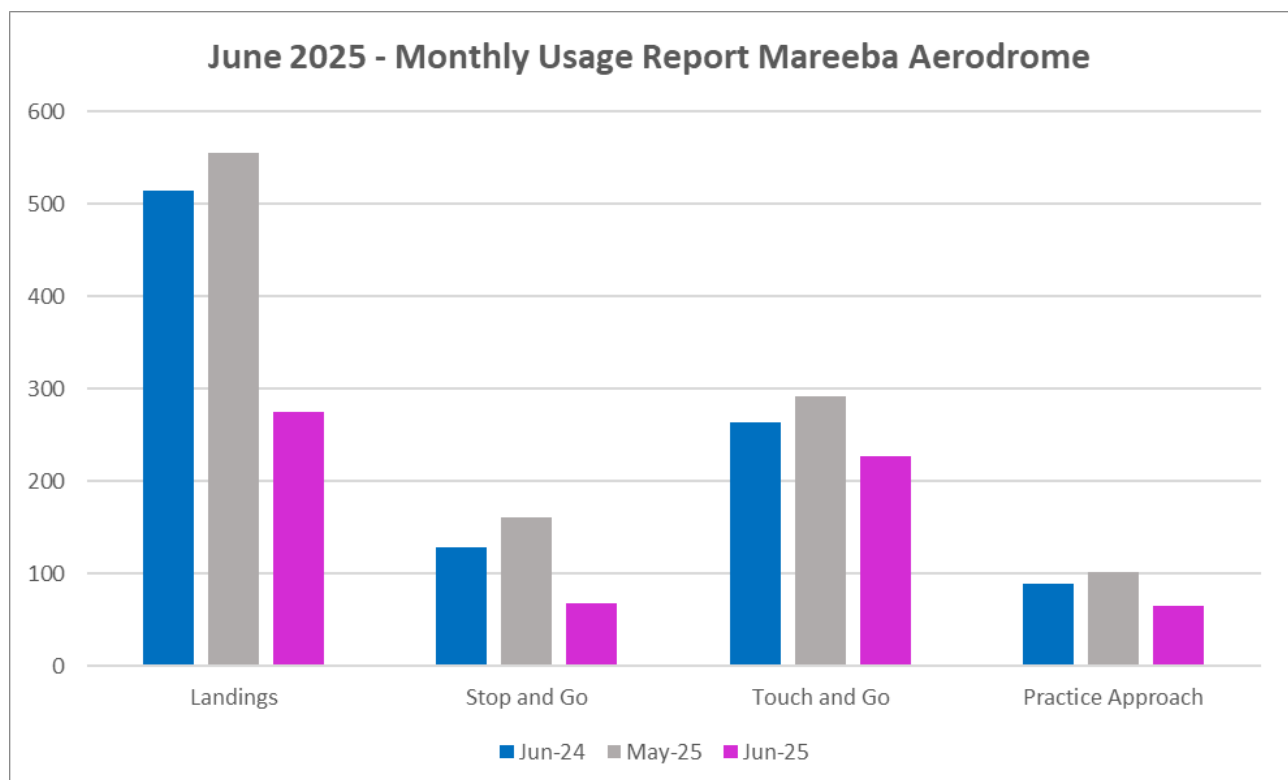
### Aquatic Centres

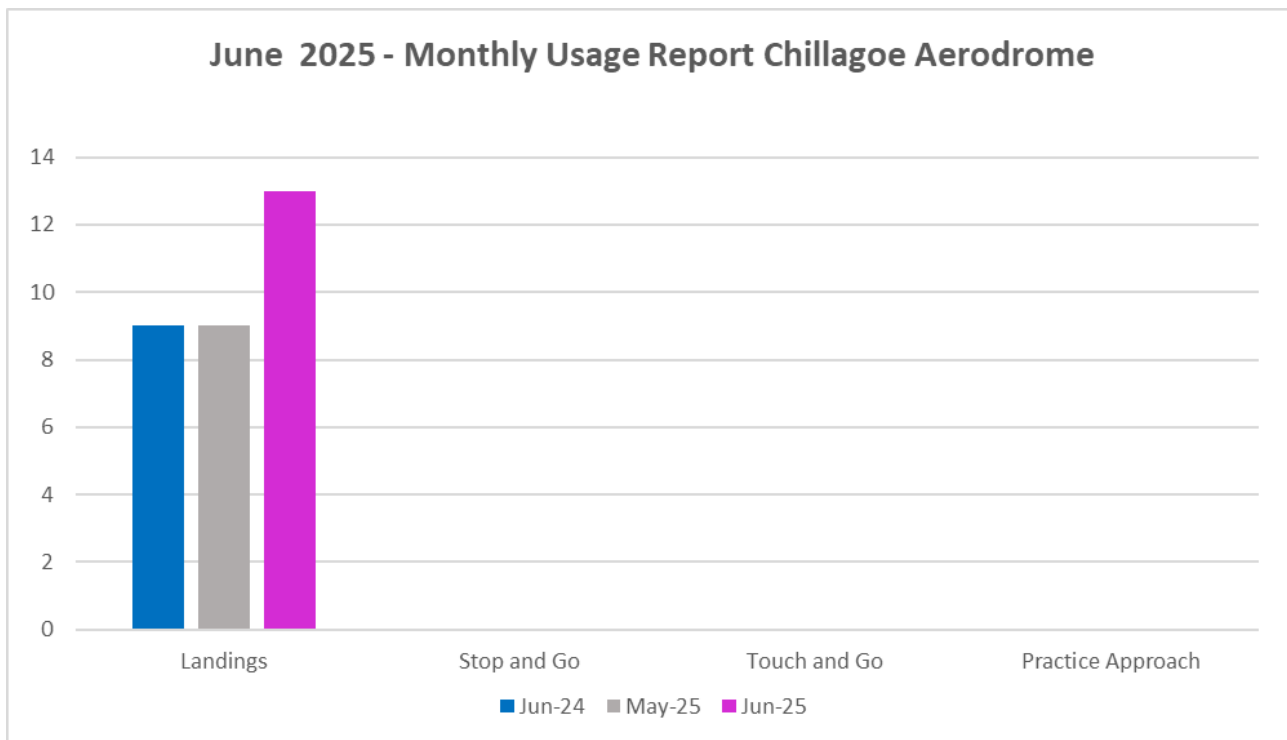
Attendance has seen a reduction across all facilities, which is expected as winter months approach. Dimbulah Aquatic Centre is closed for winter and will reopen mid-September 2025.



### Aerodromes:

The data recorded below is current for the month of June, however there is usually a lag of some data for each current month from the service provider, which continues to be updated into the next month.





#### LINK TO CORPORATE PLAN

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

#### IMPLEMENTATION/COMMUNICATION

Nil



## 9.6 INFRASTRUCTURE SERVICES, WATER AND WASTE OPERATIONS REPORT - JUNE 2025

**Date Prepared:** 19 June 2025  
**Author:** Manager Water and Waste  
**Attachments:** Nil

### EXECUTIVE SUMMARY

The purpose of this report is to summarise Council's Water and Waste activities undertaken by the Infrastructure Services Department during the month of June 2025.

### RECOMMENDATION

That Council receives the Infrastructure Services, Water and Waste Operations Report for June 2025.

### BACKGROUND

#### Water and Wastewater Treatment:

All treatment plants are generally performing satisfactorily. Interim measures are in place to address damage to Kuranda Water Treatment Plant intake infrastructure which resulted from Cyclone Jasper and ongoing rain.

Connections have been updated with information provided by the rates section to correspond with annual KPI reporting.

Water Treatment	Mareeba	Kuranda	Chillagoe	Dimbulah	Mt Molloy*
Water Plant average daily production (kL)	6944	943	206	383	169
Number of Connections	4141	1053	127	246	111
Average daily water consumption per connection (L)	1677	1623	1556	1556	1518

\* Mt Molloy is an untreated, non-potable water supply

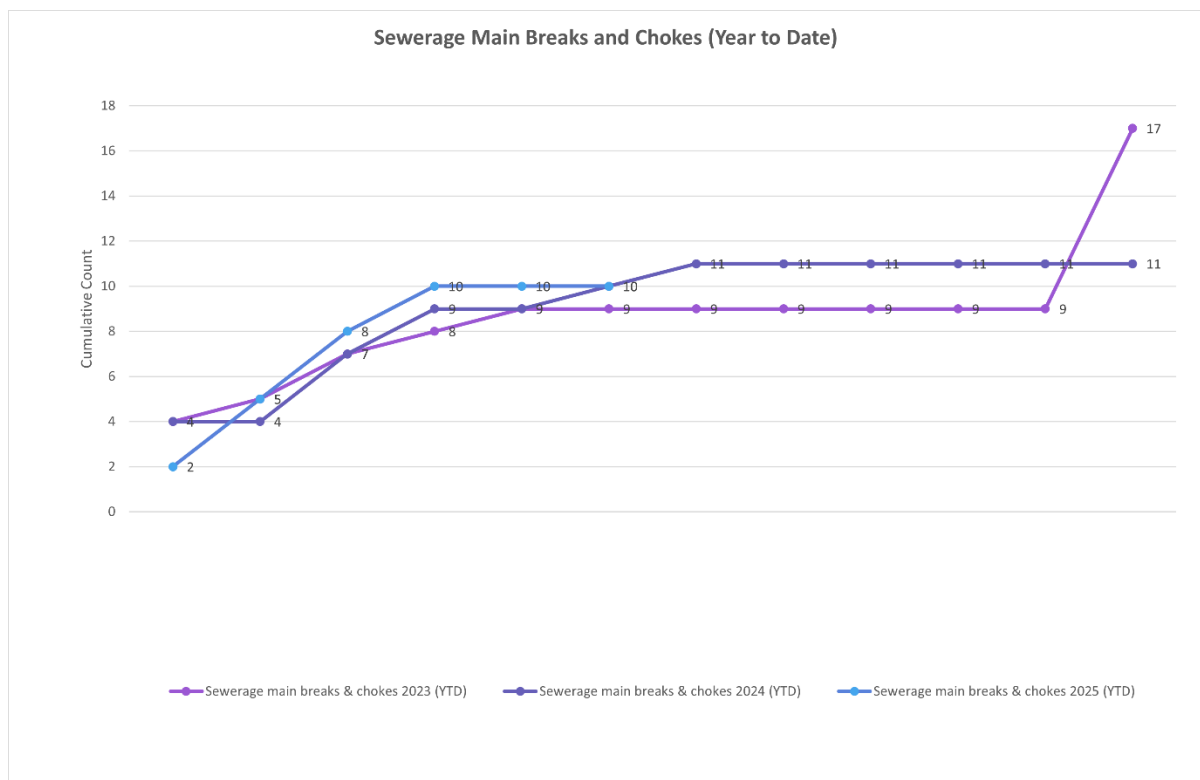
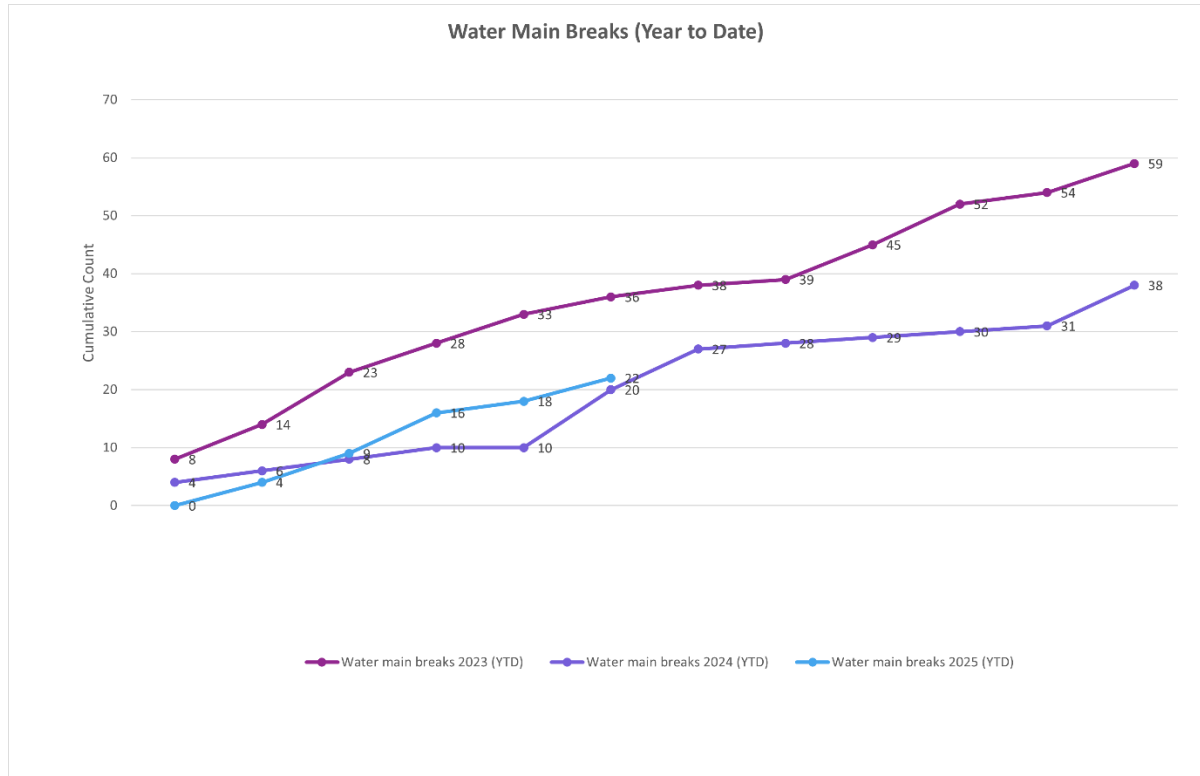
Wastewater Treatment	Mareeba	Kuranda
Wastewater Plant average daily treatment (kL)	2017	170
Number of Connections	3519	359
Average daily inflow per connection (L)	573	472

#### Water and Wastewater Reticulation:

Council's water reticulation crew attended eight (8) water main breaks and zero (0) sewer main breaks/chokes this month, and average response times were within targets set out in Council's customer service standard for water services.

The temporary solution to address the blockage of the Lloyd Street sewer in Mareeba continues to operate to mitigate wastewater discharges to the Barron River. Tender has been awarded subject to QRA approval, for the project works on a long-term solution.

