



# **AGENDA**

**Wednesday, 17 June 2026**

## **Council Meeting**

**I hereby give notice that a Council Meeting will be held on:**

**Date: Wednesday, 17 June 2026**

**Time: 9:00am**

**Location: Council Chambers**

**Peter Franks**  
**Chief Executive Officer**



## Order Of Business

<b>1</b>	<b>Members in Attendance .....</b>	<b>5</b>
<b>2</b>	<b>Apologies/Leave of Absence/Absence on Council Business .....</b>	<b>5</b>
<b>3</b>	<b>Bereavements/Condolences .....</b>	<b>5</b>
<b>4</b>	<b>Declaration of Conflicts of Interest .....</b>	<b>5</b>
<b>5</b>	<b>Confirmation of Minutes .....</b>	<b>5</b>
<b>6</b>	<b>Business Arising out of Minutes of Previous Meeting .....</b>	<b>5</b>
<b>7</b>	<b>Deputations and Delegations.....</b>	<b>5</b>
<b>8</b>	<b>Corporate and Community Services .....</b>	<b>7</b>
8.1	The Rise Unit Trust - Reconfiguring a Lot - Subdivision (1 into 48 lots & balance area in 3 stages (Stages 4-6 of The Rise Estate) - Lot 100 on SP342247 - Catherine Atherton Drive, Mareeba - RAL/25/0020.....	7
8.2	The Rise Unit Trust - Reconfiguring a Lot - Subdivision (1 into 48 lots & balance area in 4 stages (Stages 7-10 of The Rise Estate) - Lot 100 on SP342247 - Catherine Atherton Drive, Mareeba - RAL/25/0021.....	39
8.3	Change of Development Approval and Extension to Currency Period - Basky Pty Ltd ATF Basky Investment Trust - Reconfiguring a Lot - Subdivision (1 into 27 Lots) - Lot 2 on SP298397 - Antonio Drive, Mareeba - RAL/20/0012.....	71
8.4	Girgenti Group - Reconfiguring a Lot - Subdivision (2 into 79 Lots) - Lot 1 on SP202899 and Lot 49 on SP202901 - Tilse Street and 232 McIver Road, Mareeba - RAL/26/0003 .....	115
8.5	Council Policy Review .....	139
8.6	Community Management of Halls Agreement - Geraghty Park Hall .....	175
8.7	Financial Statements Period Ending 31 May 2026.....	177
8.8	Operational Plan 2026/2027 .....	201
<b>9</b>	<b>Infrastructure Services.....</b>	<b>217</b>
9.1	Infrastructure Services, Capital Works Monthly Report - May 2026 .....	217
9.2	Infrastructure Services, Technical Services Operations Report - May 2026.....	237
9.3	T-MSC2026-02 Register of Pre-qualified Suppliers - Occasional Plant Hire 2026/27 .....	247
9.4	Infrastructure Services, Water and Waste Operations Report - May 2026.....	253
9.5	Water Wastewater & Waste Fees and Charges 2026-2027.....	259
9.6	Tender T-MSC2025-32 Kerbside Collection Services - Finalisation of Contract Services.....	267
9.7	Infrastructure Services, Works Section Activity Report - May 2026.....	269
9.8	Infrastructure Services, Disaster Recovery Operations Report - May 2026 .....	275
<b>10</b>	<b>Office of the CEO .....</b>	<b>279</b>
10.1	Office Closure for Staff Function .....	279

---

10.2	Management Agreements for Mareeba Shire Tourism Inc and Mareeba Heritage Museum and Visitor Information Centre .....	281
<b>11</b>	<b>Confidential Reports.....</b>	<b>285</b>
	Nil	
<b>12</b>	<b>Business without Notice .....</b>	<b>285</b>
<b>13</b>	<b>Next Meeting of Council .....</b>	<b>285</b>
<b>14</b>	<b>For Information .....</b>	<b>287</b>
14.1	Summary of New Planning Applications & Delegated Decisions For The Month of May 2026	287
14.2	Great Wheelbarrow Race Advisory Committee - Minutes of meeting held Wednesday, 15 April 2026.....	291
14.3	Great Wheelbarrow Race Advisory Committee - Minutes of Meeting Held Tuesday 28 April 2026.....	295
14.4	Great Wheelbarrow Race Advisory Committee - Minutes of meeting held Tuesday, 2 June 2026.....	299
14.5	Mareeba Multicultural Festival Advisory Committee - Minutes of Meeting Held Tuesday, 21 April 2026 .....	303

- 1 MEMBERS IN ATTENDANCE**
- 2 APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS**
- 3 BEREAVEMENTS/CONDOLENCES**
- 4 DECLARATION OF CONFLICTS OF INTEREST**
- 5 CONFIRMATION OF MINUTES**  
Ordinary Council Meeting - 20 May 2026
- 6 BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING**
- 7 DEPUTATIONS AND DELEGATIONS**



## 8 CORPORATE AND COMMUNITY SERVICES

<b>8.1</b>	<b>THE RISE UNIT TRUST - RECONFIGURING A LOT - SUBDIVISION (1 INTO 48 LOTS &amp; BALANCE AREA IN 3 STAGES (STAGES 4-6 OF THE RISE ESTATE) - LOT 100 ON SP342247 - CATHERINE ATHERTON DRIVE, MAREEBA - RAL/25/0020</b>
------------	---

**Date Prepared:** 2 June 2026

**Author:** Coordinator Planning & Building

**Attachments:** 1. Proposal Plans [↓](#)  
 2. State Assessment and Referral Agency response dated 29 May 2026 [↓](#)

### APPLICATION DETAILS

APPLICATION		PREMISES	
<b>APPLICANT</b>	The Rise Unit Trust	<b>ADDRESS</b>	Catherine Atherton Drive, Mareeba
<b>DATE LODGED</b>	8 October 2025	<b>RPD</b>	Lot 100 on SP342247
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Reconfiguring a Lot – Subdivision (1 into 48 lots & balance area) in 3 stages (Stages 4 to 6)		
<b>FILE NO</b>	RAL/25/0020	<b>AREA</b>	46.59 hectares
<b>LODGED BY</b>	Freshwater Planning Pty Ltd	<b>OWNER</b>	D Pollock
<b>PLANNING SCHEME</b>	Mareeba Shire Council Planning Scheme 2016		
<b>ZONE</b>	Rural Residential (Precinct A) zone		
<b>LEVEL OF ASSESSMENT</b>	Code Assessment		
<b>SUBMISSIONS</b>	n/a		

### EXECUTIVE SUMMARY

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

The application is code assessable and was not required to undergo public notification.

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 application represents Stages 4 to 6 of ‘The Rise’ rural residential estate.

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	
<b>APPLICANT</b>	The Rise Unit Trust	<b>ADDRESS</b>	Catherine Atherton Drive, Mareeba
<b>DATE LODGED</b>	8 October 2025	<b>RPD</b>	Lot 100 on SP342247
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Reconfiguring a Lot – Subdivision (1 into 48 lots & balance area) in 3 stages (Stages 4 to 6)		

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 Reconfiguring a Lot – Subdivision (1 into 48 lots & balance area) in 3 stages (Stages 4 to 6)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
9495 Master Plan Lot Layout Sheets 1 to 7	Development Plan Stages 4 – 6 Cancelling Lot 100 on SP342247	Twine Surveys Pty Ltd	5.05.2026

(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 a Form 18B, 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 or the Adopted Infrastructure Charges Notice must be made prior to the endorsement of the plan of survey, or alternative documentation as approved by the Land Title Act and at the rate applicable at the time of payment.
- 3.3 The developer must relocate (in accordance with FNQROC standards) any services such as water, sewer, drainage, telecommunications and electricity that are not wholly located within the lots that are being created/serviced where required by the relevant authority, unless approved by Council's delegated officer.
- 3.4 Where utilities (such as sewers on non-standard alignments) traverse lots to service another lot, easements must be created in favour of Council for access and maintenance purposes. The developer is to pay all costs (including Council's legal expenses) to prepare and register the easement documents.
- 3.5 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.
- 3.6 Charges

All outstanding rates, charges, and expenses pertaining to the land are to be paid in full.
- 3.7 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 future use of each lot must comply with the requirements of the bushfire hazard management plan at all times.

### 4. Infrastructure Services and Standards

#### 4.1 Access

- (a) Access to each allotment must be constructed (from the edge of the road pavement to the property boundary of each lot) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

The provision of layback/roll-over kerbing along the frontage of each allotment will satisfy this condition.

- (b) An asphalt or bitumen sealed, or concrete driveway shall be provided within the access handle of proposed Lots 21, 22 and 90 to the satisfaction of Council's delegated officer. The driveways will:
  - have a minimum formation width of three (3) metres
  - be constructed for the full length of the access handle
  - be formed with one-way crossfall to cater for stormwater drainage such that any stormwater runoff is contained within the access handle
  - ensure service and utility conduits are provided for the full length of the driveway/access handle.