Monthly statistics are shown on the water reticulation main breaks and sewerage main breaks and chokes:

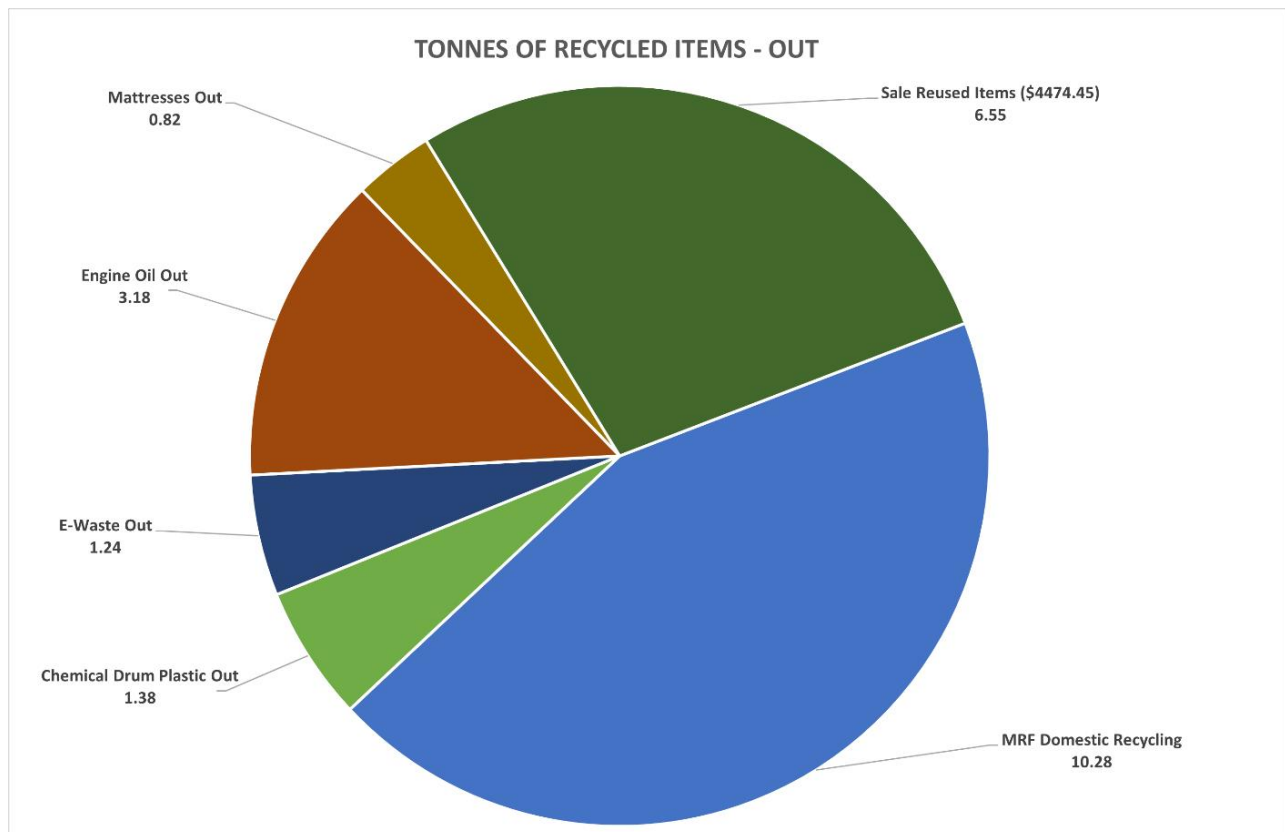


**Waste Operations:**

On 23 January 2025, a fire started on the tipping floor of the ARRF in Cairns, resulting in Veolia being unable to process waste material in accordance with Contract 1396.

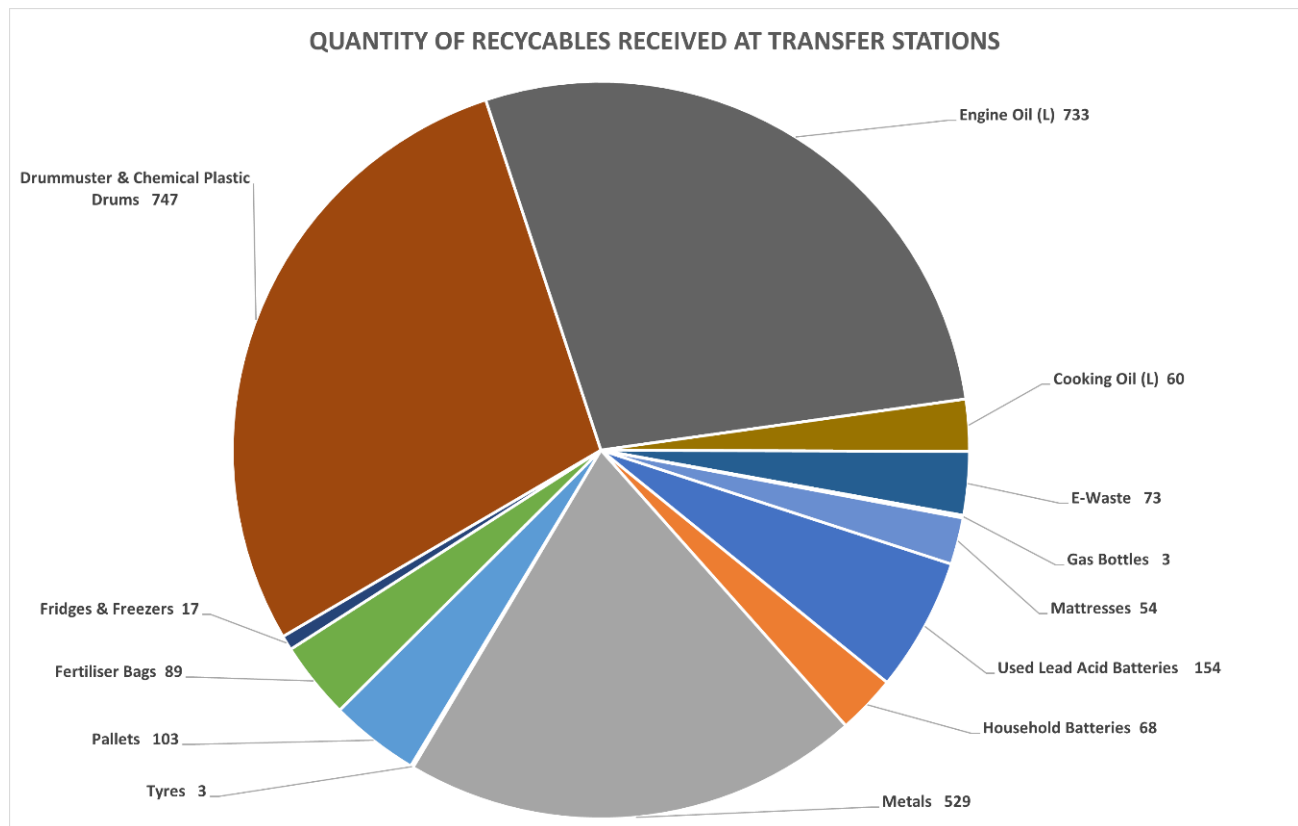
Since the fire, all waste collected in kerbside trucks has been transported directly to Springmount Waste Facility rather than being sent down to Cairns for processing. A long term arrangement is currently being negotiated.

During June, no waste was processed through the ARRF, 596.83 tonnes of waste was sent to Springmount Waste Facility and 10.28 tonnes of domestic items were recycled at the MRF.



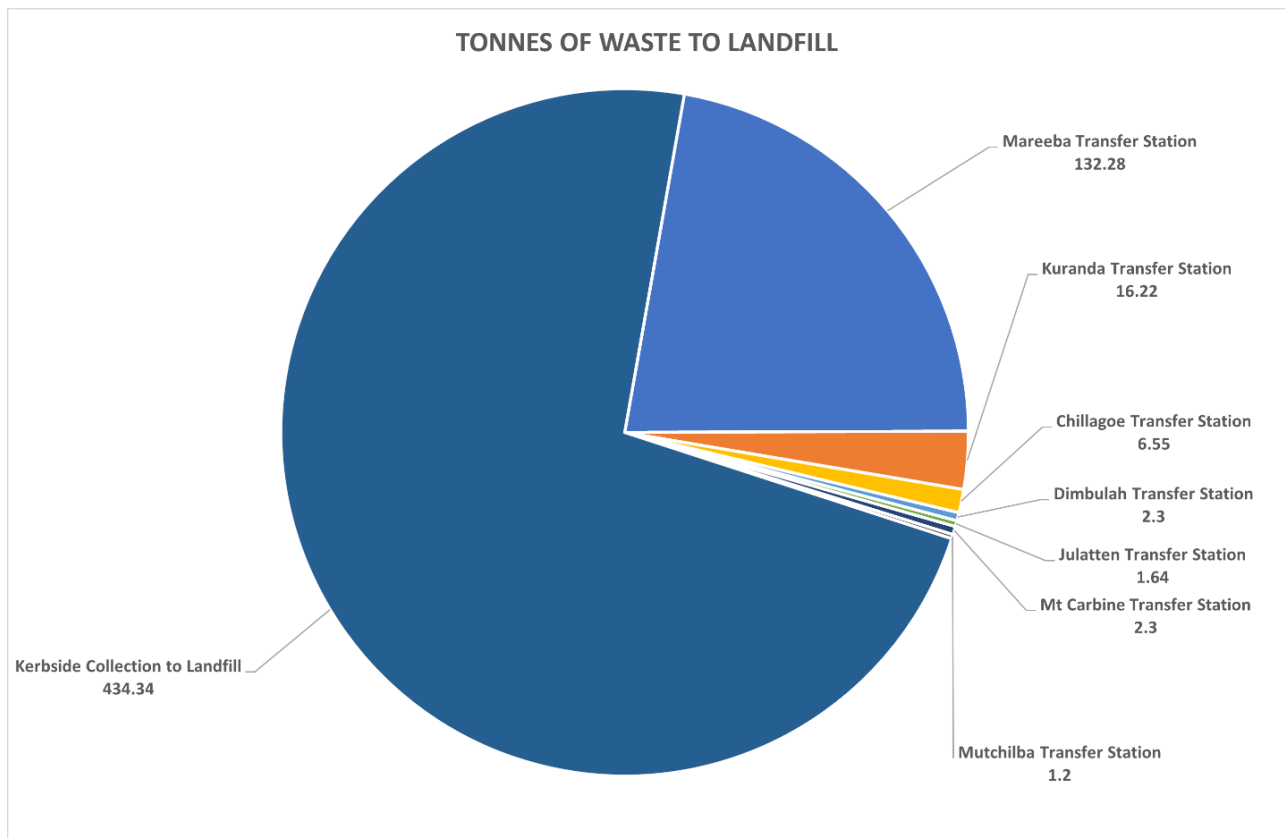
### Recycling

Residents continue to recycle at the Transfer Stations. During June the highest count of recyclable received were 747 Chemical drums, 733L Engine oil and 529 Metals.



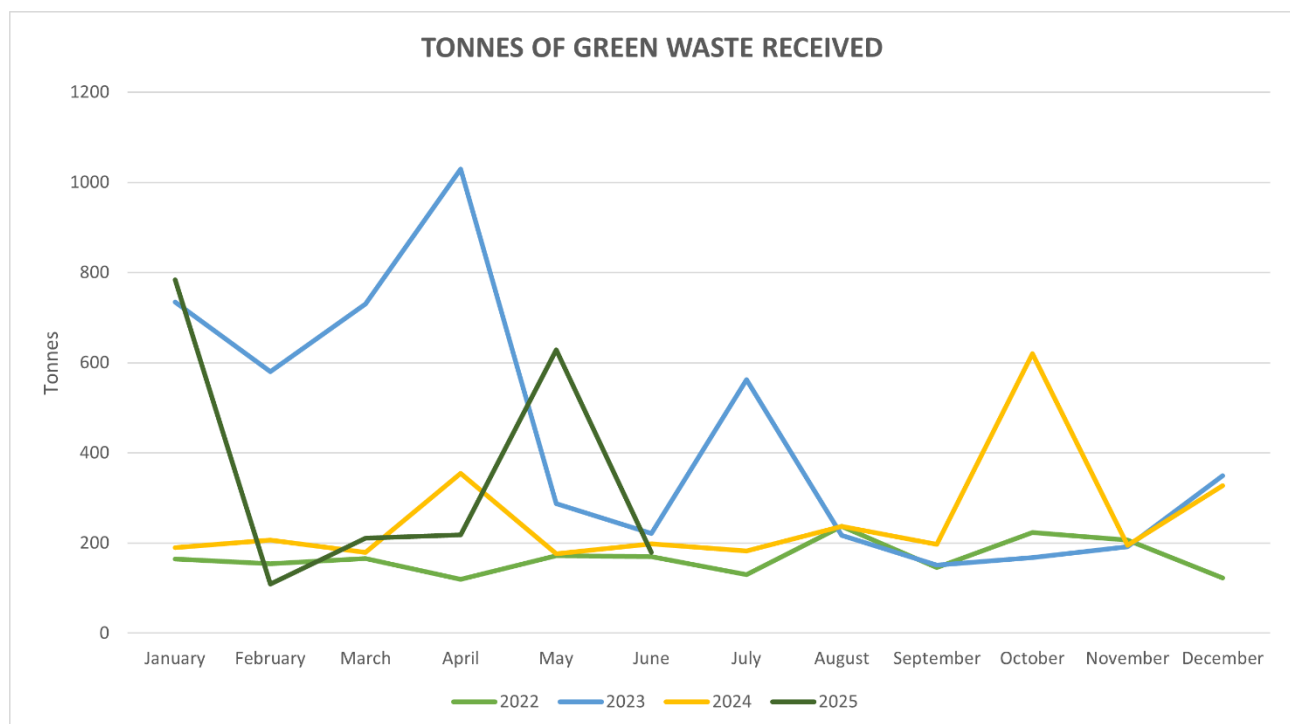
### Kerbside Collection Waste and Transfer Station Waste

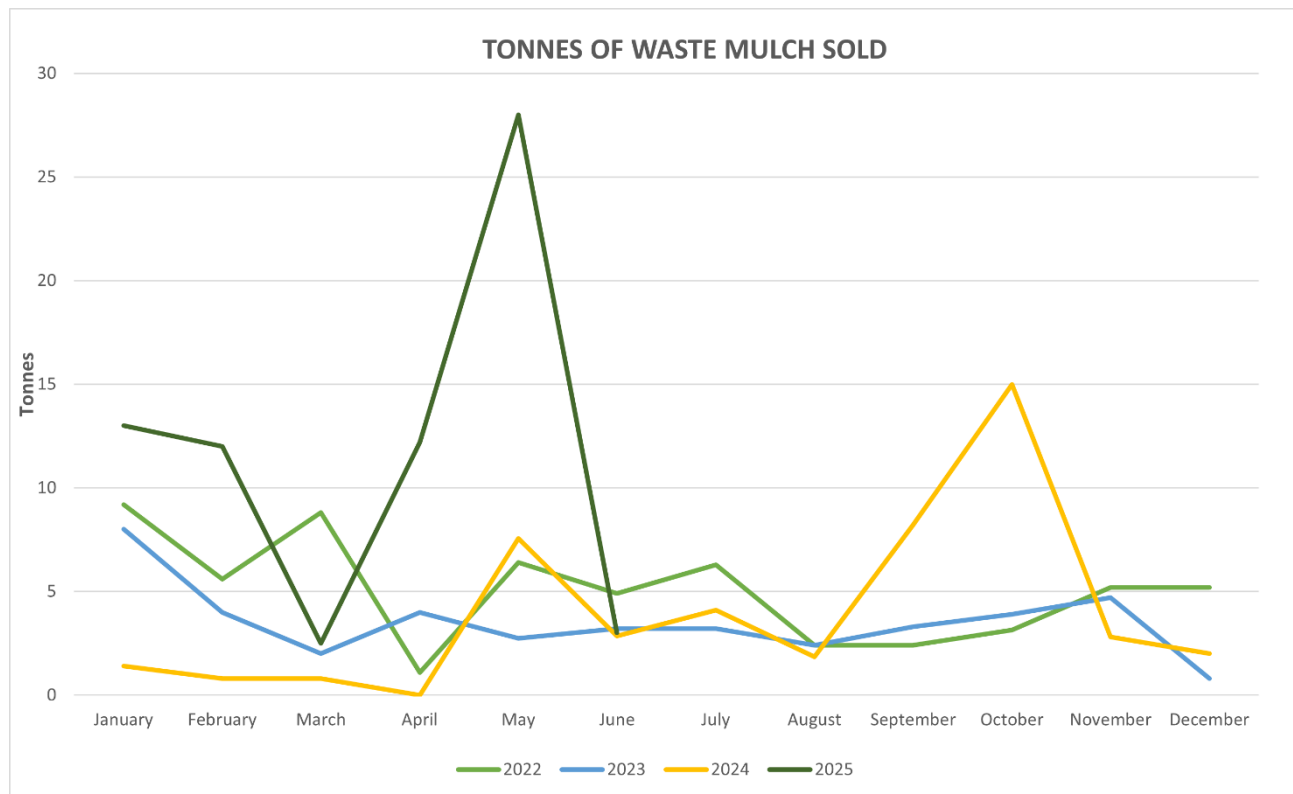
Kerbside collection waste and Transfer Station dry waste is transported off site to the Springmount Waste Facility. During June a total of 596.83 tonnes of waste was sent to landfill from transfer station dry waste and kerbside collection waste. Kerbside collection contributed 434.34 tonnes to landfill, Mareeba Transfer Station contributed to 132.28 tonnes, and Kuranda 16.22 tonnes.



### Green Waste:

During June, Council received a total of 179.58 tonnes of green waste. 3 tonnes of mulch was sold. Kuranda recorded 2.85 tonnes of green waste from locations registered as being potentially contaminated with Electric Ants.





## RISK IMPLICATIONS

### Environmental

Council holds an Environmental Authority issued under the *Environmental Protection Act 1994* to operate landfill facilities.

### LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

### FINANCIAL AND RESOURCE IMPLICATIONS

#### **Capital**

Nil

#### **Operating**

Nil

### LINK TO CORPORATE PLAN

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**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

### IMPLEMENTATION/COMMUNICATION

Nil

**9.7 VARIATION TO TENDER T-MSC2025-14 TYPE 4.3 ROAD BASE****Date Prepared:** 7 July 2025**Author:** Manager Works**Attachments:** Nil**EXECUTIVE SUMMARY**

Tenders have recently been invited for the supply and delivery of Type 4.3 Road Base for use by Mareeba Shire Council to carry out 2024 Disaster Recovery Funding Arrangements (DRFA) works on the Burke Developmental Road (BDR) between Almaden and the boundary with Carpentaria Shire Council (T-MSC2025-14).

A variation for the supply of additional material to undertake emergent works on the BDR between Trimble's Crossing and the boundary with Carpentaria Shire Council was sent to all tender respondents in early June. The purpose of this report is to consider awarding of the variation.

**RECOMMENDATION**

That Council awards T-MSC2025-14 tender variation component to MC Group Pty Ltd for the amount of \$908,422.82 (incl GST).

**BACKGROUND**

On 14 March 2025, Council was notified by the Queensland Reconstruction Authority (QRA) that the Shire was activated to undertake emergent works on Local and State Controlled roads within the Shire under the North and Far North Tropical Low 2025 Event.

Council crews gained access to the north-western section of the BDR (Trimble's Crossing to the boundary) in late May and this signalled the start of the three (3) month emergent works period.

A variation to Tender T-MSC2025-14 for an additional 9,025 tonnes of Type 4.3 Road Base to be supplied and delivered to six (6) sections of the BDR was issued. The locations and estimated quantities are listed below.

Item	Description	Chainage	Unit	Qty
1EM.	Supply and Delivery of Type 4.3 Road Base to marked sites	Ch: 303.95-Ch: 312.53	tonne	1,100t (More or less)
2EM.	Supply and Delivery of Type 4.3 Road Base to marked sites	Ch: 313.13-Ch: 329.66	tonne	1,875t (More or less)
3EM.	Supply and Delivery of Type 4.3 Road Base to marked sites	Ch: 330.16-Ch: 361.28	tonne	1,925t (More or less)
4EM.	Supply and Delivery of Type 4.3 Road Base to marked sites	Ch: 368.32-Ch: 393.84	tonne	1,300t (More or less)
5EM.	Supply and Delivery of Type 4.3 Road Base to marked sites	Ch: 395.05-Ch: 424.45	tonne	1,750t (More or less)

6EM.	Supply and Delivery of Type 4.3 Road Base to marked sites	Ch: 427.83-Ch: 440.25	tonne	1,075t (More or less)
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### Tender Variation Evaluation

Two (2) tender variation submissions were received. A summary of the tender variation prices at opening is provided in *Table 1* below;

*Table 1: Tendered Variation Price at opening*

Tenderer	Tendered Price (including GST)
MC Group Pty Ltd	\$908,422.82
Sole Resources (Ootann) Pty Ltd	\$929,423.00

Both tender variations were conforming and tenderers were assessed as capable of completing the works.

A summary of the tender variation assessment evaluation against price resulted in the ranking of submissions displayed in *Table 3* below.

*Table 3: Tender Evaluation Summary*

Tenderer	Rank
MC Group Pty Ltd	1
Sole Resources (Ootann) Pty Ltd	2

At the time of reporting, Mareeba Shire Council had yet to receive a purchase order from the Department of Transport and Main Roads (TMR) to undertake the 2024 DRFA works on the BDR between Almaden and the boundary with Carpentaria Shire Council.

Emergent works materials do not require a Purchase Order from TMR prior to proceeding and, as such, officers are seeking approval for the awarding of the variation for the supply of additional material to undertake emergent works on the BDR between Trimble's Crossing and the boundary with Carpentaria Shire Council.

**RISK IMPLICATIONS**

As with all supply and delivery tenders there is always a risk that supply will not match the tendered intent. In this case Mareeba Shire Council has requested a supply rate of 700 tonnes per day. Past experience has shown that slower delivery rates than requested in the original tender can increase the time on-site due to inactivity, waiting for material to lay, compact and trim. This, in turn, affects labour, plant and accommodation costs.

Council will allow as much lead time as possible for the tenderer to import material prior to emergent works commencing with a minimum number of staff on-site to undertake tipping distances, traffic control and temporary signage work.

***Is the expenditure noted above included in the current budget?***

Yes.

**LINK TO CORPORATE PLAN**

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**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

**IMPLEMENTATION/COMMUNICATION**

Tenderers will be notified of the outcome of the tender assessment in writing.



**9.8 T-MSC2025-22 AND T-MSC2025-23 SUPPLY & DELIVERY OF TYPE 2.2 ROAD BASE (PUGGED) - LEADINGHAM CREEK ROAD CH 1.65 - CH 3.59 AND CH 8.04 - CH 11.48**

**Date Prepared:** 8 July 2025

**Author:** Manager Works

**Attachments:** Nil

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**EXECUTIVE SUMMARY**

Council has invited tenders from suitably qualified and experienced contractors to undertake T-MSC2025-22 and T-MSC2025-23 Type 2.2 Road Base Supply and Deliver, Leadingham Creek Road which closes on 15 July 2025.

The two (2) tenders are for different sections of Leadingham Creek road which are funded by two (2) different mechanisms. One (1) is 80% Federally funded under the Safer Local Roads and Infrastructure Program with a 20% contribution from the State under the TIDS program. The other section is 50% funded by the State as a Local Roads of Regional Significance (LRRS) project under the TIDS program.

To allow the works to commence as soon as possible and ensure the works are completed in a timely manner to comply with TMR Transport Infrastructure Development Scheme (TIDS) and Federal Government funding condition, officers propose Council delegate authority to the Chief Executive Officer to consider and approve the contract after consultation with the Councillors.

**RECOMMENDATION**

That the Council delegates authority to the Chief Executive Officer to award Tender T-MSC2025-22 and T-MSC2025-23 Type 2.2 Road Base Supply and Deliver, Leadingham Creek Road after consultation with Councillors.

**BACKGROUND****T-MSC2025-22**

In January 2025, Mareeba Shire Council received confirmation from the federal government that funding from the Safer Local Roads and Infrastructure Program would be made available to undertake widening and sealing works, including culvert upgrades on Leadingham Creek Road, Dimbulah. The funding will cover 80% of the design and construction costs with TIDS contributing 10% and Mareeba Shire Council the other 10%.

The project will widen Leadingham Creek Road from chainage 8.04 to chainage 11.48 to a consistent two (2) lane, 7m wide roadway with 0.5m shoulders on either side of the roadway. This project will also replace the minor culvert at Sandy Creek. In total the project will upgrade 3.27km of the road network.

**Tender T-MSC2025-23**

The FNQRRTG Works Program for the 2025-2026 financial year contained a Local Roads of Regional Significance (LRRS) project for Mareeba Shire Council to 50% fund the widening and sealing of a section of Leadingham Creek Road, Dimbulah. The funding is provided by the Queensland State Government through the Transport Infrastructure Development Scheme. (TIDS).

The project will widen Leadingham Creek Road from chainage 1.65 to chainage 3.59 to a consistent two (2) lane, 7m wide roadway with 0.5m shoulders on either side of the roadway. This project will also replace several minor culverts that have reached the end of their useful life.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

***Is the expenditure noted above included in the current budget?***

Yes.

#### **LINK TO CORPORATE PLAN**

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

**Liveability and Environment:** Improve the liveability of the Shire by enhancing amenity and valuing natural assets.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

#### **IMPLEMENTATION/COMMUNICATION**

Tenderers will be notified in writing of the outcome of the tender assessment.

**9.9 INFRASTRUCTURE SERVICES, WORKS SECTION ACTIVITY REPORT - JUNE 2025****Date Prepared:** 2 July 2025**Author:** Manager Works**Attachments:** Nil**EXECUTIVE SUMMARY**

The purpose of this report is to summarise Council's Transport Infrastructure, Parks and Open Spaces, TMR Routine Maintenance Performance Contract (RMPC) and Land Protection operational activities undertaken by Infrastructure Services during the month of June 2025.

**RECOMMENDATION**

That Council receives the Infrastructure Services, Works Progress Report for the month of June 2025.

**BACKGROUND**

A summary of works completed in June 2025 is provided below.

**Transport Infrastructure**General Maintenance

The major maintenance activities carried out in June are listed below;

Activity	Location
Unsealed Road Grading	Ootann Road, Lappa-Mt Garnet Road, Boonmoo Road, Fossilbrook Road, Wolfram Road, Henry Hannam Drive, Bakers Road, Emerald Falls Road, Lockwood Road, Cobra Road, Healy Road, Collins Weir Road, McIver Road, Springfield Road
Bitumen Patching - Locality	Julatten, Kuranda, Mutchilba, Dimbulah
Unsealed Road Maintenance	Black Mountain Road, Kuranda, Pinnacle Road, LA Road, Cedar Park Road, Mt Mulligan Road, Fairyland Road, Jeffrey Road, Churchill Creek Road, Mt Perseverance Road, Railway Street, Clacherty Road, Morrish Road, Speewah Road, Bakers Road
Tree Clearing - Locality	Chillagoe, Kuranda, Mareeba, Julatten, Mt Molloy, Mutchilba
Slashing - Locality	Springmount, Koah, Arriga, Paddy's Green, Mareeba, Mutchilba
Road Furniture – Repair/Replace	Byrnes Street, Springmount Road, Chewko Road, Bilwon Road, Tinaroo Creek Road, Chettle Road, Springs Road, Walsh Street, Rankin Street, Argyle Street, Ray Road, Stephens Street, Basalt Street, Anzac Avenue, Costin Street, Reynolds Street, Oak Forest Road, Mary Jane Drive, Constance Street, Middlemiss Street, Martin Avenue, Gallo Drive, Tilse Street, Koah Road, Euluma Creek Road, Kowa Street, Lloyd Street, Sutherland Street, Malone Road, Coondoo Street, Black Mountain Road, Cater Road, Keeble Street, Lannoy Street,

Activity	Location
	Dean Circuit, Hurricane Road, Kennedy Street, Mason Street, McIver Road, Wylandra Drive, Mt Mulligan Road, Metzger Road
Drainage Works	Ray Road, Horse Creek Road, Springs Road, Highland Drive
Illegal Dumping	Springmount Road, Tinaroo Creek Road
Culvert Inlet/Outlet Maintenance	Narcotic Creek Road, Chewko Road, Clacherty Road, Euluma Creek Road, Wren Close

### Customer Requests

During June, the Works Group received 82 Customer Requests (CRs) with 149 resolved (resolved requests include those received prior to June 2025). The table below shows the number of requests lodged per Works Section for the month.

Month	Roads	Parks and Gardens	Pest Management
June	52	20	10

At the time of reporting, the Works Group had 97 open requests.

### TMR Routine Maintenance Performance Contract (RMPC)

#### **32A - Kennedy Highway (Cairns - Mareeba)**

- Rest Area Servicing at Edmund Kennedy Bridge

#### **34B - Mulligan Highway (Mt Molloy - Lakeland)**

- Rest Area Servicing at Rifle Creek
- Roadside Litter Collection - Rifle Creek and Mt Carbine Truck Stop
- Bitumen and asphalt patching – DRFA Contract
- Road inspection

#### **653 – Mossman-Mt Molloy Road**

- Rest Area Servicing at Hunter Creek
- Roadside litter collection - Hunter Creek, Environ Park and Lyons Park
- Pavement patching
- Road inspection

#### **6632 - Herberton-Petford Road**

- Road inspection

#### **664 - Mareeba-Dimbulah Road**

- Signage replacement/repair
- Road inspection

#### **89B - Burke Developmental Road (BDR)**

- Eureka Creek Rest Area servicing and ground maintenance
- Emergent Works – Ferguson’s Crossing to Trimble’s Crossing
- Emergent Works - Major road repairs along gravel section of road full length of the BDR
- Emergent Works - Light formation grade Chillagoe to Boundary

#### Parks and Open Spaces

Description	Comment
Mowing	Mareeba, Dimbulah, Kuranda, Mt Molloy/Julatten, and Chillagoe mowing is on schedule. Vegetation growth has slowing and mowing now roughly at 18 day intervals.
Playing fields mowing	All playing fields now mowed weekly at 50mm.
General maintenance	Irrigation repairs in parks and Mareeba CBD.
Gurney Crew	Cleaning in Mareeba three (3) hours early morning four (4) days per week. Kuranda streets two (2) hours two (2) days per week. Pressure clean footpath along Rob Veivers Drive and the Columbarium Walls at the Kuranda and Mareeba cemeteries.
Playgrounds	Replace two (2) seats and one (1) backrest on older gym equipment at Mary Andrews Park.
Projects	Install a new street bin at the Chillagoe Hall.
Slashing	Rail Trail from Mareeba to the airport, Shaban, Mooraridgi and Eales Parks. Western Mareeba streets and the Northern approaches to Mareeba.
Burials	<p>Mareeba Cemetery</p> <ul style="list-style-type: none"> <li>• Three (3) in-ground interments in Lawn Plaque on Beam</li> <li>• One (1) Mausoleum Wall interment</li> <li>• One (1) in ground interment in Headstone on Beam</li> </ul> <p>Kuranda Heights Cemetery</p> <ul style="list-style-type: none"> <li>• Two (2) in ground interments in Full Grave Slab section</li> </ul>
LOA	Mareeba Cemetery, Pioneer Cemetery and Dimbulah Cemetery maintenance. Barooga Gardens and tennis court ground maintenance in Dimbulah
Tree Trimming	Tree trimming in all towns to assist with ease of mowing and street sweeping activities.
Fire Management	Hazard reduction burns carried out at the Chillagoe and Mutchilba Transfer Stations surrounds, Watsonville (in conjunction with the Department of Resources), Vaughan Street and Chewko Road in Mareeba and Cattarossi Street area in Dimbulah.



*Hazard Reduction Burn - Chillagoe Transfer Station*

### Land Protection

**Parthenium Weed:** Inspections and hand removal carried out on all sites. All landholders are complying with their biosecurity obligation.

**Siam weed:** Survey and treatment of Siam Weed along Back Creek, Petford.

**Lions Tail:** Survey and foliar spray of Lions Tail west of Chillagoe. The weed originated on the roadside of the Burke Developmental Road. The Lions Tail has spread into adjoining paddocks. Officers have noted a large reduction in plants found in the last few years.

**Giant Sensitive plant:** Two (2) plants were located on the eastern end of Peters Street, Mareeba below the DPI. Plants have been herbicide treated and an extended survey was carried out in the area with the assistance of QLD Biosecurity officers.

**Bellyache Bush:** Survey and removal of Bellyache Bush on Lahyes Creek and Emu Creek, Petford.

**Rotary Field Day:** Land Protection Officers reported a very successful Rotary Field Day with quite a number of requests for information from the general public about invasive plants and animals affecting landholders within Mareeba Shire and surrounding areas.

**Amazon Frogbit :** Foliar spray treatment of the Bicentennial Lakes in Mareeba for Amazon Frogbit. The cooler weather slows the growth of frogbit but work continues on the infestation in an attempt to keep the infestation low to assist further treatment later in the year during the warmer months.

**Feral pigs:** 17 pigs were trapped and destroyed in the Bibbohra and Mt Molloy areas.

**Wild dogs:** 1080 Baiting was carried out on eight (8) cattle grazing properties on the Walsh and Tate Rivers catchment area covering an estimated 3,827 km<sup>2</sup> of land.



*Amazon Frogbit – Bicentennial Lakes northern section*

## FINANCIAL AND RESOURCE IMPLICATIONS

### ***Operating***

All operational works are funded by the section specific 2024/25 maintenance budgets.

## LINK TO CORPORATE PLAN

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.