#### 4.2 Stormwater Drainage

- (a) The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
- (b) Prior to works commencing the applicant must submit a Stormwater Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual to the satisfaction of Council's delegated officer.
- (c) Prior to works commencing the applicant must submit a Stormwater Quality Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Urban Stormwater Quality Planning Guideline and the Queensland Water Quality Guideline to the satisfaction of Council's delegated officer.
- (d) The Stormwater Quality Management Plan must include an Erosion and Sediment Control Plan that meets or exceeds the Soil Erosion and Sedimentation Control Guidelines (Institute of Engineers Australia) to the satisfaction of Council's delegated officer.
- (e) The feature shown as 10 metre wide road reserve, extending between the future extension of Lee Sye Road and Easement F on SP342247 must be incorporated into the respective adjoining lot/s with an easement for drainage purposes created in favour of Council, to the satisfaction of Council's delegated officer.
- (f) The applicant/developer must construct the stormwater drainage infrastructure in accordance with the approved Stormwater Management Plan and/or Stormwater Quality Management Plan and Report.
- (g) Temporary drainage is to be provided and maintained during the construction phase of the development, discharged to a lawful point and not onto the construction site.
- (h) All stormwater channels through private property must be registered, with the easement for drainage purposes in favour of

Council. All documentation leading to the registration of the easement must be completed at no cost to Council.

- (i) The applicant (at their cost) must video all stormwater lines and submit the video for inspection by Council's delegated officer prior to the development being taken "off maintenance" to ensure that no defects have occurred during the maintenance period.
- (j) All drainage easements must be constructed to prevent erosion. Construction may be in the form of a concrete invert, with outlet protection.

#### 4.3 Earthworks

All earthworks must be carried out in accordance with the requirements of the FNQROC Development Manual (as amended) to the satisfaction of Council's delegated officer.

#### 4.4 Roadworks – Internal

- (a) In order for road widths to be consistent with surrounding rural residential estates, all internal roads must be constructed with a 20m reserve width and a 7.5m carriageway width, apart from the new road servicing Stage 5 and Lots 1, 17 and 18 which may be reduced to a 7m carriageway width (20m reserve width).

All roads must be constructed in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's delegated officer.

- (b) Any temporary turn-around areas situated at the ends of any semi-constructed stub roads must include a sealed cul-de-sac head (no kerbing required) of a size capable of allowing a garbage truck to turn around on.

#### 4.5 Water Supply

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

#### 4.6 On-Site Wastewater Management

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

#### 4.7 Electricity provision/supply

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

Written advice from an Electricity Service Provider is to be provided to Council indicating that an agreement has been made for the provision of **underground** power reticulation.

#### 4.8 Telecommunications

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

#### 4.9 Lighting

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

**Plans for the development works required under Conditions 4.1 - 4.9 must be submitted to Council for approval as part of a subsequent application for operational works.**

### (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) Easement Documents

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

#### (d) Endorsement Fees

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

(e) Compliance with applicable codes/policies

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

(f) Notation on Rates Record

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

- conditions regarding bushfire management
- a registered easement over the subject site

(g) Environmental Protection and Biodiversity Conservation Act 1999

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

(h) Cultural Heritage

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

(i) 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) REFFERAL AGENCY CONDITIONS

State Assessment and Referral Agency conditions dated 29 May 2026.

(F) RELEVANT PERIOD

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

- Development Permit for Operational Works

(H) OTHER APPROVALS REQUIRED FROM COUNCIL

- Nil

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>Residential</b> (no sewer)	<b>\$ per Lot</b> <i>(incl of 20% discount for no sewer)</i>	<b>Lots</b>		<b>Lots</b>	
Stage 4	\$17,971.20	15 Lots	\$269,568.00	Nil	\$269,568.00
Stage 5	\$17,971.20	15 Lots	\$269,568.00	Nil	\$269,568.00
Stage 6	\$17,971.20	18 Lots	\$323,481.60	Nil	\$323,481.60
<b>TOTAL CURRENT AMOUNT OF CHARGE</b>					<b><u>\$862,617.60</u></b>

**THE SITE**

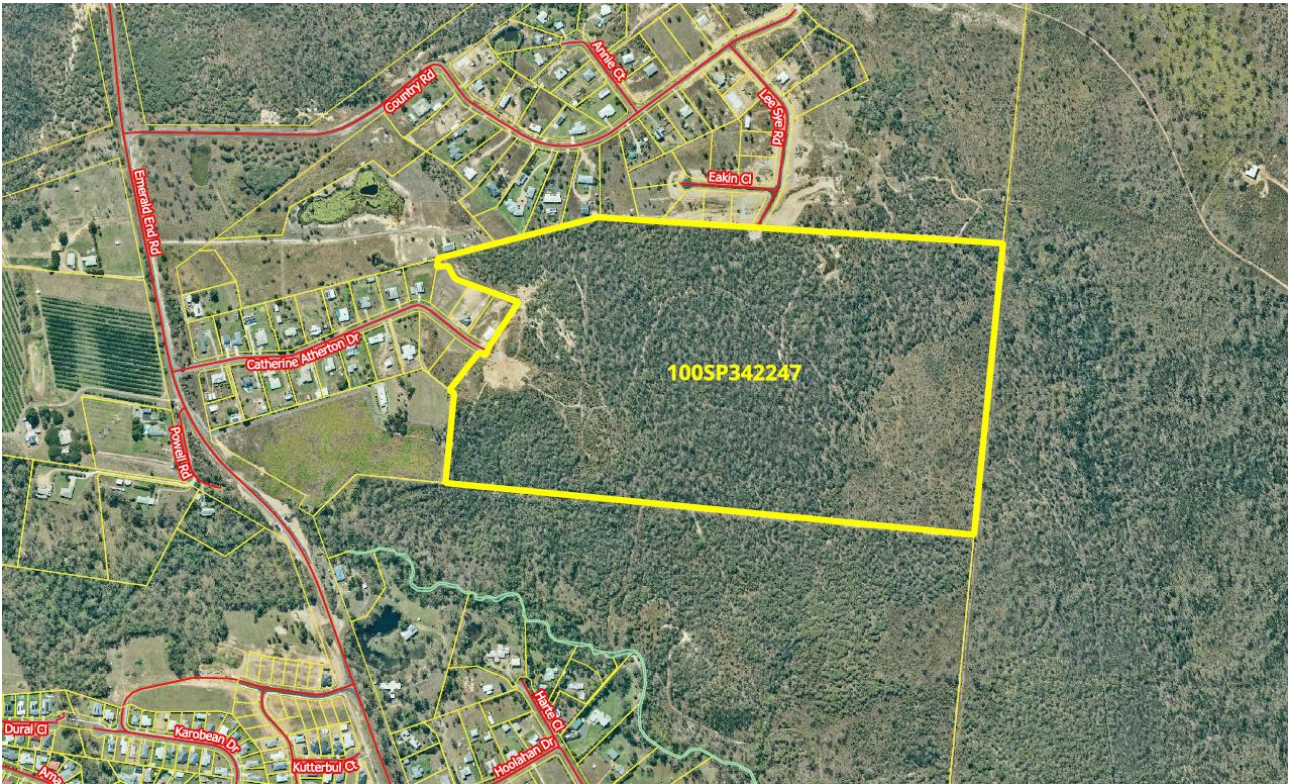
The site is described as Lot 100 on SP342247, having an area of 46.59 hectares, with frontages of approximately 32 metres to Catherine Atherton Drive and 22 metres to Lee Sye Road.

Both frontage roads finish at the site boundary and are constructed with a 7.5 metre sealed width, including kerbing on both sides.

The site is in the process of being developed as 'The Rise' rural residential estate with Stages 1 to 3 (23 lots) having been completed. Catherine Atherton Drive was opened as part of Stage 1 and will be continually extended during subsequent subdivision stages.

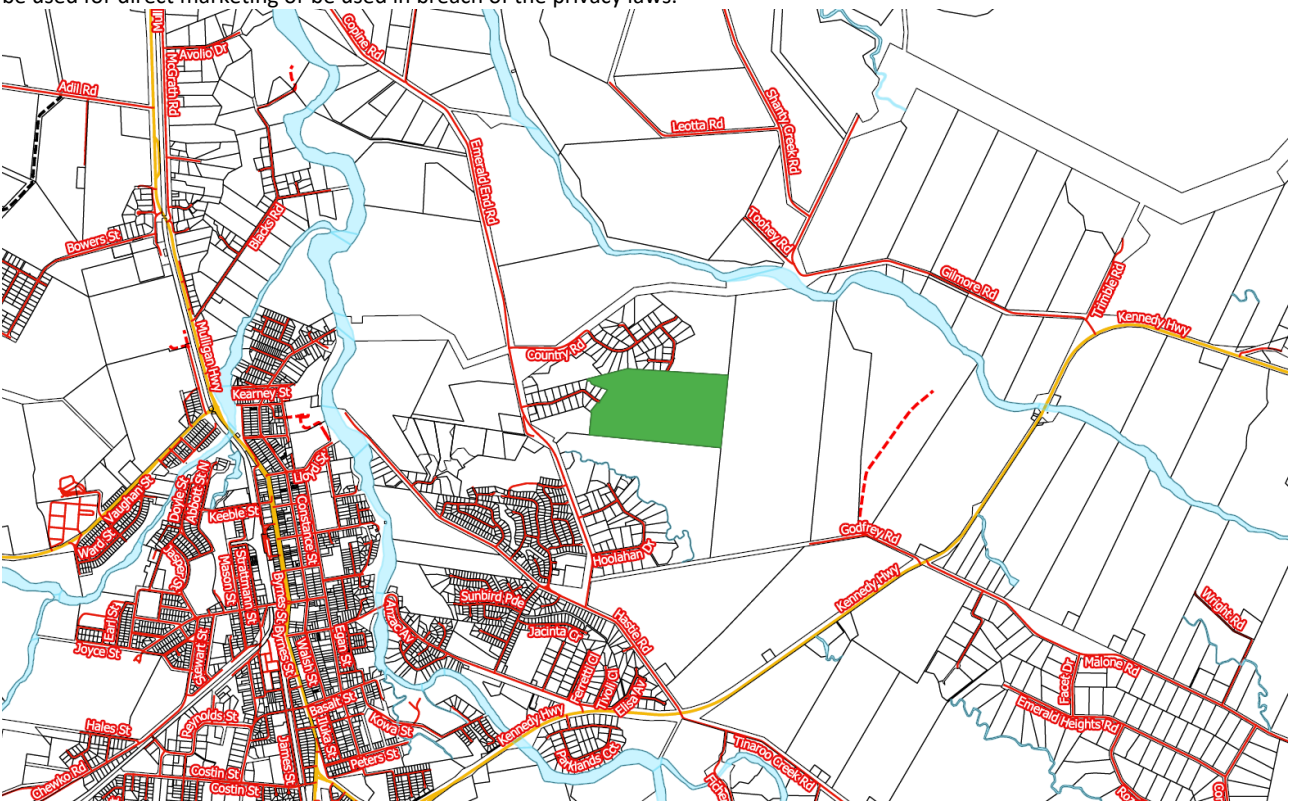
Town water has been extended to the site and services all existing lots within 'The Rise'.

Land immediately to the north (Country Road Estate) and east (Emerald Creek Heights Estate) have current rural residential subdivision approvals.



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.



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.

**BACKGROUND AND CONTEXT**

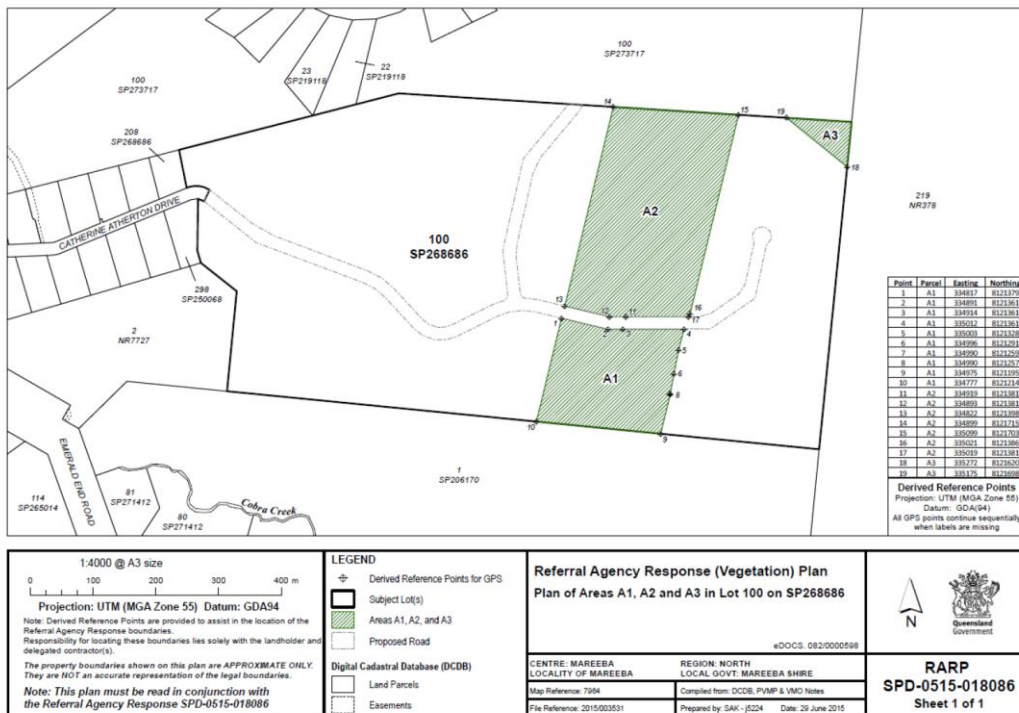
Nil

**PREVIOUS APPLICATIONS & APPROVALS**

On 15 January 2008, Council approved development application **REC/07/0074** made by The Rise Unit Trust for preliminary approval for Material Change of Use varying the effect of the Planning Scheme (Rural A zone to Rural Residential zone) and a development permit for Reconfiguring a Lot - 1 lot into 124 lots of land described as Lot 3 on RP739487, situated 146 Emerald End Road, Mareeba, subject to conditions.

State referral (concurrence) agencies for REC/07/0074 included the Department of Main Roads and the Department of Natural Resources and Water. Both of these referral agencies applied substantial requirements which considerably impact the continued development of ‘The Rise’ under REC/07/0074. These include:

- The Department of Main Roads requires the developer to upgrade the intersection of the Kennedy Highway and Hastie Road, including lighting upgrades, prior to the development of the 30<sup>th</sup> lot. This intersection is approximately 2.5 kilometres from ‘The Rise’.
- The Department of Natural Resources and Water conditioned the developer to maintain a 200 metre wide corridor of vegetation through the site, as per the plan below.



In 2015, the developer sought to amend REC/07/0074 in response to the required vegetation corridor resulting in the lot yield for ‘The Rise’ being reduced from the initial 124 lots down to 54 lots. Despite this amendment, any significant development of the remainder of ‘The Rise’ has stalled.

The applicant has lodged this new reconfiguring a lot application RAL/25/0020 (Stages 4 to 6) along with separate reconfiguring a lot application RAL/25/0021 (Stages 7 to 10) seeking fresh approvals, with reduced State requirements.

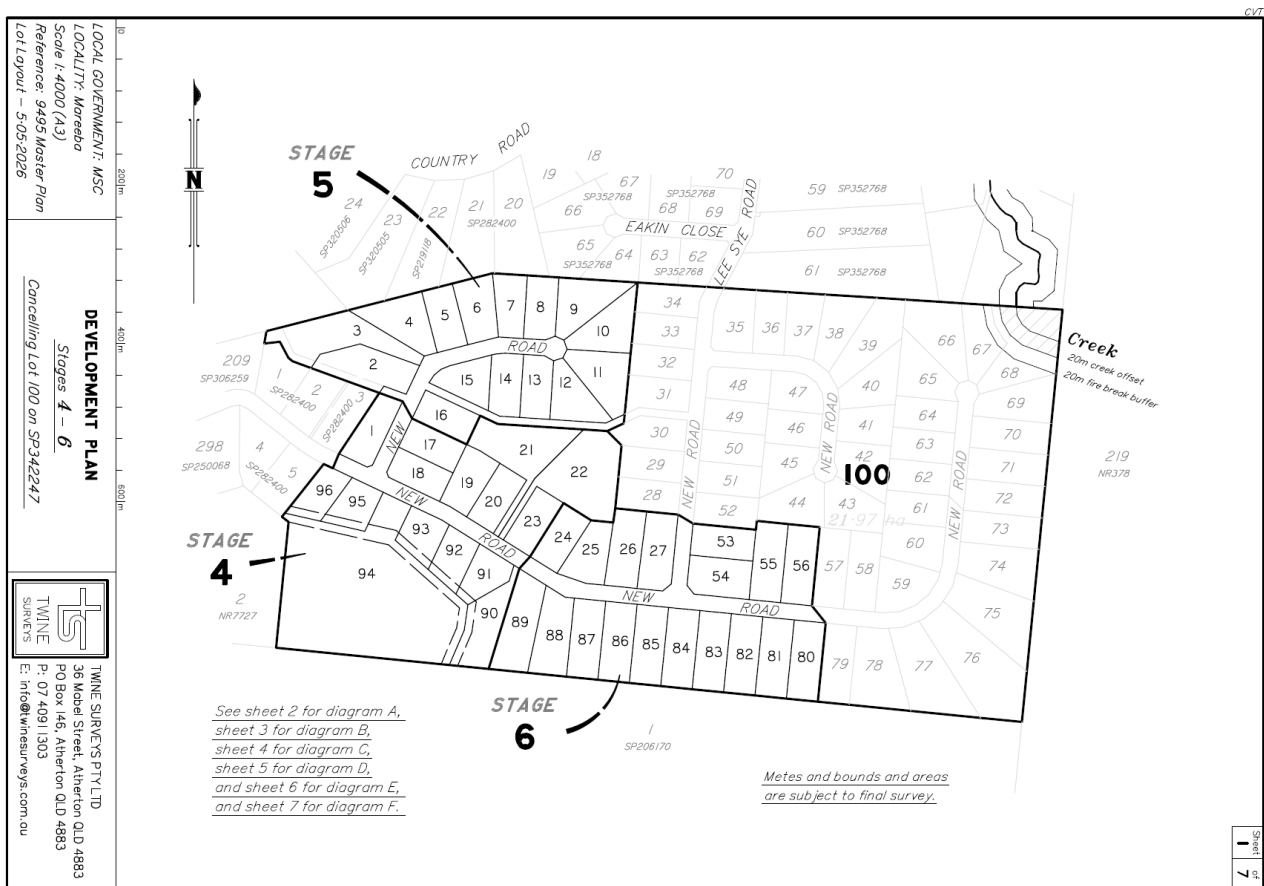
By keeping both applications below 50 lots, neither application is referable to the State for State transport infrastructure (ie intersection upgrades). Limiting the number of lots in an application is frequently used by developers for this exact purpose.