**Liveability and Environment:** Improve the liveability of the Shire by enhancing amenity and valuing natural assets.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

## IMPLEMENTATION/COMMUNICATION

Nil



## 10 OFFICE OF THE CEO

### 10.1 TOURISM & ECONOMIC DEVELOPMENT QUARTERLY REPORT

**Date Prepared:** 8 July 2025

**Author:** Tourism & Economic Development Officer

**Attachments:**

1. Mareeba Shire Tourism Action Plan 2025-26
2. TTNQ/MST Digital Destination Marketing Campaign Summary 24-25

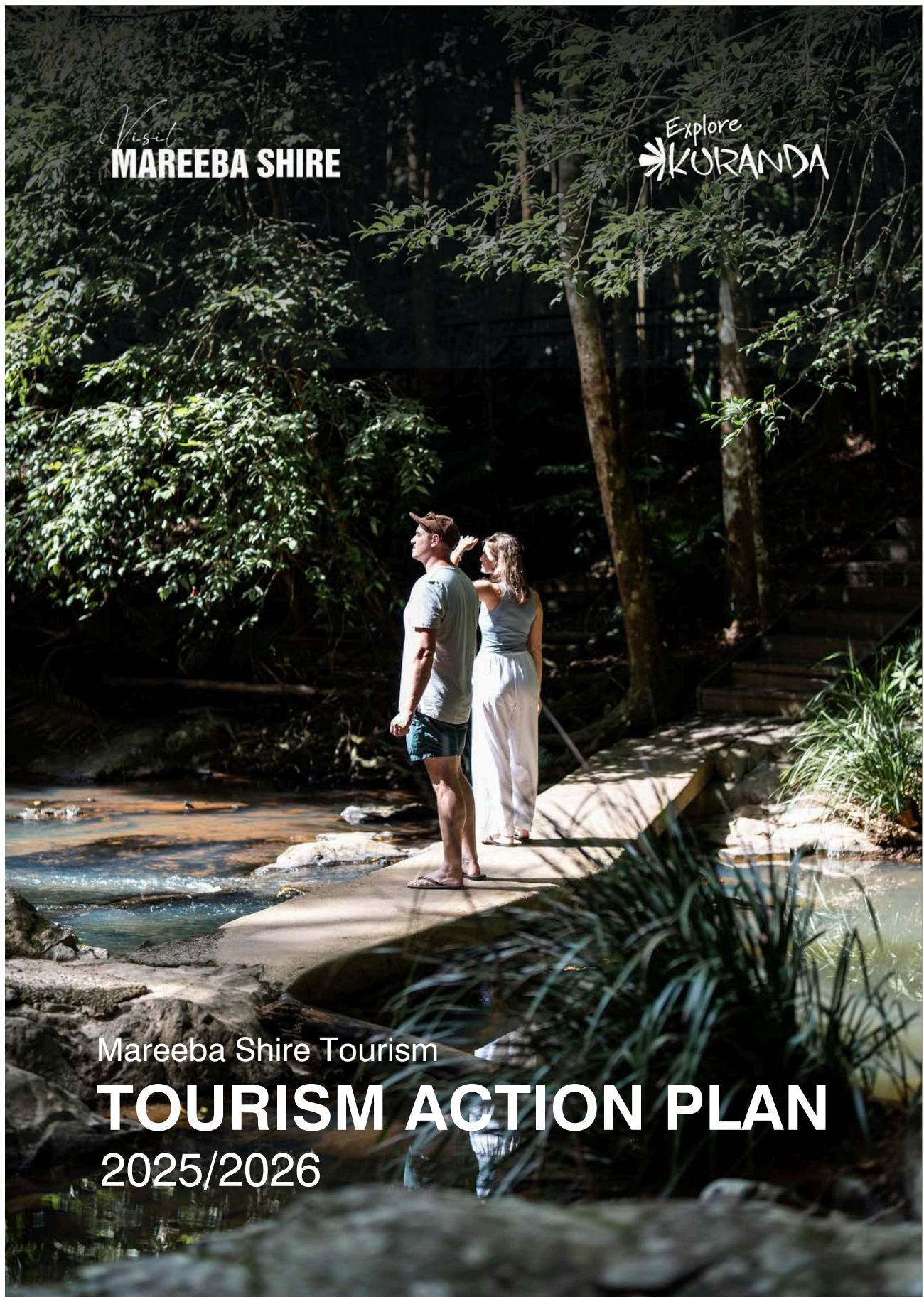
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#### EXECUTIVE SUMMARY

This report provides information relating to Council tourism and economic development activity for the Mareeba Shire region during the final quarter of the financial year, April 2025 – June 2025.

#### RECOMMENDATION

That Council receives the Tourism and Economic Development report for the April to June 2025 quarter.



# MAREEBA SHIRE TOURISM STRATEGIC FOCUS

## OUR PURPOSE

To promote the visitor experiences of Mareeba Shire through industry strategic partnerships, collaboration, capacity building, advocacy, and destination-focused marketing.

## DESIRED OUTCOMES

- Strong industry network.
- Building the capacity of tourism operators to develop sustainable and successful products.
- Increased visitor length of stay, spend and dispersal.
- Increased awareness of Mareeba Shire visitor experiences.
- Improved visitor infrastructure, signage and drive experience.

## OUR ROLE

### COLLABORATION + CAPACITY BUILDING

Facilitating tourism industry networking, strategic partnerships, and industry capacity building.

### ADVOCACY

Providing a collective industry voice of tourism in the Mareeba Shire.

### TOURISM PROMOTION

Promoting the visitor experiences of the Mareeba Shire.



## STAKEHOLDERS

The Mareeba Shire Tourism Local Tourism Organisation's (LTO) role is one of facilitation, connection, network creation and capacity building for the tourism operators.

Essentially, the LTO serves the operators, however, it does undertake targeted Mareeba Shire marketing activities with a limited budget. The Regional Tourism Organisation (RTO) Tourism Tropical North Queensland (TTNQ) markets to out of region visitors and supports the LTO with matched funding on approved local marketing initiatives. The LTO also works with other LTOs like Tourism Atherton Tablelands, Cassowary Coast Tourism and Tourism Port Douglas.

Tourism operators and supporting businesses are the key to building a collaborative sector. This Action Plan sets out commitments by the LTO to achieve its purpose. It does not replace the activities of the operators in promoting their products. Tourism operators may utilise the Plan to hone their activities or leverage the work of the LTO and to consider opportunities to collaborate with other operators.

## STRATEGIC PRIORITIES

The following 'Strategic Priorities' have been established as the most critical elements of fulfilling the role of the LTO:



## MARKETING ACTION PLAN

Growing out-of-region visitation is critical to generating increased visitor dispersal and expenditure. The initial marketing focus should be to encourage visitation from North Queensland communities in the 600km radius, including their visiting friends and relatives.

The self-drive market presents the greatest opportunity for the region. Supported by Mareeba Shire's position on strategic drive routes including Drive North Queensland, Savannah Way, Great Inland Way and Cooktown & Cape York.

Events have been identified as a driver for visitation to the region, providing future marketing leveraging opportunities to encourage event attendees to stay longer, spend more.

## MAREEBA SHIRE TOURISM BUDGET

The LTO will seek funding from the Mareeba Shire Council, Mareeba Chamber of Commerce and sponsors.

## MAREEBA SHIRE HERO EXPERIENCES

The Local Tourism Organisation markets the entire Mareeba Shire, including the following hero experiences agreed in the initial Action Plan 2023/24:



MAREEBA SHIRE TOURISM ACTION PLAN 2025/26  
COLLABORATION & CAPACITY BUILDING + ADVOCACY + TOURISM MARKETING

4

## TARGET MARKETS

An exploration of the top target markets for the region was conducted at a Tourism Think Tank held in March 2023, and these were reviewed at a Planning Day in March 2024. The inclusion of the Target Markets in the LTO's Action Plan is to support the marketing activities of operators and to inform any marketing activities conducted by the LTO at a destination level.

*As an overarching theme, it was agreed that the economic profile of domestic travellers has changed in response to the current economic conditions; meaning that domestic travellers are expected to be generally those with greater disposable income seeking a quality tourism experience.*

TARGET MARKET	DESCRIPTION	STATUS	MEDIA ENGAGEMENT
<b>Regional 600km drive radius</b>	Targeting North Queensland communities e.g., Townsville to Cairns to Cooktown.  18-49 and 50+ travelling as singles, couples, and families.  Additionally targeting VFR (Visiting Friends and Relatives) of North Queensland communities.	<b>Grow.</b>  The regional drive market is the greatest opportunity for growth.	Facebook, Instagram, SEO.  Local online news media.  Regional North Queensland media.
<b>Tropical North Queensland Visitors ex. Cairns</b>	Targeting domestic and international visitors in major tourism nodes e.g., Cairns, Port Douglas, Mission Beach.  Includes cruise travellers.	<b>Grow.</b>  Opportunity: leverage the work of the RTO to attract more of this market including 'itinerary building' and bookable products.	Visitor publications, digital media.  Outdoor advertising.  Visitor Information Centres.
<b>Self-Drive Touring Intrastate &amp; Interstate</b>	Families and Grey Nomads.  Travelling to Cape York, Great Inland Way, Savannah Way.  18-49 and 50+ travelling as singles, couples, and families.  Brisbane and outer urban areas of eastern Australia.	<b>Maintain.</b>  An important target market to continue to focus on.	Facebook, Instagram.  RV, Caravan & Camping television shows, print and digital media.  Visitor Information Centres.
<b>Event Visitors</b>	Visitors attending major events within region e.g., Savannah in the Round, Mareeba Rodeo.  Event visitors will spend time in Mareeba Shire, and operators have the opportunity to ensure their product and their promotions are ready to leverage this opportunity.	<b>Always on.</b>  Opportunity to leverage event promotional activities.	Facebook, Instagram.  Event websites and eDMs.

### STRATEGIC PRIORITY 1: ADVOCACY & REGIONAL PARTNERSHIPS

ACTION	DESCRIPTION
<b>Mareeba Shire Tourism (MST) Partnership with Tourism Tropical North Queensland (RTO)</b>	<p>Maintain MST LTO Partnership with Tourism Tropical North Queensland for opportunities including in-region trade support, media support and collaborative marketing investment to maximise impact with limited resources and leverage RTO audience.</p> <p>Work with TTNQ to track performance and understand trends through current data sources and, where necessary, through primary research.</p> <p>Advocate to market Mareeba Shire as an experience.</p> <p><i>All LTO members join TTNQ for free at the Ambassador of Tourism level.</i></p>
<b>LTO Partnerships</b>	<p>Investigate opportunities to partner with neighbouring LTOs including Tourism Atherton Tablelands, Tourism Port Douglas, Cassowary Coast Tourism and Cooktown Chamber of Commerce and Tourism.</p>
<b>Drive Partnerships</b>	<p>Further develop partnerships with Drive Queensland, Savannah Way, Great Inland Way, Cooktown &amp; Cape York, identifying Mareeba Shire visitor experience content opportunities.</p> <p>Explore the development of promotional material which showcases the drive across the Mareeba Shire and its diverse landscapes.</p>
<b>Capacity Building Partnerships</b>	<p>Investigate opportunities to build operator capacity through partnerships with experts, including marketing and PR firms. For example, partner with experts to develop operator training plan.</p> <p><i>Funding Model: User-pays + external funding if available + industry sponsorship.</i></p>
<b>Events Partnerships</b>	<p>LTO to recommend that event organisers list all local events on the ATDW.</p> <p>Encourage operators and event organisers to partner to leverage audiences for Mareeba Shire visitor experiences e.g., Savannah in the Round, Mareeba Rodeo and Kuranda Roots Festival.</p> <p>Support local events to promote visitor experience content including imagery, footage and self-drive itineraries through social media pages and eDMs.</p> <p>Support requests for destination focused website tiles on event websites or apps, and inclusion of visitor information by providing access to imagery and itineraries, must dos and drive routes.</p>
<b>Identify Partnerships</b>	<p>Continue to develop partnerships with identified strategic partners within the Mareeba Shire to grow membership and strength of LTO.</p> <p><i>Opportunity: strengthen Mareeba Shire Tourism by encouraging membership from agritourism operators, and agricultural businesses considering diversification into agritourism.</i></p>
<b>Advocacy</b>	<p>Continue advocating for infrastructure upgrades, including Kuranda Range Road, telecommunications, and regional signage.</p>

## STRATEGIC PRIORITY 2: INDUSTRY NETWORKING & CAPACITY BUILDING

ACTION	DESCRIPTION
<b>Online + ATDW (Australian Tourism Data Warehouse) Member Drive</b>	<p>Every business is listed on ATDW to build online presence for shire across TTNQ, Queensland.com and nationally (ensuring operators can be included in Best of Queensland Experiences Program).</p> <p>Annual review:</p> <ul style="list-style-type: none"> <li>• LTO members on ATDW and targeted contact to encourage the creation of their listing.</li> <li>• Listings on TTNQ and TEQ websites and identify gaps, for example, F&amp;B operators.</li> </ul> <p>Workshop bringing industry together how to build and maximise listings run by ATDW team via video conference. Contact ATDW Qld support to arrange.</p> <p>Encourage operators with existing listings to book free 15-minute one-on-one optimisation sessions with ATDW.</p> <p>Encourage operators to develop deals/offers on platform to leverage state level activity. Best practice: operators working together to develop packages, as opposed to discounting products and experiences.</p> <p>Work with TTNQ on developing additional 'journey' listings to support promotion through car rental companies and hotel tour desks.</p> <p><i>ATDW Tourism operator training resources are available at <a href="https://www.atdw.com.au/operators/">https://www.atdw.com.au/operators/</a>.</i></p>
<b>Industry Communications</b>	<p>Maintenance and growth of an industry/membership database to include all industry (members and non-members).</p> <p>Continue regular eNews updates, including 'what's on' and 'what's new'.</p> <p>Maintain Industry Facebook Group to promote proactive industry – as a way for industry to better connect, engage and stay up to date e.g., marketing, training, grant opportunities.</p>
<b>Industry Famils</b>	<p>Develop a highly anticipated annual in-region famil (1 day) to build awareness of product and experiences in the region for industry. Famil based around a selected key experience and includes pick up and drop off. Inviting VIC staff, hotel concierge, tour sales, car hire, TTNQ, tourism industry staff based in Mareeba, Atherton Tablelands, Cairns and Port Douglas.</p> <p>Extend opportunity to local media if budget available in future.</p> <p><i>Funding model: Partnership. LTO will fund pick up and drop off, experiences to be offered FOC from industry operators.</i></p>
<b>Networking</b>	<p>Maintain quarterly industry networking event for members, moving venue locations around the shire e.g., Kuranda, Mareeba, Chillagoe, Mt Molly/Julatten, Irvinebank.</p> <p>Encourage industry to participate and attend TTNQ networking functions.</p> <p><i>Funding model: User-pays + industry sponsorship.</i></p>

<p><b>Industry Capacity Building Program</b></p>	<p>Develop an operator training program to support visitor experience and industry development and support operators to work in experience clusters (supported by Blog content).</p> <p>Seek funding and partnership opportunities for training, upskilling, development of industry from social media/content creation, online booking channels to experience development.</p> <p><b>Priority areas:</b></p> <ul style="list-style-type: none"> <li>• <i>Building industry capacity to develop and offer bookable product.</i></li> <li>• <i>Content marketing to ensure operator information reaches the visitor where they are.</i></li> <li>• <i>Establishing and encouraging online reviews.</i></li> </ul> <p><i>Funding model: User-pays or externally funded, if available.</i></p>
<p><b>Visitor Centre Network</b></p>	<p>Mareeba Shire Tourism to take on management of Kuranda Visitor Information Centre in 2025.</p> <p>Investigate opportunities for Visitor Centre conference to be held in region.</p> <p>Develop networks with Visitor Centres in Cardwell, Tully, Cooktown, Weipa, Bowen and Townsville.</p> <p><i>Visitor Centres are a critical link in the self-drive market.</i></p> <p><i>Funding model: Partnership. LTO (if budget allows) + industry sponsorship required.</i></p>
<p><b>LTO Annual Networking Event</b></p>	<p>Host annual MST LTO Networking Event for industry to drive engagement and networking.</p> <p>1 day event to include industry updates and insights, keynote speaker, workshop and networking opportunities.</p> <p>Identify experience development and partnership opportunities.</p> <p><i>Funding Model: Main free event for operators + industry sponsorship.</i></p>



**STRATEGIC PRIORITY 3: DIGITAL & SOCIAL MEDIA**

The strategic focus of the LTO's digital and social media activities is to leverage existing channels, as opposed to creating a new channel or website.