The applicant has also been successful in having the State issue new referral responses for both applications removing the obligation to leave a 200 metre wide vegetation corridor.

The new applications and changed State requirements will return the ‘The Rise’ development to an efficient use of the site resulting in a total of 119 lots which compares favourably to the originally proposed 124 lots.

**DESCRIPTION OF PROPOSED DEVELOPMENT**

The development application seeks a Development Permit for Reconfiguring a Lot – Subdivision (1 into 48 lots and balance area) in 3 stages (Stages 4-6 of The Rise Estate) in accordance with the plans shown in Attachment and the overall lot layout below:



Proposed lot areas range between 3,036m<sup>2</sup> to 9,126m<sup>2</sup>. The average lot size over the 3 stages is 4,618m<sup>2</sup>. This configuration is consistent with the long established rural residential density of a minimum lot size of 3,000m<sup>2</sup> and an average lot size of 4,000m<sup>2</sup>.

The proposed lots will be provided with most urban services, excluding reticulated sewerage.

**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. Mareeba is identified as a Major Regional Activity Centre in the Regional Plan. The Regional Plan Map 3- ‘Areas of Ecological Significance’ also identifies the site is:

- *Terrestrial Area of General Ecological Significance*

**PLANNING SCHEME DESIGNATIONS**

Strategic Framework:	<b>Land Use Categories</b> <ul style="list-style-type: none"> <li>• <i>Rural Residential Area</i></li> </ul> <b>Natural Environment Elements</b> <ul style="list-style-type: none"> <li>• <i>Biodiversity Area</i></li> </ul>
Zone:	Rural Residential (Precinct A) zone
Overlays:	Agricultural Land Overlay Airport Environs Overlay Bushfire Hazard Overlay Environmental Significance 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**

**Relevant Developments Codes**

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

- 6.2.10 Rural residential zone code
- 7.2.2 Mareeba local plan code
- 8.2.1 Agricultural land overlay code
- 8.2.2 Airport environs overlay code
- 8.2.3 Bushfire hazard overlay code
- 8.2.4 Environmental significance 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 contained within the codes (or performance outcomes where no acceptable outcome has been provided). Where the proposal does not satisfy an acceptable outcome, it has been demonstrated that compliance can be achieved with the higher order performance outcome/s. It is considered the proposed development can comply with the relevant development codes provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Rural residential zone code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Mareeba local plan code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Agricultural land overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Airport environs overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Bushfire hazard overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Environmental significance overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Hill and slope overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome</p>

	<p>where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Landscaping code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Parking and access code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Reconfiguring a lot code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Works, services and infrastructure code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>

**Planning Scheme Policies/Infrastructure Charges Plan**

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

A condition will be attached to any approval requiring all development works be designed and constructed in accordance with FNQROC Development Manual standards.

**Adopted Infrastructure Charges Notice**

In accordance with Council's Adopted Infrastructure Charges Resolution (No. 1) 2025, a charge of \$22,464.00 applies to each additional allotment created.

Part 4.1(d) of Council's Adopted Infrastructure Charges Resolution (No. 1) 2025 applies a 20% discount to development charges where no connection to Council's reticulated sewer network exists, as is the case for The Rise Estate.

The applicable per lot charge for this development is \$17,971.20 per additional allotment, with the total development charge for 48 lots being **\$862,617.60**.

**REFERRAL AGENCY**

The application triggered referral to the State Assessment and Referral Agency as a Concurrence Agency (Reconfiguring a lot that involves clearing native vegetation).

That Department advised in a letter dated 29 May 2026 that they require the conditions to be attached to any approval (**Attachment**).

**Internal Consultation**

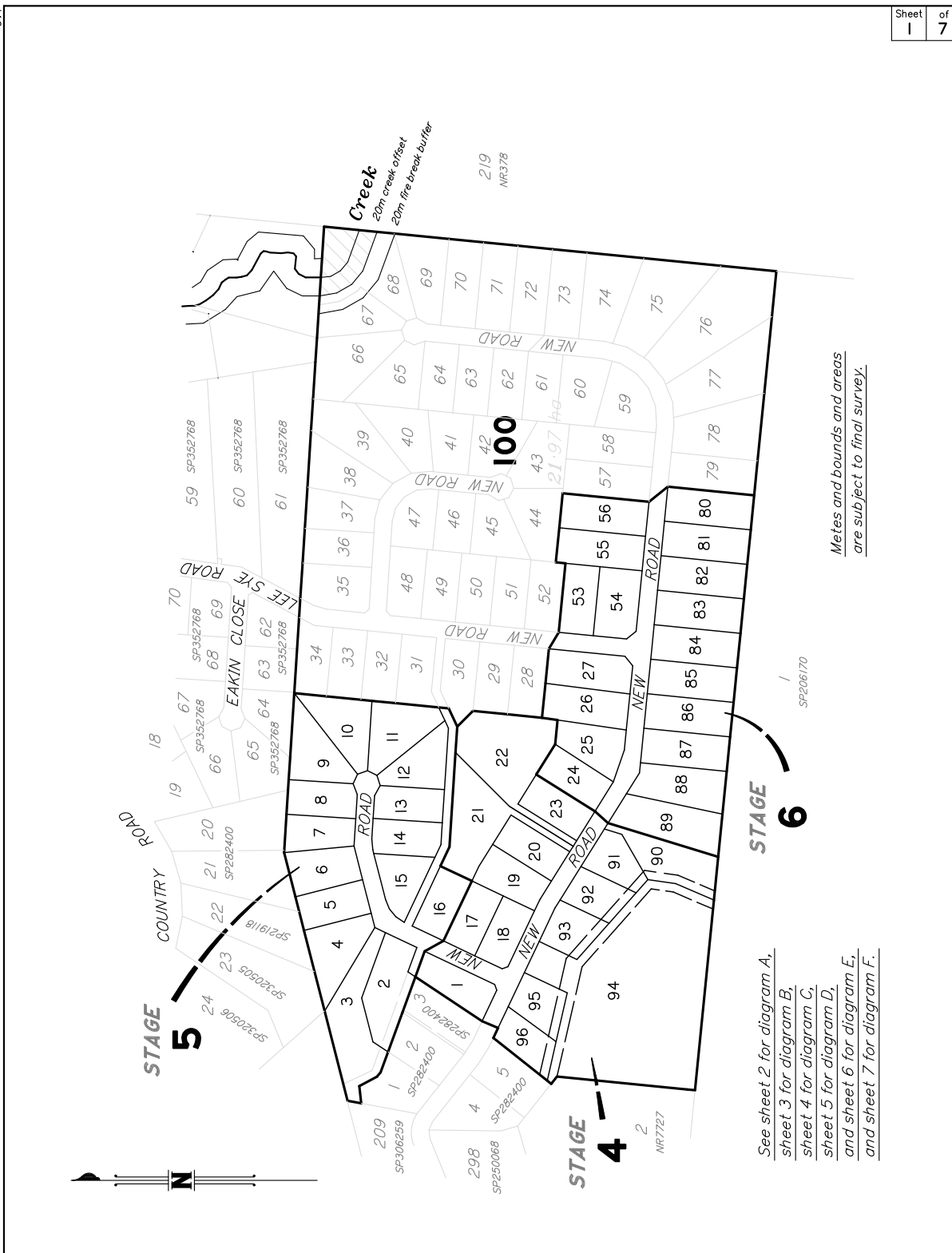
Technical Services.