ACTION	DESCRIPTION
<b>Online Presence and Content Review</b>	<p>Review:</p> <ul style="list-style-type: none"> <li>Existing content including images and video available to MST.</li> <li>Existing content on TTNQ and TAT websites.</li> <li>Blog articles, itineraries on TTNQ, Drive North Queensland, Queensland.com, Australia.com, to identify content gaps and updates.</li> <li>Images/footage available in TTNQ gallery, Queensland visual gallery to identify content gaps and collate hero content.</li> <li>Tourism highlights on <a href="#">Mareeba Shire tourism</a> page.</li> </ul>
<b>Content Kit</b>	<p>Organise and collate the region's existing high-res images and video footage in an online platform to assist with future media opportunities.</p> <p>Issue a 'call out' to members via industry eNews for high-res images, footage, 100-word bio, website and social media links to assist in promoting members and identifying visitor experiences and experience clusters for the shire.</p> <p><i>Opportunity:</i> Develop updated content gallery to supply Mareeba Shire Industry, TTNQ, TEQ, Drive North Qld and media. Gallery to be reviewed annually.</p> <p>Identify any content gaps. e.g., future content opportunities could include making local coffee in short form video format.</p> <p><i>Opportunity:</i></p> <ul style="list-style-type: none"> <li>Develop short form video showing a route through Mareeba Shire.</li> <li>Identify content pillars and SEO strategy for operators to incorporate into their marketing.</li> </ul> <p><i>Principle:</i> Change the question from, "How can operators get visitors to their websites to how can operators get their information to where their visitors are?"</p> <p>Visitors are asking Google questions like, "Where is the best coffee in FNQ?" and "Where is the best locally made ice-cream in FNQ?" online content should meet this need.</p>
<b>Kuranda.org &amp; visitmareebashire.org websites</b>	<p><b>Kuranda.org:</b> Continue to manage and administer the Kuranda.org website and associated social media channels, including the coordination of advertising revenue from participating members.</p> <p><b>VisitMareebaShire.org:</b> Progress the development of the VisitMareebaShire.org website, modelled on Kuranda.org, to include member-supported advertising opportunities and destination-focused content.</p> <p>Ensure both websites are regularly maintained and updated with current business listings, event information, and engaging visitor content.</p> <p><i>Funding Model: self-funded through website revenue.</i></p>
<b>Digital Campaign</b>	<p>Continue to engage with TTNQ to run digital campaigns under TNF (Tourism Network Fund) with matched spending to attract self-drive visitors (must be outside TTNQ region) using existing hero imagery and short form video, aligning with TTNQ content pillars. Promote experiences and drive content.</p> <p>Work with TTNQ to set KPIs.</p>

<p><b>Social Media Content Campaigns</b></p>	<p>Targeted social media advertising focusing on experiences using hero imagery, short form video and itineraries to key target markets.</p> <ul style="list-style-type: none"> <li>• NQ residents 600km drive radius</li> <li>• Visitors already within region</li> <li>• Touring market travelling e.g., Cape York</li> </ul> <p>Provide content to existing channels and encourage local industry to include on their social media channels.</p> <p><a href="#">Visit Mareeba Shire Facebook page:</a> Encourage industry to re-post and share updates that can be shared on consumer facing channels.</p> <p>Supply content to Savannah Way, Great Inland Way and Drive North Queensland to promote outback adventure experiences through channels to raise awareness of visitor experiences across the shire.</p>
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**When developing future content ensure to include locators e.g. Tropical North Queensland / Queensland, Australia. Where appropriate include map from Cairns.**

**When writing future copy, include 'Where Rainforest Meets the Outback'.**

**The 'Mareeba Shire' is not a recognised tourism destination, so this term is not the focus of content. However, operators are encouraged to consider incorporating #lovemareebashire to build a repository of content.**

## STRATEGIC PRIORITY 4: MEDIA & PR

The LTO acknowledges that consistent media and PR presence will assist in gaining greater profile and add more depth of Mareeba Shire visitor experiences through editorial style content, however, this requires a significant investment. As a result, the following actions have been developed to contribute to the growth of the area's profile while remaining affordable and deliverable.

ACTION	DESCRIPTION
<b>Visitor Information Centre PR</b>	<p>Visitor Information Centres are often the first contact visitors have in region.</p> <p>Develop collateral for VIC staff to provide to visitors.</p> <p>Develop key trip planning information specifically for drive markets, print and digital. Print to be available at key decision points and VICs, example Mareeba Shire Drive Map where operators pay to advertise.</p> <p>Consider the creation of 'cheat sheets' like, <i>"Everything you need to know when you head out of Cairns"</i> or <i>"The 10 Best Coffee Shops Outside of Cairns"</i>, for example.</p>
<b>Media Famils</b>	<p>Monitor for new media angles and local stories focused on region's hero and new experiences. Work with TTNQ to develop the concept, and partner with TTNQ to host journalists and social media influencers in region to generate media stories and new content.</p> <p>Pitch events within shire, promote shoulder season travel.</p> <p><i>Delivery Model: External funding required + Partnership with TTNQ + FOC from operators.</i></p>
<b>Editorials &amp; Cooperative Advertising</b>	<p>Facilitate co-operative opportunities for LTO members to buy in to print/digital editorial and campaigns to maximise opportunities to grow media presence, where requested by members.</p> <p>Leveraging off strong brand recognition for Kuranda. e.g., Kuranda, Mareeba + Savannah. Where Rainforest Meets the Outback.</p> <p>Publications may include Welcome to Cairns Guide, Caravanning Australia, CMCA Wanderer.</p> <p>Advertising to include geographic locators and QR code to key landing page where possible.</p>

## MONITORING

Based on the strategic priorities, the action plan should be monitored and measured by the following performance indicators, with quarterly reporting to Mareeba Shire Council and annual reporting at MST industry networking functions and via eNews. It is recommended to enter measurable data on spreadsheet to keep annual results for ongoing trends analysis.

CONSUMER	MEASURED BY
<b>Social media</b> - shared social media content reach and engagement measurements from social media insights.	No. of social media content posts created and shared by industry
<b>Google Analytics</b> of landing page/s where social/digital ads refer to.	Number of sessions, unique visitors, referral sites & geographic source
<b>Digital Campaigns</b> - Number created and TTNQ/strategic partner campaigns.	Ad clicks, cost per click
<b>Visitor Centre Enquiries</b>	Monthly VIC enquiries.

INDUSTRY	MEASURED BY
<b>Industry membership and participation</b> Total number of industry membership	Annual membership increases of 10% year-on-year
<b>Industry social media group members</b> Number of users in industry Facebook group.	Social media group followers and engagement
<b>Industry Famil</b> Development and hosting of industry in-region 1-day famil.	Number of famil participants
<b>Mareeba Shire operators and events listed on ATDW.</b>	10% increase of Mareeba Shire operators on ATDW
<b>Attendance at forums, networking events and LTO conference</b>	Number of members attendance

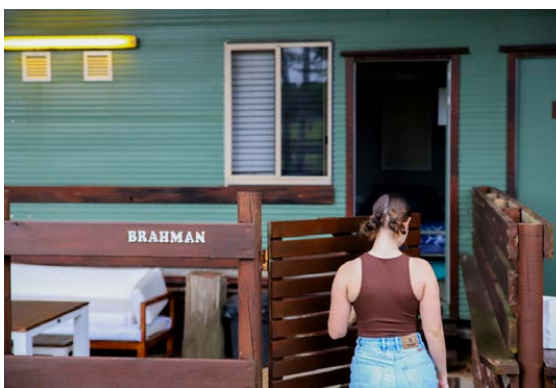
Average visitor spend and length of stay measured through data available from TTNQ (Tourism Research Australia/ABS), and if available economic data from MSC.

## IN THE FUTURE

The Mareeba Shire Tourism 'Tourism Action Plan 2025' will be reviewed on an annual basis to ensure the plan aligns with current industry trends and capitalises on new opportunities.

The LTO is also committed to:

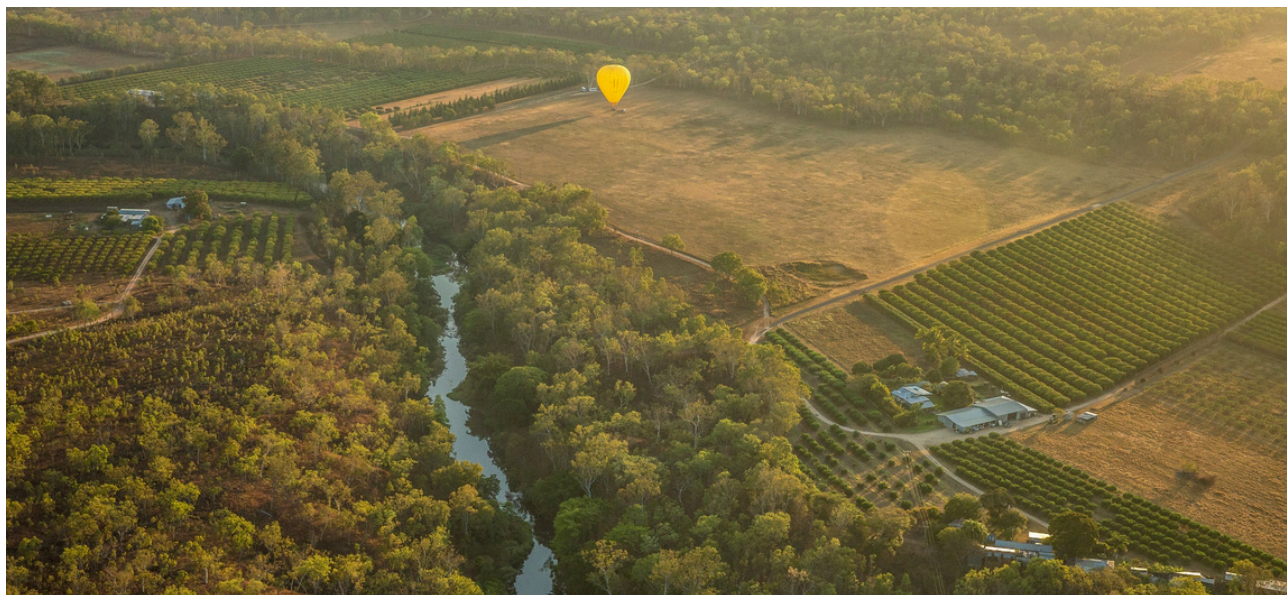
- Revisiting the marketing partnership with Tourism Atherton Tablelands to pool marketing budgets and create a stronger share of voice.
- Encouraging and supporting new accommodation development and existing accommodation renovations (potentially through incentives) and support new product ideas as part of the broader economic development approach of MSC.
- Supporting operators to develop a local tourism experience pass or packages.
- Assist with development of First Nations and cultural tourism experience offerings in the Mareeba Shire.
- Work towards ecotourism and sustainable tourism certification.



## THE DREAM

The purpose of the LTO is to promote the visitor experiences of Mareeba Shire through strategic partnerships, collaboration, capacity building and advocacy; a purpose which is in line with the budget and capacity of the LTO. However, without the constraints of budget and resourcing, the members dream of:

- Increased visitor dispersal, stay and spend across Mareeba Shire.
- Fully integrated multimedia annual marketing campaign/s with strategic partners.
- Annual industry capacity building program.
- 80% of Mareeba Shire tourism businesses, events and self-drive itineraries updated annually on ATDW.
- Mareeba Shire operators consistently offer bookable experiences.
- A single online platform where operators promote their bookable experiences – one point of entry for visitors to the destination.
- Additional content creation, focused on short form video.
- Engage itinerary specialist / content writer to develop in-region self-drive itinerary to support promotion across shire.
- Investigate opportunities with Skyrail Rainforest Cableway and Kuranda Scenic Railway
- Contracted Marketing and Media PR Specialist (\$30,000 - \$40,000 per annum) including media pitching, media releases, coordination of advertising, coordination of media famils, content writing for editorial and social media.
- Media famils twice per year, based around key experiences: nature, outdoor/outback adventure, history and heritage.
- Outdoor and Billboard Advertising in key drive route locations, accommodation and transport nodes e.g., Cairns CBD (approx. \$8,000 per month), Bruce Hwy Townsville to Cairns & Cairns Airport.
- A shire wide audit of all roadside signage to identify signage which is out of date or not supporting the self-drive market to explore more of Mareeba Shire.
- Operators work together to offer self-drive circuits or loops including agritourism operators and experiences.
- A safe walking or bike track from Cairns to Mareeba.
- Increased accommodation offerings to enable longer visitor stays.



## MAREEBA SHIRE TOURISM SNAPSHOT

Mareeba Shire Tourism is an independent, incorporated not-for-profit organisation established to support tourism in the Mareeba Shire with a collaborative approach to destination marketing and promotion. Mareeba is the hub of the Mareeba Shire, located an hour's drive west of Cairns in Tropical North Queensland. The shire has a population of 23,000 and includes the smaller towns and districts of Kuranda, Koah, Speewah, Bibbohra, Mt Molloy, Julatten, Mt Carbine, Mutchilba, Dimbulah, Irvinebank, Watsonville, Almaden and Chillagoe.

Agriculture is the key economic driver of the shire; with tourism having a growing positive impact. Kuranda, a well-known tourism destination with significant visitation as the 'Village in the Rainforest' for Skyrail Rainforest Cableway and Kuranda Scenic Railway. The shire is the food bowl of the tropics, with natural assets and attractions that particularly attract independent 'self-drive' interstate and Queensland travellers, grey nomads, working holiday makers, and day-trippers from the major destinations of Cairns and Port Douglas.

## TROPICAL NORTH QUEENSLAND SUB-REGIONS VISITOR BREAKDOWN

The below data reflects strong visitation from intrastate visitors to the Mareeba Shire.

TNQ SUB-REGION	TOTAL '000s	INTRASTATE %	INTERSTATE %
Cassowary Coast	202	84	16
Atherton Tablelands	212	85	15
Mareeba Shire	110	83	17
Gulf Savannah	136	70	30
Cape York	167	73	27
Torres Strait NPA	65	66	34
Port Douglas Daintree	372	34	66
Cairns & Northern Beaches	1,195	57	43
Southern Cairns	52	54	46
<b>Total*</b>	<b>2,188</b>	<b>65</b>	<b>35</b>

\*Totals do not sum due to double counting of sub-regions visited.

Note: 2019 data is presented to reduce travel restriction distortions 2020-2022.

## MAREEBA SHIRE DRIVE VISITOR SNAPSHOT

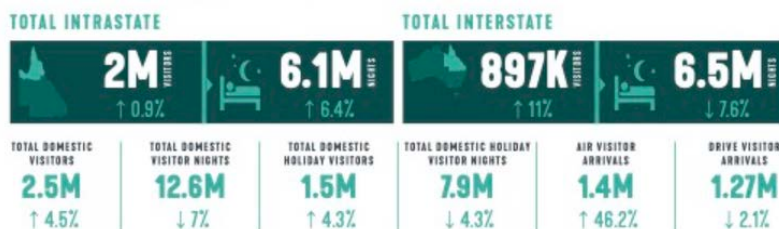
The below data presents domestic drive visitors on overnight trips (by number of nights and number of stopovers) and daytrips to Mareeba Shire comparing 2009, 2019 and 2022 (YTD Sept).