**PLANNING DISCUSSION**

Nil


CVT

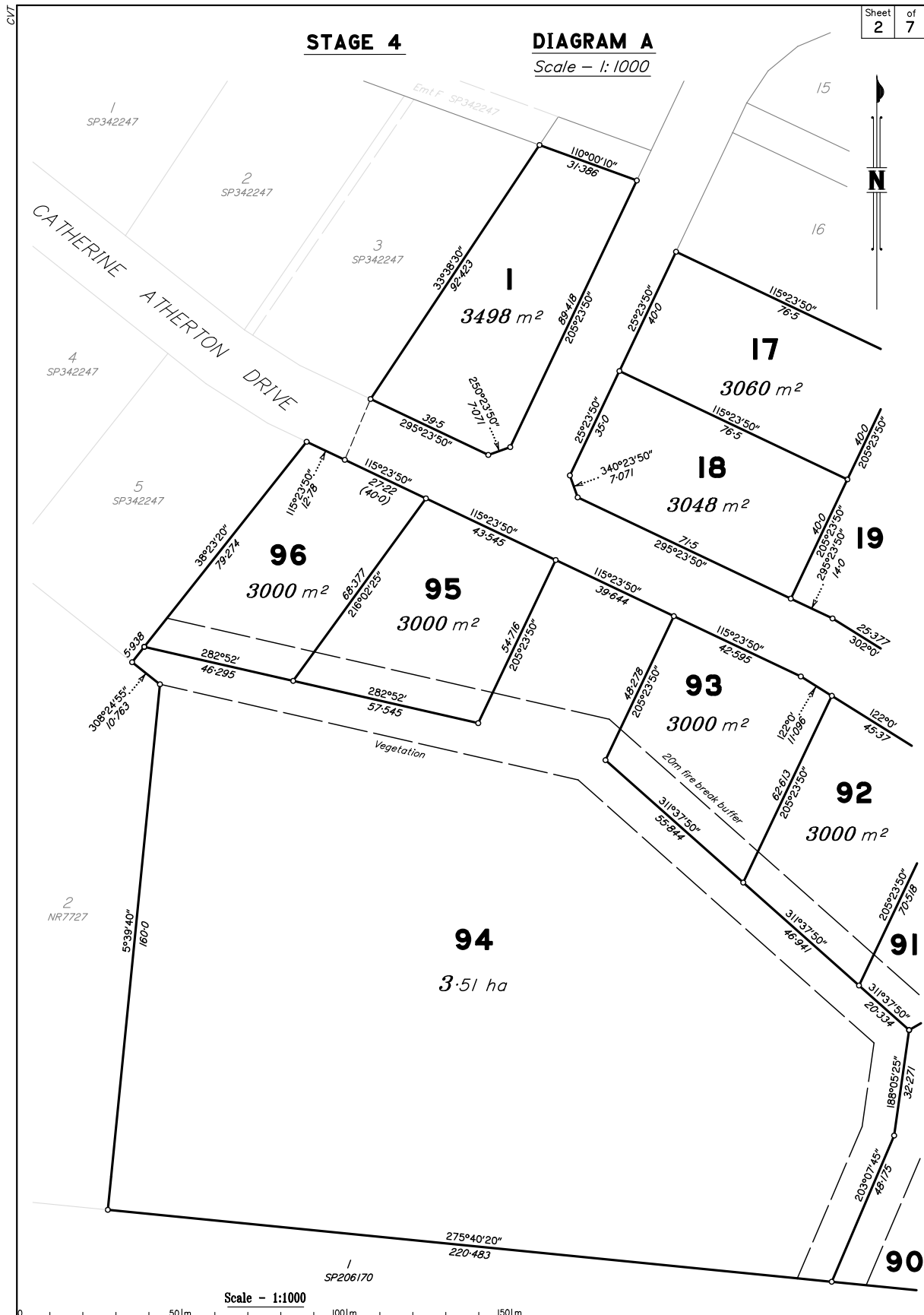
Sheet 1 of 7

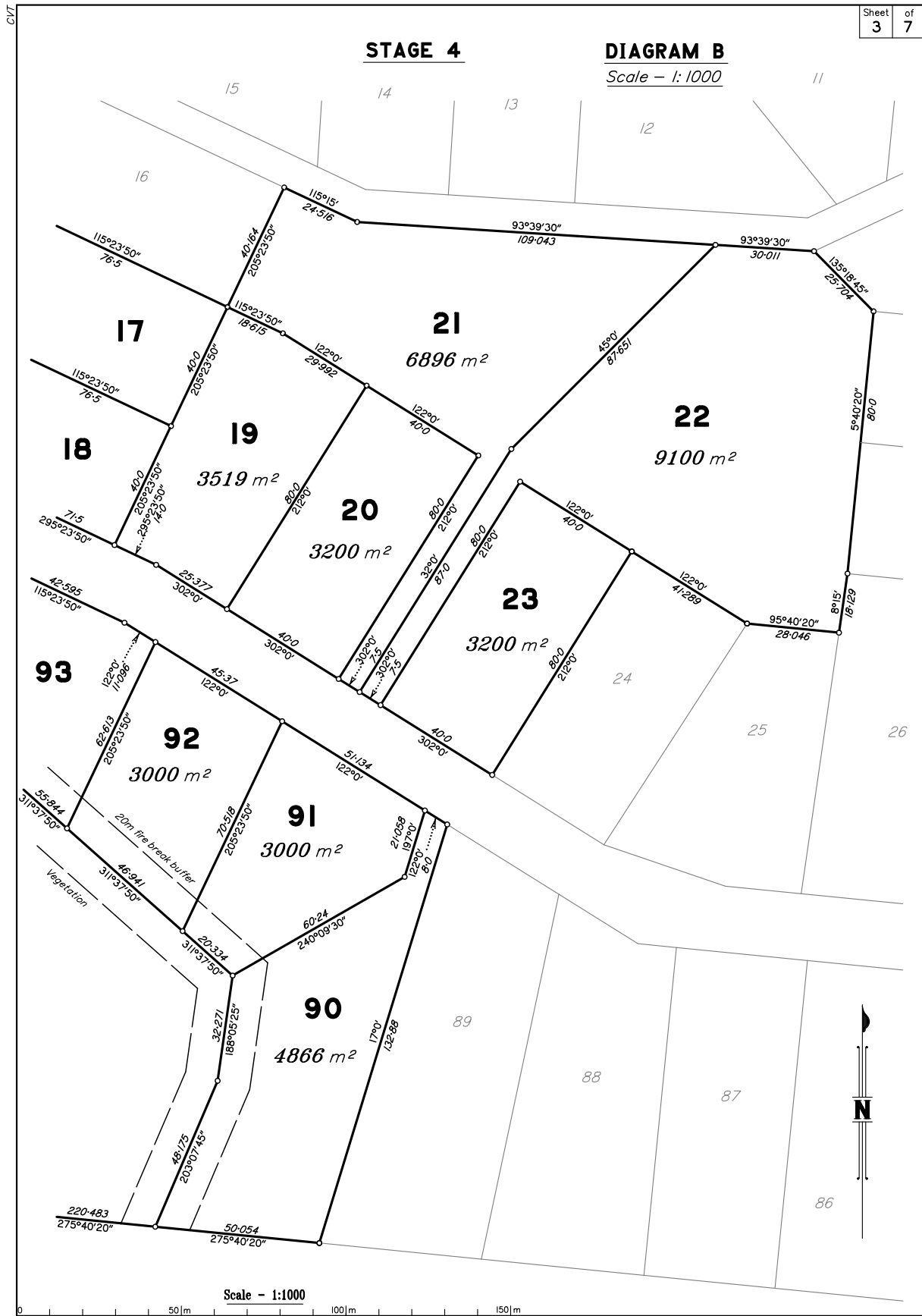


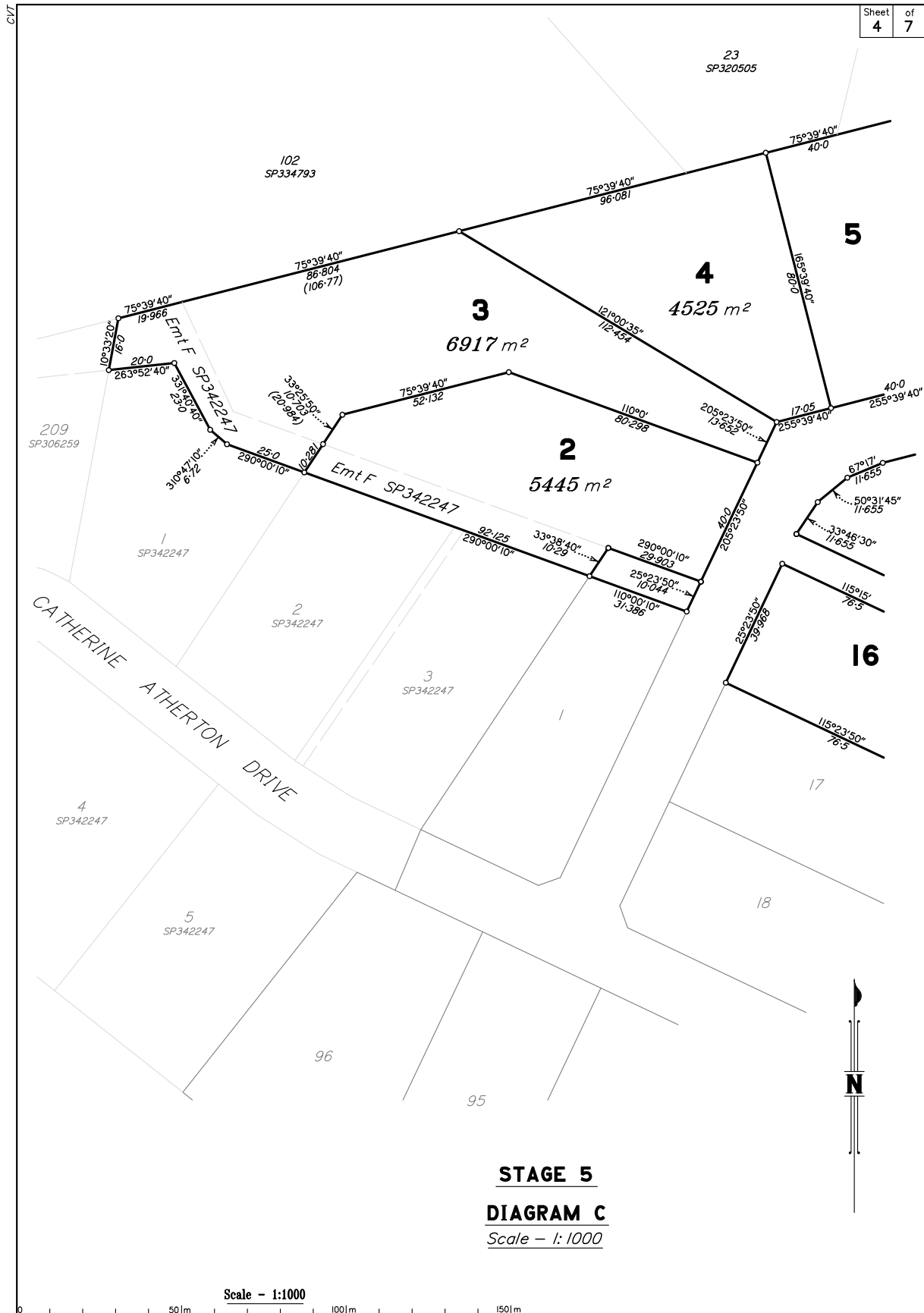
*Metes and bounds and areas are subject to final survey.*

See sheet 2 for diagram A,  
sheet 3 for diagram B,  
sheet 4 for diagram C,  
sheet 5 for diagram D,  
and sheet 6 for diagram E,  
and sheet 7 for diagram F.