While drawn from a small sample size, the data demonstrates:

- Domestic drive visitors to Mareeba generally stay 1-3 nights (with 1 and 3 nights the most common option)
- If they are making a multi-stop trip, they tend to only spend one night in Mareeba
- Very few visitors are spending longer than a week in Mareeba
- Trend identified: more multi-stop visitors are staying a night in Mareeba during their trip
- Mareeba Shire continues to have a strong day trip visitor market

## DOMESTIC DRIVE VISITORS TO MAREEBA YTD SEPT '000S

		2009	2019	2022
<b>1 night</b>	<b>1 stopover</b>	24.41	20.79	<b>20.54</b>
	<b>Multi-stopovers</b>	6.87	10.57	<b>16.36</b>
<b>2 nights</b>	<b>1 stopover</b>	16.99	20.42	<b>13.16</b>
	<b>Multi-stopovers</b>	0	6.08	<b>2.63</b>
<b>3 nights</b>	<b>1 stopover</b>	0	29.83	<b>25.26</b>
	<b>Multi-stopovers</b>	2.79	7.2	<b>1.89</b>
<b>4 – 7 nights</b>	<b>1 stopover</b>	14.74	5.78	<b>8.41</b>
	<b>Multi-stopovers</b>	0.45	7.84	<b>2.63</b>
<b>8 – 14 nights</b>	<b>1 stopover</b>	0	0	<b>4.75</b>
	<b>Multi-stopovers</b>	0	0	<b>0</b>
<b>&gt;14 nights</b>	<b>1 stopover</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Multi-stopovers</b>	0	0	<b>0</b>
<b>Day trip</b>		198	258	<b>198</b>



The Intrastate market represented 64.1% of domestic visitors to TNQ in 2023, while the Interstate market was smaller, representing 35.9% of visitors, it generated a larger number of visitor nights in the region (Intrastate Visitors - 6.1m Visitor Nights / Interstate Visitors 6.5m Visitor Nights).

Sources: [TTNQ Fact File](#), [National Visitor Survey](#), [Tourism and Events Queensland Regional Snapshot September 2023](#).

### DRIVE VISITOR SNAPSHOT

MARKET	TRAVEL MODE	TOTAL VISITORS
Domestic	Domestic Drive Visitors to TNQ Year ending September 2023	1,175,000
International	International Drive Visitors to TNQ Year Ending June 2022	11,000
Domestic	Domestic Drive Visitors to QLD	17,980,000

### AIR VISITOR SNAPSHOT

MARKET	TRAVEL MODE	TOTAL VISITORS
Domestic	Domestic Air Visitors to TNQ Year ending September 2023	1,363,000
International	International Air Visitors to TNQ Year Ending June 2022	30,000
Domestic	Domestic Air Visitors to QLD	7,745,000

Sources: TNQ National Visitor Survey and International Visitor Survey

## APPENDIX 2

### **National Thrive 2030 Strategy**

THRIVE 2030 is Australia's national strategy for the long-term sustainable growth of the visitor economy, revised March 2023.

### **Queensland Towards Tourism 2032**

A collective plan to set the direction of tourism in Queensland for the next 10 years. It provides an enduring framework to guide the industry and government partnership to deliver long-term growth and success for Queensland tourism. Includes 75 recommendations for Queensland's visitor economy.

### **Ecotourism Plan for Queensland's Protected Areas 2023 - 2028**

The plan strategically aligns with the priorities outlined in Towards Tourism 2032 and provides the framework for ecotourism in protected areas while acknowledging the importance of these areas and the legislative, policy and strategic planning requirements of park management.

### **Tourism Tropical North Queensland Towards Tourism 2032 - Destination Management Plan**

Ten-year plan currently in development process.

### **Tropical North Queensland First Nations Tourism Action Plan 2023-2025**

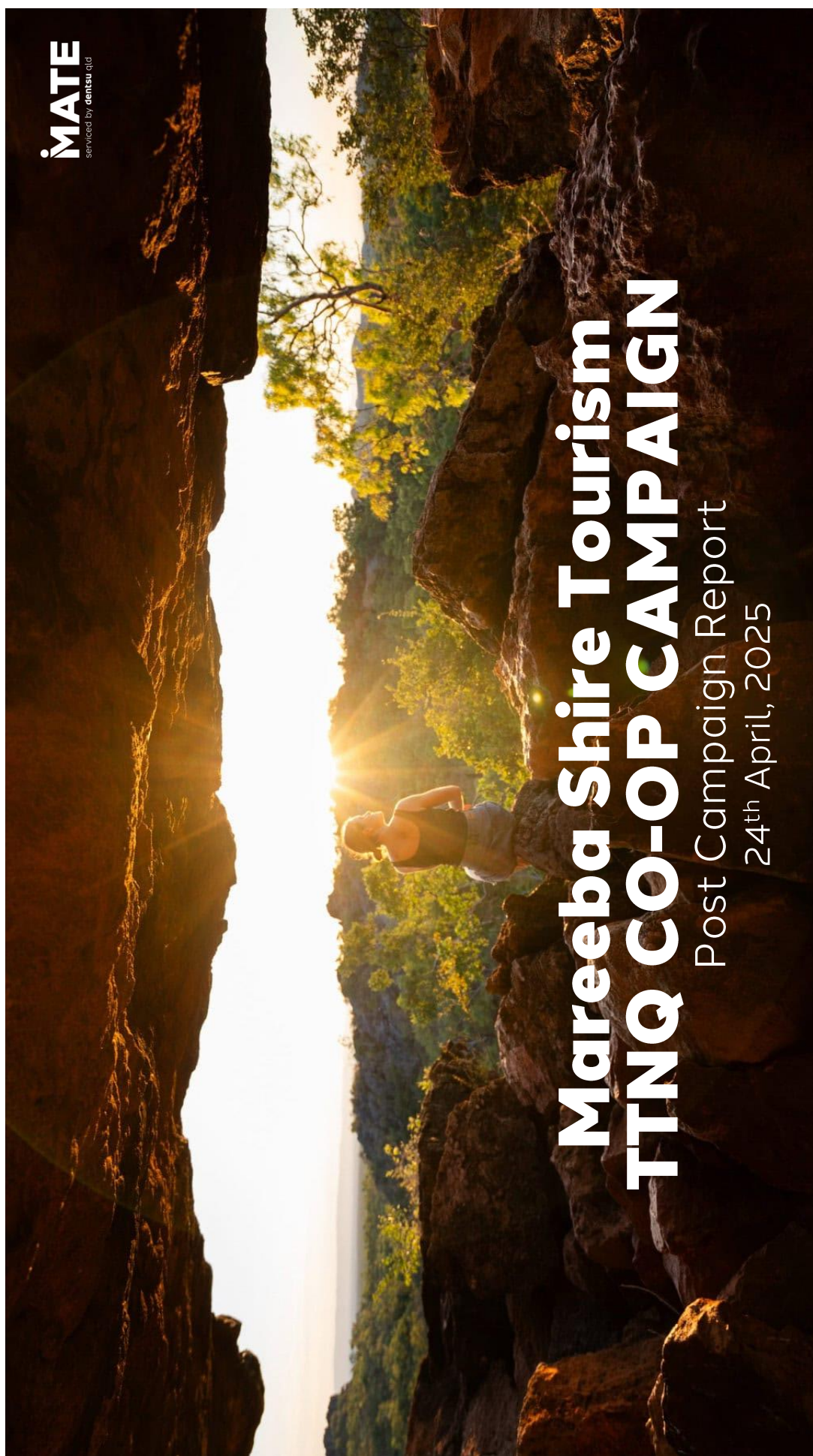
### **Mareeba Shire Tourism Promotion Strategy 2022/25**

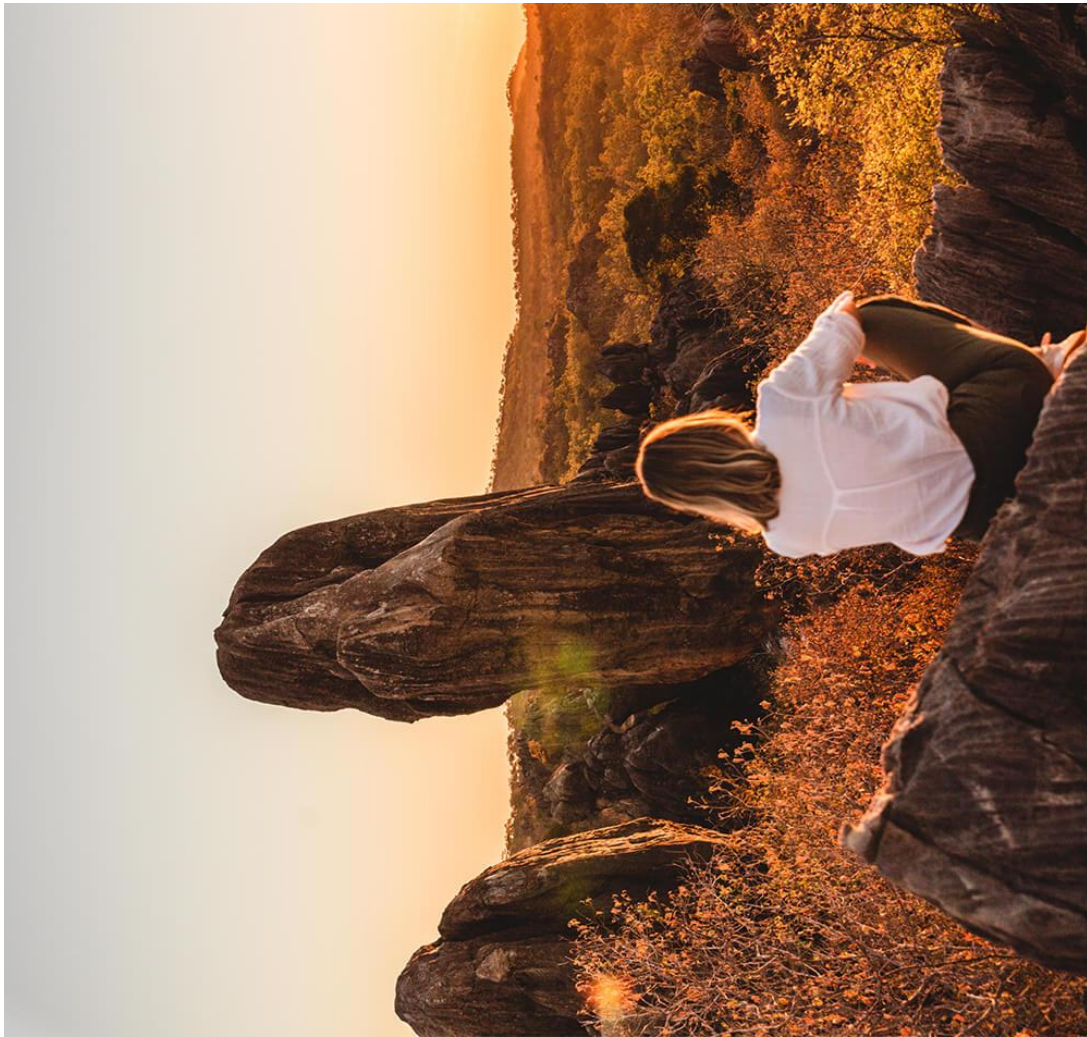
### **Kuranda Traders Association Strategic Marketing Plan 2022-2025**

Post-covid recovery strategic plan to attract domestic and international visitors to Kuranda

### **Queensland First Nations Tourism Plan 2020-2025**

The Queensland First Nations Tourism Plan aims to harness First Nations cultural heritage and stewardship to develop a vibrant tourism sector. It focuses on creating diverse, authentic, sustainable experiences and increasing engagement of First Nations peoples in tourism.





## **AGENDA**

- 01** Overview & Results
- 02** Display
- 03** Social
- 04** Learnings

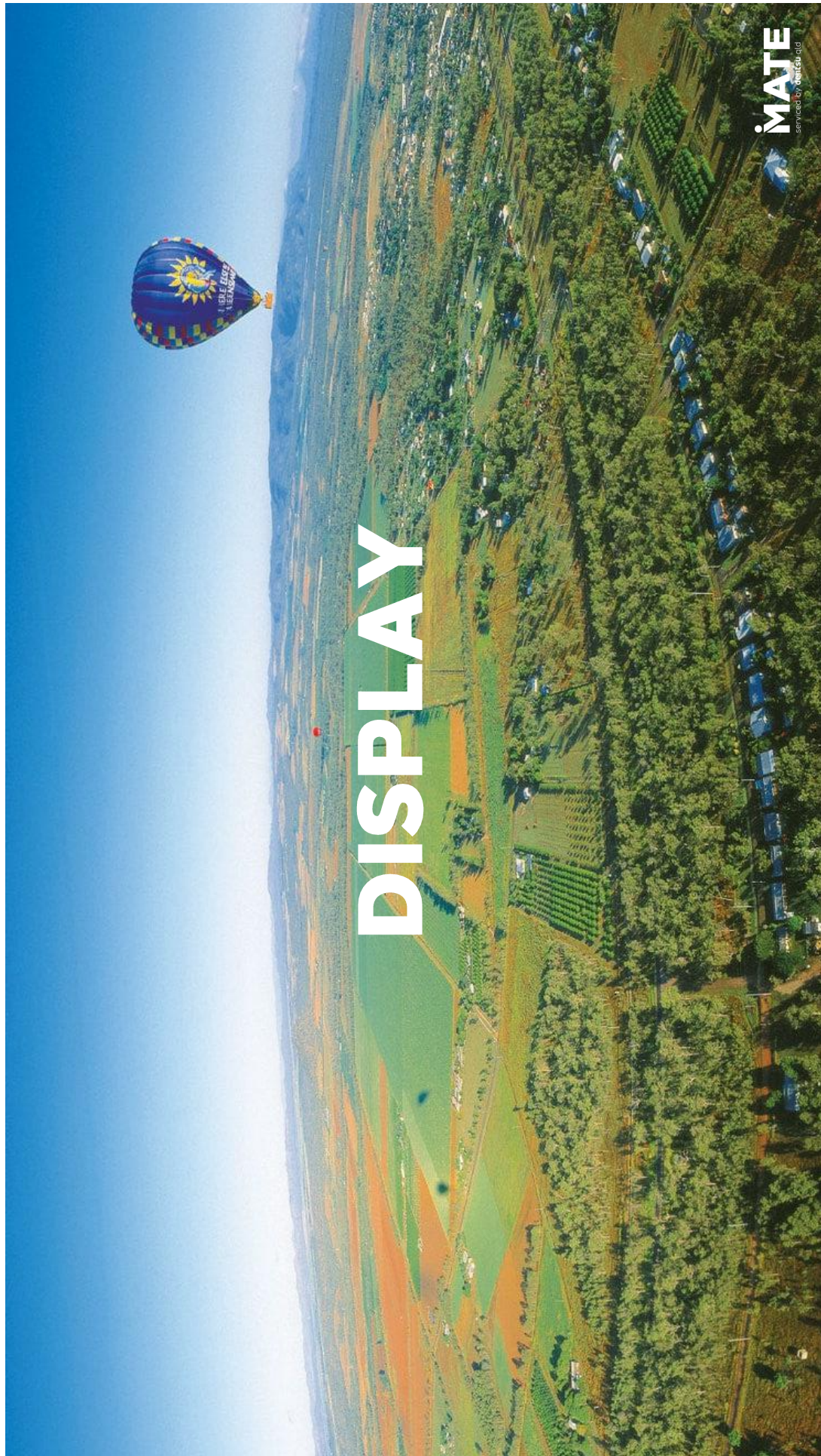




MAREEBA SHIRE TOURISM - TTNQ CO-OP

Partner/Placement	2024	2025	Goal	Delivered	Variance	Spend
Native Display	Nov 8 – Dec 22	Jan 6 – Mar 31	5,716 Clicks	5,733 Clicks	+0.30%	\$8,574
Meta (Mareeba Shire)	Nov 8 – Dec 22	Jan 6 – Mar 31	2,600 Clicks	3,749 Clicks	+44%	\$9,100
Meta (Kuranda)	Nov 8 – Dec 22	Jan 6 – Mar 31	2,600 Clicks	2,761 Clicks	+6%	\$9,100





NATIVE DISPLAY

Burst 1: 8<sup>th</sup> November 2024 – 22<sup>nd</sup> December 2025  
Burst 2: 6<sup>th</sup> January – 31<sup>st</sup> March 2025