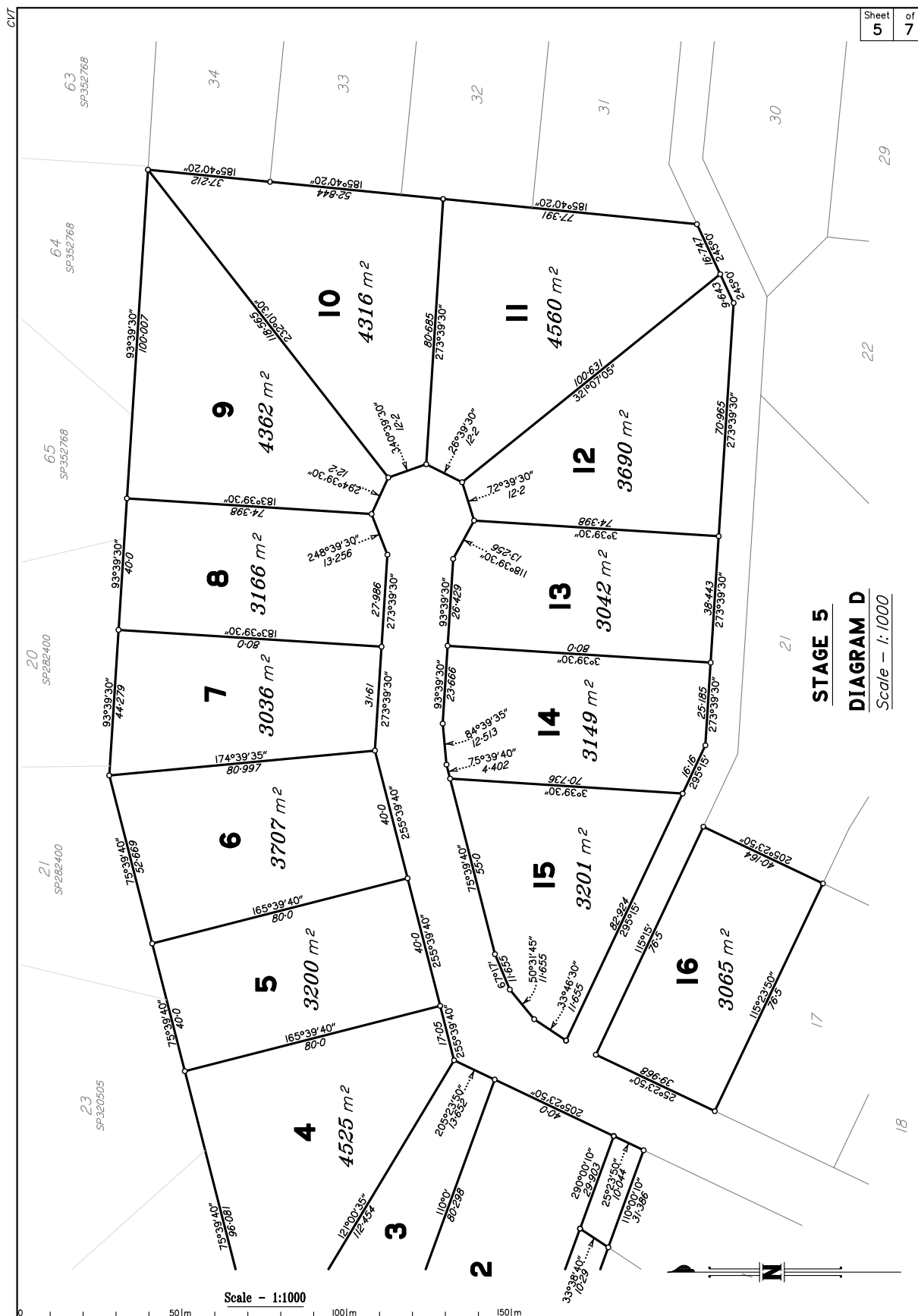
<p>LOCAL GOVERNMENT: MSC LOCALITY: Mareeba Scale 1: 4000 (A3) Reference: 9495 Master Plan Lot Layout – 5-05-2026</p>	<p><b>DEVELOPMENT PLAN</b> <b>Stages 4 – 6</b> <u>Cancelling Lot 100 on SP342247</u></p>	 <p>TWINE SURVEYS PTY LTD 36 Mabel Street, Atherton QLD 4883 PO Box 146, Atherton QLD 4883 P: 07 4091 1303 E: info@twinesurveys.com.au</p>
--	--	--