Native Display Delivery Summary

DELIVERED	\$1.49 CPC	5.7K Clicks
PLANNED	\$1.50 CPC	5.7K Clicks

HOW WE ACTIVATED:

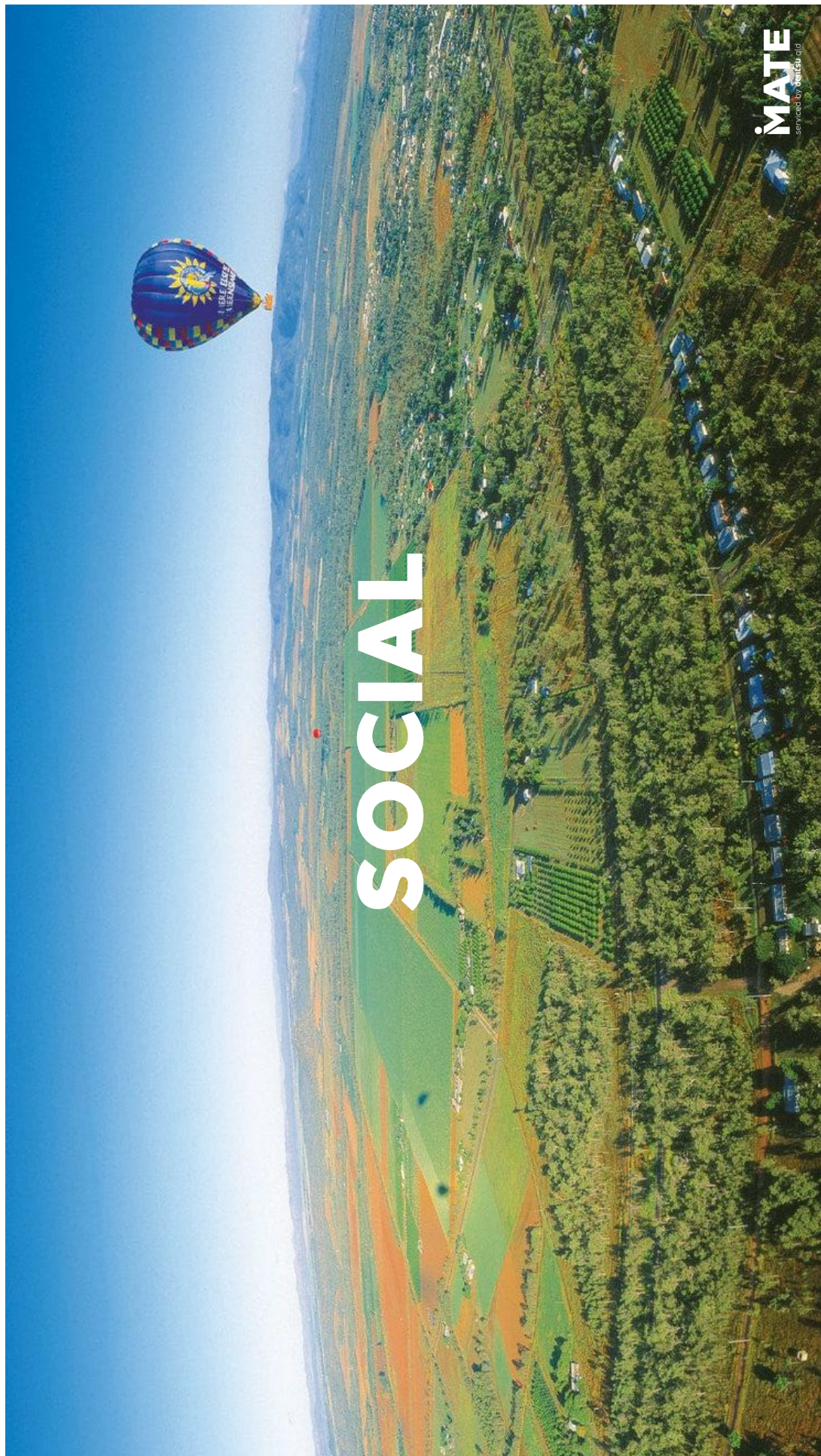
Native Display was live across MiQ, overlaying a Prospecting audience strategy to drive awareness and reach those with interests and behaviours aligning to our core demographic. A Retargeting strategy was also leveraged to re-engage those who had previously been exposed to TTNQ activity or website visitors. This targeting mix ensured that Mareeba Shire remained top of mind amongst high intent audiences.

HOW WE PERFORMED

All activity delivered 5,733 clicks and received an average click through rate of 0.18%. Prospecting audiences naturally received majority of spend, with activity placement skewed towards news and lifestyle domains.

In terms of creative, Burst 2 performed strongest by achieving an increase of +78% clicks compared to Burst 1 and an overall click through rate of 0.36% - exceeding the industry benchmark of 0.35%. MST 3 was the strongest performing creative overall, achieving a positive click through rate of 0.38%, followed by MST 1 (0.36%) and MST 4 (0.35%).





META

Burst 1: 8<sup>th</sup> November 2024 – 22<sup>nd</sup> December 2025  
Burst 2: 6<sup>th</sup> January – 31<sup>st</sup> March 2025



Meta Delivery Summary

DELIVERED	\$2.80 CPC	6.5K Clicks
PLANNED	\$3.50 CPC	5.2K Clicks

HOW WE ACTIVATED:

A mix of static and video formats were live across Meta, leveraging a multi-targeting strategy to drive awareness and encourage audience engagement amongst likely interested or pre-exposed audiences across previous TTNQ campaigns and website visitors as well as Mareeba Shire and Kuranda Followers.

HOW WE PERFORMED

The campaign generated over 6,510 clicks, achieving an average click-through rate (CTR) of 0.56%. Retargeting audiences previously exposed to the TTNQ Low Season campaign accounted for the largest share of spend (39%), highlighting the effectiveness of reinforcing messaging amongst users already considering North Queensland. While the Retargeting Mareeba and Kuranda follower strategy contributed just 19% of total clicks, it delivered the highest CTR, demonstrating its strong performance in engaging an audience that already has the region top of mind.

In terms of creative, Burst 1 performed strongest with an increase of +35% clicks and achieved a stronger average click through rate of 1.08% compared to Burst 2 of 0.35%.







Meta Summary

Region	Clicks	Impressions	Views	CTR	CPC	CPM
Mareeba Shire	3,749	911,842	4,287	0.41%	\$2.43	\$9.98
Kuranda	2,761	250,194	4,798	1.10%	\$3.30	\$36.37
TOTAL	6,510	1,162,036	9,085	0.56%	\$2.80	\$15.66



Audience Delivery Summary

Targeting	Clicks	Impressions	CTR	CPC
Prospecting (Interest & Behavioural)	1,756	150,371	1.17%	\$3.00
Retargeting - Mareeba Followers	671	37,055	1.81%	\$2.58
Retargeting - Kuranda Followers	548	30,492	1.80%	\$3.32
TTNQ Low Season engaged users exposed to core campaign	2,689	800,375	0.34%	\$2.62
TTNQ website visitors (TTNQ site visitors) + Look-A-Like audiences	846	143,743	0.59%	\$2.78



Best Performing Creative



Top Performing Mareeba Creative 1.67% CTR



Top Performing Kuranda Creative 2.16% CTR



META – MAREEBA CREATIVE SUMMARY (BURST 1)

MST Static 1	MST Static 2	MST Static 3	MST Video	MST Carousel
0.98% CTR	0.14% CTR	0.24% CTR	0.21% CTR	0.11% CTR
\$1.80 CPC	\$1.80 CPC	\$1.80 CPC	\$1.80 CPC	\$1.80 CPC





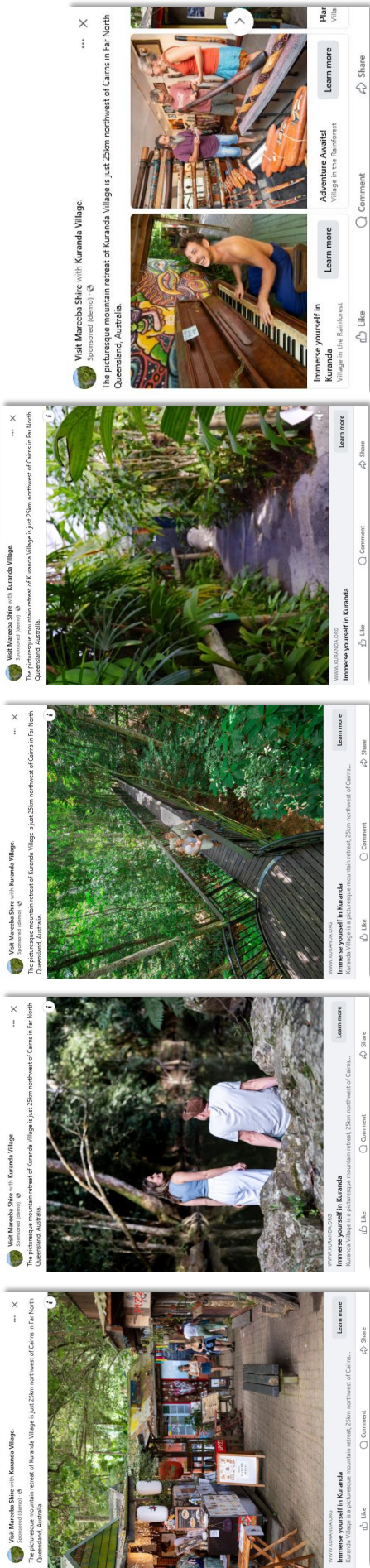
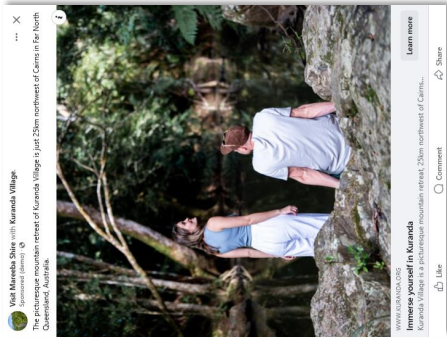


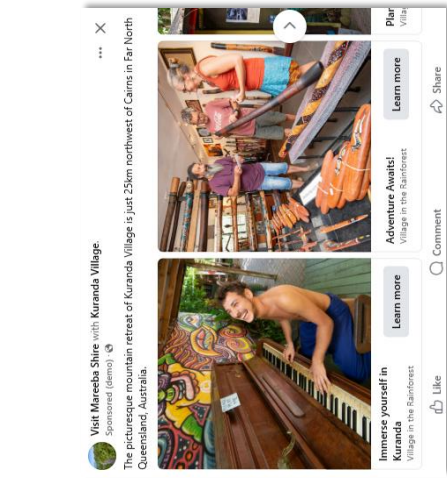
META – MAREEBA CREATIVE SUMMARY (BURST 2)

			MST Static	MST Video	MST Carousel
0.94% CTR	1.67% CTR	0.55% CTR	\$3.00 CPC	\$3.00 CPC	\$3.00 CPC





META – KURANDA CREATIVE SUMMARY (BURST 1)

					<div>Kuranda Static 1</div> <div>2.11% CTR</div> <div>\$3.22 CPC</div>	<div>Kuranda Static 2</div> <div>1.71% CTR</div> <div>\$3.22 CPC</div>	<div>Kuranda Static 3</div> <div>1.17% CTR</div> <div>\$3.22 CPC</div>	<div>Kuranda Video</div> <div>2.16% CTR</div> <div>\$3.22 CPC</div>	<div>Kuranda Carousel</div> <div>1.63% CTR</div> <div>\$3.22 CPC</div>
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META – KURANDA CREATIVE SUMMARY (BURST 2)

Kuranda Static 1	Kuranda Static 2	Kuranda Video	Kuranda Carousel
1.08% CTR	1.45% CTR	0.52% CTR	0.39% CTR
\$3.34 CPC	\$3.34 CPC	\$3.34 CPC	\$3.34 CPC





## KEY CAMPAIGN LEARNINGS

### Creative

Refreshing creative in the second burst proved to be a valuable strategy in maintaining audience engagement and avoiding in-market fatigue. This further ensured we were able to continue to capture user attention and measure/compare CTR, providing a clearer view into which creative elements (copy, imagery, tone) resonated best with our target audiences, allowing for deeper insight into messaging preferences and visual impact.

### Layered Targeting Ensured Balance amongst Scale with Intent

By combining prospecting with a strategic retargeting layer across both TTNQ and Mareeba/Kuranda audiences supported strong engagement throughout the campaign period. This balance ensured we were not only building awareness at scale but also re-engaging users further down the funnel, ultimately driving stronger performance.





**10.2 LGAQ MOTION REGARDING WASTE**

**Date Prepared:** 18 June 2025

**Author:** Chief Executive Officer

**Attachments:** 1. LGAQ Motion on reducing upstream waste [↓](#)

---

**EXECUTIVE SUMMARY**

This report is to propose a motion for the 2025 LGAQ Conference regarding Product Stewardship and including mandatory “whole of supply chain” focus in the State Governments Waste Strategy.

**RECOMMENDATION**

That Council resolve to submit the attached motion to the LGAQ for consideration at the 2025 Annual LGAQ conference.

**BACKGROUND**

While much of the waste management burden falls to local governments, Council have very limited influence over the early stages of the supply chain, where much of the waste is actually generated. This is particularly true of single-use packaging and non-recyclable materials introduced by manufacturers, wholesalers, and retailers.

If the State Government is serious about genuinely reducing waste to landfill, then the focus cannot only be on what happens at the point of disposal, it must begin at the point of production and sale.

As this affects all Councils it is appropriate that the Queensland Government embed a mandatory 'whole-of-supply-chain' focus within its Waste Strategy.

**FINANCIAL AND RESOURCE IMPLICATIONS*****Operating***

Nil.

**LINK TO CORPORATE PLAN**

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Liveability and Environment:** Improve the liveability of the Shire by enhancing amenity and valuing natural assets.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

**IMPLEMENTATION/COMMUNICATION**

If resolved the motion will be uploaded to the LGAQ motions portal.



**Every Queensland  
community** deserves  
to be a liveable one

## 2025 LGAQ Annual Conference – Motion Template

<b>Who is the key contact for this motion?</b> (required)	<i>Peter Franks</i>
<b>Submitting council</b> (required)	<i>Mareeba Shire Council</i>
<b>Supporting organisation</b> (if applicable)	
<b>Council resolution #</b> (required)	<i>TBA</i>
<b>Date of council resolution</b> (required)	<i>16/07/2025</i>
<input type="checkbox"/> Does this motion have state-wide relevance? <i>For a motion to be accepted, it must have state-wide relevance / this box must be ticked.</i>	
<b>Title of motion</b> (required)	<i>Product Stewardship and whole of supply chain focus on Waste</i>
<b>Motion</b> (required)	<p><i>That the LGAQ calls on the State Government to embed a mandatory 'whole-of-supply-chain' focus within its Waste Strategy, including:</i></p> <ol style="list-style-type: none"> <li><i>1. Quantifying the volume and impact of single-use and non-recyclable materials introduced into the Queensland market at the wholesale, retail, and industrial levels.</i></li> <li><i>2. Developing enforceable policy measures that place greater responsibility on manufacturers, wholesalers, and retailers to reduce the use of single-use packaging and products at the point of origin.</i></li> <li><i>3. Supporting a legislative and regulatory framework that aligns with circular economy principles by targeting waste generation at its source and incentivising sustainable design, procurement, and production practices.</i></li> </ol>
<b>What is the desired outcome sought?</b> (required) 200 word limit	<i>Please summarise the desired outcome for this motion, ensuring the desired outcome and motion wording above align. Further detail can be provided in the 'Background' section</i>



<p><b>Background</b> (required) 350 word limit</p>	<p><i>While much of the waste management burden falls to local governments, we have very limited influence over the early stages of the supply chain, where much of the waste is actually generated. This is particularly true of single-use packaging and non-recyclable materials introduced by manufacturers, wholesalers, and retailers.</i></p> <p><i>If the State Government is serious about genuinely reducing waste to landfill, then the focus cannot only be on what happens at the point of disposal, it must begin at the point of production and sale.</i></p> <p><i>As this affects all Councils it is appropriate that the Queensland Government embed a mandatory 'whole-of-supply-chain' focus within its Waste Strategy.</i></p> <p><i>Based on some preliminary research, it's clear that several countries have already implemented upstream waste reforms—requiring producers to take greater responsibility for packaging and product design. These approaches are driving innovation and making real progress towards circular economy outcomes, demonstrating that this shift is both possible and practical.</i></p> <p><i>While most end users are doing what they can to reduce waste going to landfill by recycling and minimising waste generation many producers and other parties along the supply chain are doing very little to minimise waste and are largely ignoring their responsibility towards product stewardship. The only way to for this to be rectified is through legislation.</i></p> <p><i>As this affects all Councils it is appropriate that the Queensland Government embed a mandatory 'whole-of-supply-chain' focus within its Waste Strategy.</i></p>
<p><b>Case study/ Example</b> (optional) 350 word limit</p>	<p><i>As stated above many countries overseas have implemented legislation to minimise upstream waste generation. One only has to look at the EU for numerous examples of this.</i></p>

July 25





**10.3 LGAQ MOTION REGARDING ERGON****Date Prepared:** 4 July 2025**Author:** Chief Executive Officer**Attachments:** 1. 2025 LGAQ Annual Conference Motion - Establishment of Ergon Energy Customer Charter for Local Government [↓](#)**EXECUTIVE SUMMARY**

This report is to propose a motion for the 2025 LGAQ Conference regarding the relationship between Ergon Energy and Councils.