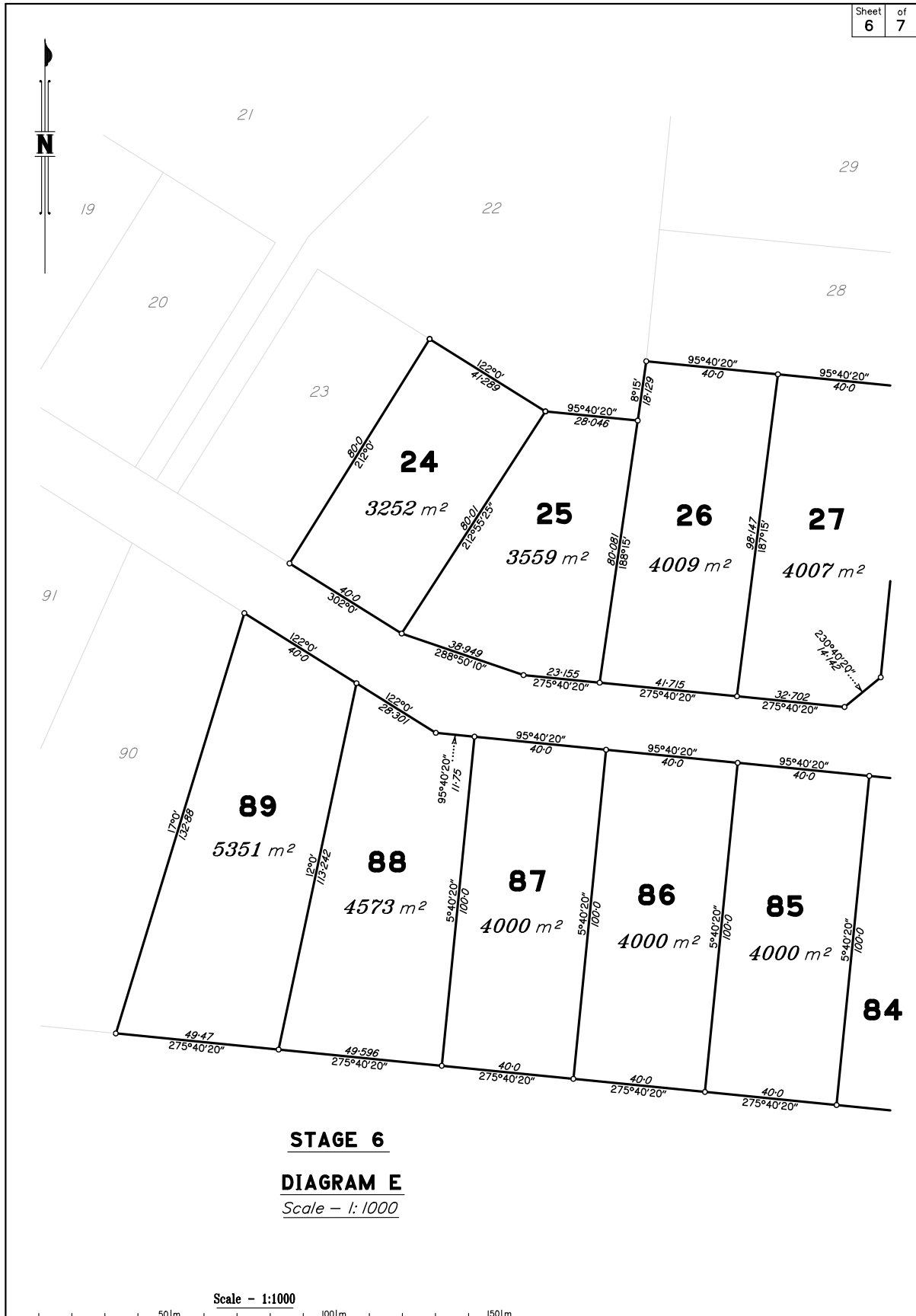


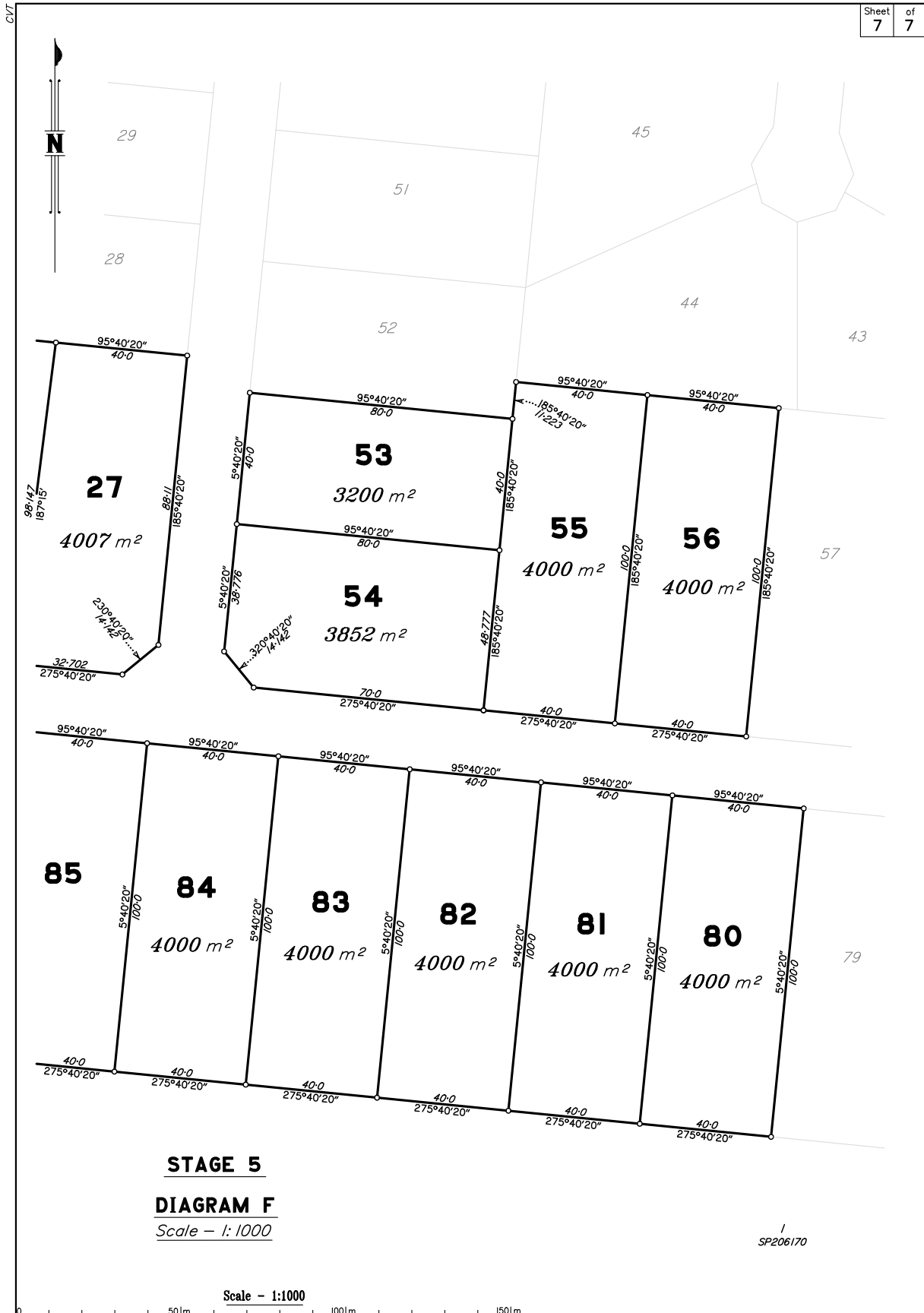




Sheet 4 of 7







RA6-N



Queensland Government

Department of  
State Development,  
Infrastructure and Planning

SARA reference: 2510-48952 SRA  
Council reference: RAL/25/0020  
Applicant reference: F23/37

29 May 2026

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 – Catherine Atherton Drive, 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 6 November 2025.

### Response

Outcome:	Referral agency response – with conditions
Date of response:	29 May 2026
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	Reconfiguring a Lot - Subdivision (1 into 48 lots and balance land - The Rise Estate Stages 4-6)
SARA role:	Referral agency	
SARA trigger:	Schedule 10, Part 3, Division 4, Table 2, Item 1 (Planning Regulation	

2510-48952 SRA

2017) - Reconfiguring a lot that involves clearing native vegetation

SARA reference: 2510-48952 SRA

Assessment manager: Mareeba Shire Council

Street address: Catherine Atherton Drive, Mareeba

Real property description: Lot 100 on SP342247

Applicant name: The Rise Unit Trust

Applicant contact details: C/- Freshwater Planning Pty Ltd  
17 Barron View Drive  
Freshwater QLD 4870  
freshwaterplanning@outlook.com

*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@dSDLGP.qld.gov.au who will be pleased to assist.

Yours sincerely



Kaye Atkins  
Executive Director, Planning Services

cc The Rise Unit Trust, C/- Freshwater Planning Pty Ltd, freshwaterplanning@outlook.com

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

2510-48952 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.	Condition	Condition timing
Schedule 10, Part 3, Division 4, Table 2, Item 1 – Reconfiguring a lot that involves clearing native vegetation – The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development 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 condition:		
1.	Building exclusion areas and new lot boundaries associated with the reconfiguring a lot must be located generally in accordance with the following plan: <ul style="list-style-type: none"> <li>• Development Plan, Stages 4-6, Cancelling Lot 100 on SP342247, prepared by Twine Surveys Pty Ltd, dated 5.05.2026, reference 9495 Exclusion Plan, Sheet 1 of 7.</li> </ul>	Prior to submitting the Plan of Survey to the local government for approval.

2510-48952 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 3.3). If a word remains undefined it has its ordinary meaning.

2510-48952 SRA

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

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

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

SARA assessed the development against the following code of the State Development Assessment Provisions (SDAP), version 3.3:

- State code 16: Native vegetation clearing (State code 16).

The development complies with State code 16 of SDAP in that the development:

- avoids impacts on vegetation and minimises and mitigates impacts on vegetation where avoidance is not possible
- does not result in a significant residual impact on a matter of state environmental significance.

#### **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 3.3)
- the Development Assessment Rules
- SARA DA Mapping system
- *Human Rights Act 2019*.

2510-48952 SRA

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

---

(page left intentionally blank)

2510-48952 SRA

**Attachment 5—Documents referenced in conditions**

(page left intentionally blank)

---

## 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.

---

<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.

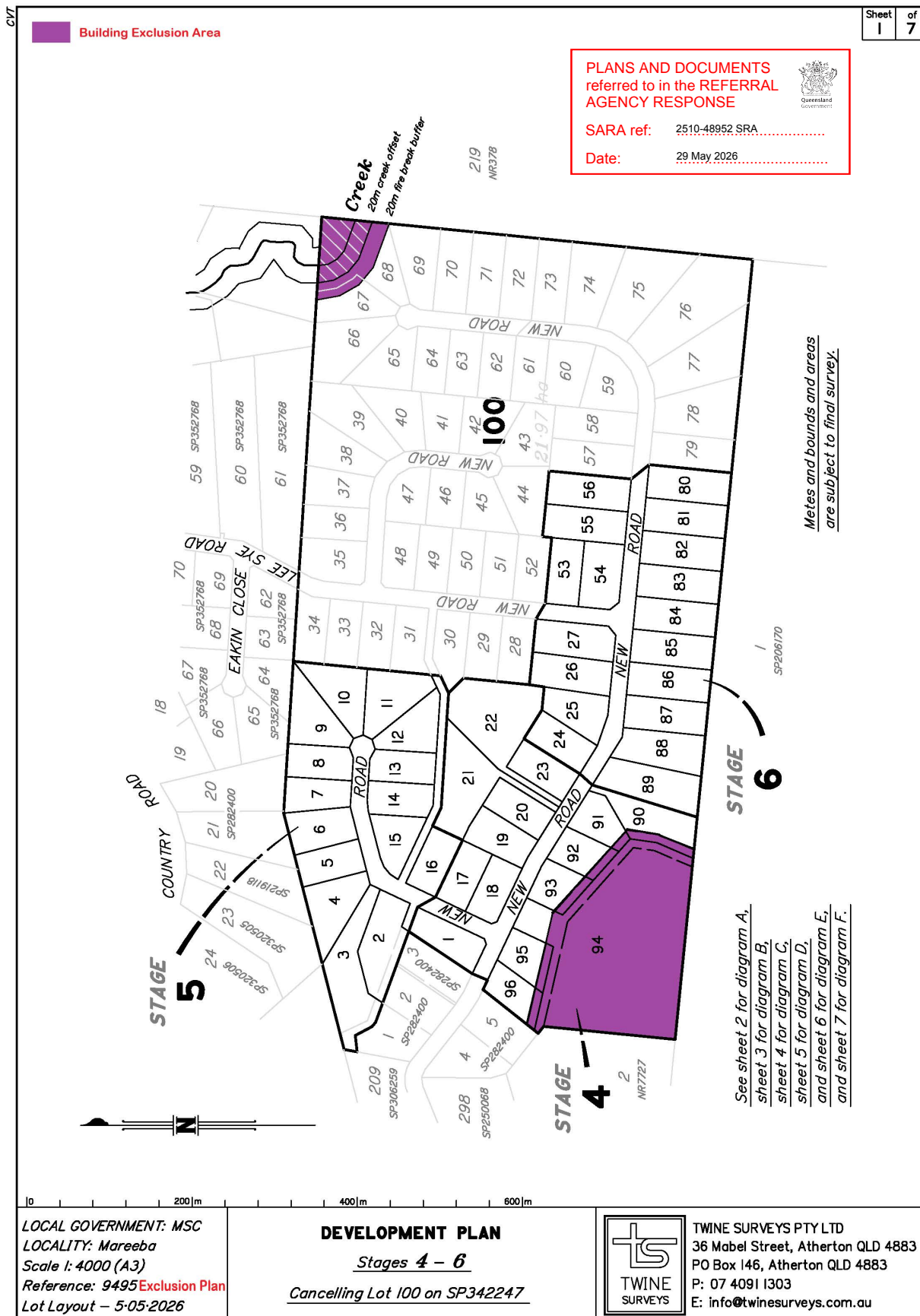
## **Part 7: Miscellaneous**

### **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>

---

<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.