**RECOMMENDATION**

That Council resolve to submit the attached motion regarding Ergon Energy to the LGAQ for consideration at the 2025 Annual LGAQ conference.

**BACKGROUND**

Over the last few years, the relationship between Ergon Energy has shifted from one where both Council and Ergon Energy were partners in delivering services to the community, to one where Council are treated simply as clients.

It must be noted that the relationship between Ergon field staff at the local level remains good and Council work well together with Ergon Energy.

In recent years, Council has seen a significant increase in costs and timeframes for Ergon connections and this is impacting Council's ability to fund and deliver essential community projects, particularly where Council is upgrading existing, aged street lighting for road and pedestrian safety.

For example, a street lighting offer for Coondoo St, Kuranda received from Ergon in May 2023 was \$103,603 (excl. GST) for costing purposes. An updated offer of \$261,259 (excl. GST) was received in January 2025, which was accepted by Council and paid for. Council received advice from Ergon in May 2025, advising that there would be a variation to the cost of the project, taking the total cost to \$299,769.00 (excl. GST). This represents almost a tripling of costs in a two (2) year period. Ergon cited the reason for the increase was that their desktop estimate had under-quoted labour hours, material and contractor costs. Additionally, Ergon advised that Council would be charged on actual costs, therefore the amount payable may decrease or increase further. Presently, Ergon has been unable to confirm whether the commencement date of September 2025, provided in January 2025, would be met.

Further, there has been a growing delay in the time required to gain approval for Council works which involve Ergon. An example of this was the delays on the Herberton/Constance Street roundabout.

**FINANCIAL AND RESOURCE IMPLICATIONS*****Operating***

Nil.

**LINK TO CORPORATE PLAN**

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**Liveability and Environment:** Improve the liveability of the Shire by enhancing amenity and valuing natural assets.

**Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

**IMPLEMENTATION/COMMUNICATION**

If resolved the motion will be uploaded to the LGAQ motions portal.



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to be a liveable one

## 2025 LGAQ Annual Conference – Motion Template

<b>Who is the key contact for this motion?</b> (required)	Peter Franks
<b>Submitting council</b> (required)	Mareeba Shire Council
<b>Supporting organisation</b> (if applicable)	
<b>Council resolution #</b> (required)	TBA
<b>Date of council resolution</b> (required)	16/07/2025
<input type="checkbox"/> Does this motion have state-wide relevance? For a motion to be accepted, it must have state-wide relevance / this box must be ticked.	
<b>Title of motion</b> (required)	Establishment of Ergon Energy Customer Charter for Local Government
<b>Motion</b> (required)	<p>That the LGAQ calls on the State Government to require Ergon Energy, as a Government Owned Corporation, to develop a new customer charter for local government, in collaboration with the LGAQ and Queensland councils, to:</p> <ul style="list-style-type: none"> <li>• address cost and timing certainty issues for power connections and improve responsiveness to council and community needs, and</li> <li>• ensure Ergon Energy takes a collaborative approach with councils for road lighting and electrical design, to support timely project delivery, reduce administrative burden and meet infrastructure funding commitments.</li> </ul>
<b>What is the desired outcome sought?</b> (required) 200 word limit	<ul style="list-style-type: none"> <li>• Improved waiting times and reduced costs for power connections to critical infrastructure, public facilities and housing projects, and</li> <li>• Streamlined approval, design and connection processes for electrical infrastructure and road lighting.</li> </ul>
<b>Background</b> (required) 350 word limit	As the sole electricity distribution network provider in regional, rural and remote Queensland, councils must engage Ergon Energy to deliver key community projects like upgrading and replacing lighting and connecting new developments.



*It is therefore critical that Ergon Energy takes a partnership approach to its work with local government and ensures that it delivers its services in a timely fashion and at a cost that is certain and in line with community expectations.*

*However, councils continue to experience a range of challenges with Ergon Energy including:*

- *struggling to secure certainty from Ergon Energy in relation to the cost of projects and the timeframe in which they will be delivered.*
- *Ergon Energy's refusal and/or delay in approving electrical designs, resulting setbacks in lighting infrastructure delivery with some projects at risk of complying with grant funding guidelines,*
- *financial impacts, with Ergon prescribing road lighting standards well above what certain councils can reasonably afford.*

*In recent years, Mareeba Shire Council has seen a significant increase in costs and timeframes for Ergon connections, and this is impacting Council's ability to fund and deliver essential community projects, particularly where Council is upgrading existing, aged street lighting for road and pedestrian safety. For example, in May 2023 Council received a street lighting offer for Coondoo St, Kuranda from Ergon valued at \$103,603 ex. GST for costing purposes. In January 2025, an updated offer was received valued at \$261,259 ex. GST.*

*In May 2025, new advice was received from Ergon informing council of a cost variation to the project, increasing the total value of the contract to \$299,769.00 ex GST, almost three times the original price first quoted in May 2023.*

*Ergon cited the reason for the increase as being due to a desktop estimate under-quoting labour hours, material and contractor costs.*

*Additionally, Ergon advised that Council would be charged on actual costs, therefore the amount payable may decrease or increase further.*

*Ergon has told council work would commence in September 2025, however, the distributor has been unable to confirm if this timeframe can be met.*

July 25



3



	<i>The lack of certainty in cost and delivery timing is hampering the ability of Council to program and budget for future projects.</i>
<b>Case study/ Example</b> (optional) 350 word limit	<i>An additional example was following Jasper, due to the collapse of a sewer main Council had to construct a temporary main and pump station. There were considerable delays in Ergon delivering power to the site which resulted on residents having to live with large generators running 24/7 for months on end.</i>

July 25





**10.4 MSC SHOW HOLIDAYS 2026**

**Date Prepared:** 4 July 2025  
**Author:** Chief Executive Officer  
**Attachments:** Nil

**EXECUTIVE SUMMARY**

Council has been contacted by the Office of Industrial Relations with regard to the declaration of a Show Holiday for 2026. This report recommends the current situation where three (3) separate dates are allocated across three (3) separate areas of the Shire linking them to the shows closest to them.

**RECOMMENDATION**

That Council endorses the request to the Office of Industrial Relations to declare the show holidays within the Mareeba Shire for 2026:

1. 7 July 2026 for the parishes of Irvinebank, Myosotis and Western, which links to the Atherton Annual Show;
2. 17 July 2026 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; and
3. 20 July 2026 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.

**BACKGROUND**

The Holidays Act 1983 provides for the declaration of a show holiday within a Local Government area and Council has been advised that if it wishes to have such a holiday/s declared, a request must be submitted to the State Government.

As the Mareeba Shire does not have an Annual Agricultural, Horticultural or Industrial Show, it has previously linked these holidays to other Annual Shows in the region and has linked specific parishes to specific shows.

Below is an extract from the State Government's Show Holiday listing for 2025 in which the various parishes have dates declared and to which shows they link. These holidays were declared by the State following a request made by the Mareeba Shire Council last year.

1 July	Mareeba Shire - that part of Mareeba district within the parishes of Irvinebank, Myosotis and Western;	Atherton Annual Show
18 July	Mareeba Shire - 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.	Cairns Annual Show

21 July	Mareeba Shire - that part of the Mareeba district within the parishes of Mowbray, Salisbury, Riflemead and that part of the parish of Garioch located north of Hunter and Rifle Creeks.	Mossman Annual Show
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**RISK IMPLICATIONS**

Nil

**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Nil

**FINANCIAL AND RESOURCE IMPLICATIONS*****Capital***

Nil

***Operating***

Nil

**LINK TO CORPORATE PLAN**

**Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.

**IMPLEMENTATION/COMMUNICATION**

The Office of Industrial Relations will be informed of these dates if approved by Council. Should they change the department will be informed.

**10.5 PROPOSED CHRISTMAS SHUTDOWN 2025/26 AND CHANGE IN JANUARY 2026 COUNCIL MEETING DATE**

**Date Prepared:** 4 July 2025

**Author:** Chief Executive Officer

**Attachments:** Nil

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**EXECUTIVE SUMMARY**

This report is presented to Council to recommend closing Council service centres for the annual Christmas/New Year shutdown period for 2025/26. As in previous years, appropriate arrangements will be put in place to have skeleton staff available to work through the closure period or be on stand-by in the event of any emergencies.

**RECOMMENDATION**

That Council approves:

1. The 2025/26 Christmas/New Year closure from 5:00pm on Friday 19 December 2025 and reopen Monday 5 January 2026; and
2. The change in date for the January Council Meeting to Wednesday 28 January 2026.

**BACKGROUND**

Council service centres are open to the public throughout the whole of the year, excluding public holidays. The two (2) service centres are Mareeba (65 Rankin Street) and Kuranda (18-22 Arara Street).

For the 2025/26 Christmas/New Year period, gazetted public holidays fall on Thursday 25 December 2025, Friday 26 December 2025 and Thursday 1 January 2026.

It is recommended that closure of the administration centres be effective from 5pm on Friday 19 December 2025 and reopen Monday 5 January 2026. In accordance with the Enterprise Bargaining Agreement, staff are to utilise leave entitlements for any absences during this period. As in previous years, appropriate arrangements will be put in place to have skeleton staff available to work through the closure period or be on stand-by in the event of any emergencies.

The reason for the proposed change in date for the January 2026 Council meeting is to accommodate the fact that Council will be closed from 5:00pm 19 December 2025 until 2 January 2026 and as such, would then result in limited Agenda items being presented to Council if the meeting schedule remains unchanged. It is more appropriate to vary the schedule in this instance ensuring meaningful reports can be presented to Council.

**RISK IMPLICATIONS**

Nil

**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Nil

**FINANCIAL AND RESOURCE IMPLICATIONS**

***Capital***

Nil

***Operating***

Nil

**LINK TO CORPORATE PLAN**

**Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.

**IMPLEMENTATION/COMMUNICATION**

Communications will be provided both internally and externally advising of the closure period for Christmas/New Year.

**KEY COMMUNICATION MESSAGES – INTERNAL USE ONLY**

Nil

**11 CONFIDENTIAL REPORTS**

Nil

**12 BUSINESS WITHOUT NOTICE**

**13 NEXT MEETING OF COUNCIL**



## **14 FOR INFORMATION**

<b>14.1 SUMMARY OF NEW PLANNING APPLICATIONS &amp; DELEGATED DECISIONS FOR THE MONTH OF JUNE 2025</b>
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**Date Prepared:** 2 July 2025

**Author:** Planning Technical Support Officer

**Attachments:** Nil

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### Summary of new Planning Development Applications and Delegated Decisions for June 2025

New Development Applications					
Application #	Lodgement Date	Applicant/Address	Property Description	Application Type	Status
MCU/25/0012	25/06/2025	A Coghlan C/- MasterPlan 12 Shiva Close, Kuranda	Lot 11 on RP898229	MCU - Dwelling House	Assessment Stage
RAL/25/0013	25/06/2025	S Burkitt and J Walta C/- Freshwater Planning 7 Punch Close, Kuranda	Lot 36 on RP737515	ROL - (1 Lot into 2 Lots) and Access Easement	Application Stage
OPW/25/0003	12/06/2025	Two Rivers Community School C/- Beststruct Pty Ltd 405 Chewko Road, Mareeba	Lot 71 on SP292140	Operational Works for Development Permit MCU/23/0012 Two Rivers Community School	Application Stage

Decision Notices issued under Delegated Authority					
Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
MCU/25/0007	4/06/2025	Anytime Tablelands Pty Ltd C/- Urban Sync	80-88 Byrnes Street, Mareeba	Lot 45 on SP167408	MCU – Indoor Sport and Recreation (Gymnasium)
MCU/25/0011	11/06/2025	Osz Pty Ltd TTE C/- S & T Myrteza Family Trust	19 Reynolds Street, Mareeba	Lot 3 on RP740309	MCU – Warehouse (Self Storage Sheds)

Negotiated Decision Notices issued under Delegated Authority					
Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
Nil					

Change to Existing Development Approval issued					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
Nil					

June 2025 (Regional Land Use Planning)

Referral Agency Response Decision Notices issued under Delegated Authority					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
CAR/25/0010	4/06/2025	S Johnston C/- Rapid Building Approvals	Country Road, Mareeba	Lot 29 on SP342245	Referral agency response for building work (class 10a shed) assessable against the Mareeba Shire Council Planning Scheme 2016 (GFA Dispensation)
CAR/25/0011	16/06/2025	R Barwick	265 Hastie Road, Mareeba	Lot 2 on SP306263	Referral agency response for building work assessable against the Mareeba Shire Council Planning Scheme 2016 – (Class 10a Shed GFA and Height Dispensation)
CAR/25/0012	13/06/2025	NQ Homes Tropical Living Pty Ltd C/- GMA Certification Group	440 Billwon Road, Bibbohra	Lot 268 on NR6799	Referral agency response for material change of use - dwelling house (secondary dwelling) assessable against the Residential dwelling house and outbuilding overlay code
CAR/25/0013	18/06/2025	L May C/- Rapid Building Approvals	Myola Road, Kuranda	Lot 301 on M4052	Referral agency response for building work (class 10a shed) assessable against the Mareeba Shire Council Planning Scheme 2016 (GFA Dispensation) & building work as per item 1 in schedule 9, part 3, division 2, table 3 of the <i>Planning Regulation 2017</i> (road boundary setback)
CAR/25/0014	30/06/2025	F Ciranni C/- Emergent Building Approvals	52 Emerald Heights Road, Mareeba	Lot 18 on RP748324	Referral agency response for building work (class 10a shed) assessable against the Mareeba Shire Council Planning Scheme 2016 (GFA Dispensation)

Extensions to Relevant Period issued					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
Nil					

Survey Plans Endorsed					
Application #	Date	Applicant	Address	Property Description	No of Lots
RAL/24/0012	4/06/2025	N Farmer C/- Apels Town and Country Legal	23 Edmonds Road, Julatten	Plan of Lots 10 – 13 on SP352781 Cancelling Lots 1 & 3 on RP706426, Lot 80 on DA306 And Lot 81 on DA174	4
RAL/24/0008	10/06/2025	Surham Pty Ltd C/- Svargo Freitag	303 Koah Road, Koah	Plan of Lots 1 & 2 on SP349403 Cancelling Lot 1 on RP748306	2
RAL/24/0011	18/06/2025	Hardy Financial Pty Ltd TTE	Black Mountain Road & Coconut Grove, Kuranda	Plan of Lots 94, 95 & 130 on SP352796	3
RAL/21/0024	19/06/2025	Sibi Girgenti Holdings Pty Ltd	Paula Court, Mareeba	Plan of Lots 12, 13, 14, 16 and 100 on SP352790 and Cov A in Lot 16 (Cancelling Lot 100 on SP352784)	5