**8.2 THE RISE UNIT TRUST - RECONFIGURING A LOT - SUBDIVISION (1 INTO 48 LOTS & BALANCE AREA IN 4 STAGES (STAGES 7-10 OF THE RISE ESTATE) - LOT 100 ON SP342247 - CATHERINE ATHERTON DRIVE, MAREEBA - RAL/25/0021**

**Date Prepared:** 2 June 2026

**Author:** Coordinator Planning & Building

**Attachments:** 1. [Proposal Plans](#) ↓  
2. [State Assessment and Referral Agency Response dated 29 May 2026](#) ↓

**APPLICATION DETAILS**

APPLICATION		PREMISES	
<b>APPLICANT</b>	The Rise Unit Trust	<b>ADDRESS</b>	Catherine Atherton Drive, Mareeba
<b>DATE LODGED</b>	8 October 2025	<b>RPD</b>	Lot 100 on SP342247
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Reconfiguring a Lot – Subdivision (1 into 48 lots & balance area) in 4 stages (Stages 7-10)		
<b>FILE NO</b>	RAL/25/0021	<b>AREA</b>	46.59 hectares
<b>LODGED BY</b>	Freshwater Planning Pty Ltd	<b>OWNER</b>	D Pollock
<b>PLANNING SCHEME</b>	Mareeba Shire Council Planning Scheme 2016		
<b>ZONE</b>	Rural Residential (Precinct A) zone		
<b>LEVEL OF ASSESSMENT</b>	Code Assessment		
<b>SUBMISSIONS</b>	n/a		

**EXECUTIVE SUMMARY**

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

The application is code assessable and was not required to undergo public notification.

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 application represents Stages 7 to 10 of ‘The Rise’ rural residential estate.

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	
<b>APPLICANT</b>	The Rise Unit Trust	<b>ADDRESS</b>	Catherine Atherton Drive, Mareeba
<b>DATE LODGED</b>	8 October 2025	<b>RPD</b>	Lot 100 on SP342247
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Reconfiguring a Lot – Subdivision (1 into 48 lots & balance area) in 4 stages (Stages 7-10)		

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 Reconfiguring a Lot – Subdivision (1 into 48 lots & balance area) in 4 stages (Stages 7-10) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
9495 Master Plan Lot Layout Sheets 1 to 6	Development Plan Stages 7 – 10 Cancelling Lot 100 on SP342247	Twine Surveys Pty Ltd	5.05.2026

(B) 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 a Form 18B, 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 or the Adopted Infrastructure Charges Notice must be made prior to the endorsement of the plan of survey, or alternative documentation as approved by the Land Title Act and at the rate applicable at the time of payment.
  - 3.3 The developer must relocate (in accordance with FNQROC standards) any services such as water, sewer, drainage, telecommunications and electricity that are not wholly located within the lots that are being created/serviced where required by the relevant authority, unless approved by Council's delegated officer.
  - 3.4 Where utilities (such as sewers on non-standard alignments) traverse lots to service another lot, easements must be created in favour of Council for access and maintenance purposes. The developer is to pay all costs (including Council's legal expenses) to prepare and register the easement documents.
  - 3.5 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.
  - 3.6 Charges

All outstanding rates, charges, and expenses pertaining to the land are to be paid in full.
  - 3.7 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 future use of each lot must comply with the requirements of the bushfire hazard management plan at all times.
  - 3.8 Stages 4 to 6 authorised under development permit RAL/25/0020 must be completed before any stage under this development approval is completed.
4. Infrastructure Services and Standards
    - 4.1 Access

Access to each allotment must be constructed (from the edge of the road pavement to the property boundary of each lot) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

The provision of layback/roll-over kerbing along the frontage of each allotment will satisfy this condition.

#### 4.2 Stormwater Drainage

- (a) The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
- (b) Prior to works commencing the applicant must submit a Stormwater Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual to the satisfaction of Council's delegated officer.
- (c) Prior to works commencing the applicant must submit a Stormwater Quality Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Urban Stormwater Quality Planning Guideline and the Queensland Water Quality Guideline to the satisfaction of Council's delegated officer.
- (d) The Stormwater Quality Management Plan must include an Erosion and Sediment Control Plan that meets or exceeds the Soil Erosion and Sedimentation Control Guidelines (Institute of Engineers Australia) to the satisfaction of Council's delegated officer.
- (e) The feature shown as 10 metre wide road reserve, extending between the future extension of Lee Sye Road and Easement F on SP342247 must be incorporated into the respective adjoining lot/s with an easement for drainage purposes created in favour of Council, to the satisfaction of Council's delegated officer.
- (f) The applicant/developer must construct the stormwater drainage infrastructure in accordance with the approved Stormwater Management Plan and/or Stormwater Quality Management Plan and Report.
- (g) Temporary drainage is to be provided and maintained during the construction phase of the development, discharged to a lawful point and not onto the construction site.
- (h) All stormwater channels through private property must be registered, with the easement for drainage purposes in favour of Council. All documentation leading to the registration of the easement must be completed at no cost to Council.
- (i) The applicant (at their cost) must video all stormwater lines and submit the video for inspection by Council's delegated officer prior to the development being taken "off maintenance" to ensure that no defects have occurred during the maintenance period.

- (j) All drainage easements must be constructed to prevent erosion. Construction may be in the form of a concrete invert, with outlet protection.

#### 4.3 Earthworks

All earthworks must be carried out in accordance with the requirements of the FNQROC Development Manual (as amended) to the satisfaction of Council's delegated officer.

#### 4.4 Roadworks - Internal

- (a) In order for road widths to be consistent with surrounding rural residential estates, all internal roads must be constructed with a 20 metre reserve width and a 7.5 metre carriageway width, apart from the new road servicing Stage 8 and Lots 35 and 48 which may be reduced to a 7 metre carriageway width (20 metre reserve width).

All roads must be constructed in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's delegated officer.

- (b) Any temporary turn-around areas situated at the ends of any semi-constructed stub roads must include a sealed cul-de-sac head (no kerbing required) of a size capable of allowing a garbage truck to turn around on.

#### 4.5 Water Supply

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

#### 4.6 On-Site Wastewater Management

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

#### 4.7 Electricity provision/supply

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

Written advice from an Electricity Service Provider is to be provided to Council indicating that an agreement has been made for the provision of **underground** power reticulation.

#### 4.8 Telecommunications

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

#### 4.9 Lighting

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

**Plans for the development works required under Conditions 4.1 - 4.9 must be submitted to Council for approval as part of a subsequent application for operational works.**

### (C) 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 and Charges Schedule for each respective financial year.

#### (c) Easement Documents

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

#### (d) Endorsement Fees

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

#### (e) Compliance with applicable codes/policies

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

#### (f) Notation on Rates Record

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

- conditions regarding bushfire management
- a registered easement over the subject site

(g) Environmental Protection and Biodiversity Conservation Act 1999

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

(h) Cultural Heritage

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

(i) 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](http://Electric ants in Queensland | Business Queensland) or contact Biosecurity Queensland 13 25 23.

(D) REFFERAL AGENCY CONDITIONS

State Assessment and Referral Agency conditions dated 29 May 2026.

(E) RELEVANT PERIOD

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

- Development Permit for Operational Works

(G) OTHER APPROVALS REQUIRED FROM COUNCIL

- Nil

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>Residential</b> (no sewer)	<i>\$ per Lot (incl of 20% discount for no sewer)</i>	<b>Lots</b>		<b>Lots</b>	
Stage 7	\$17,971.20	13 Lots	\$233,625.60	Nil	\$233,625.60
Stage 8	\$17,971.20	12 Lots	\$215,654.40	Nil	\$215,654.40
Stage 9	\$17,971.20	12 Lots	\$215,654.40	Nil	\$215,654.40
Stage 10	\$17,971.20	11 Lots	\$197,683.20	Nil	\$197,683.20
<b>TOTAL CURRENT AMOUNT OF CHARGE</b>					<b><u>\$862,617.60</u></b>

**THE SITE**

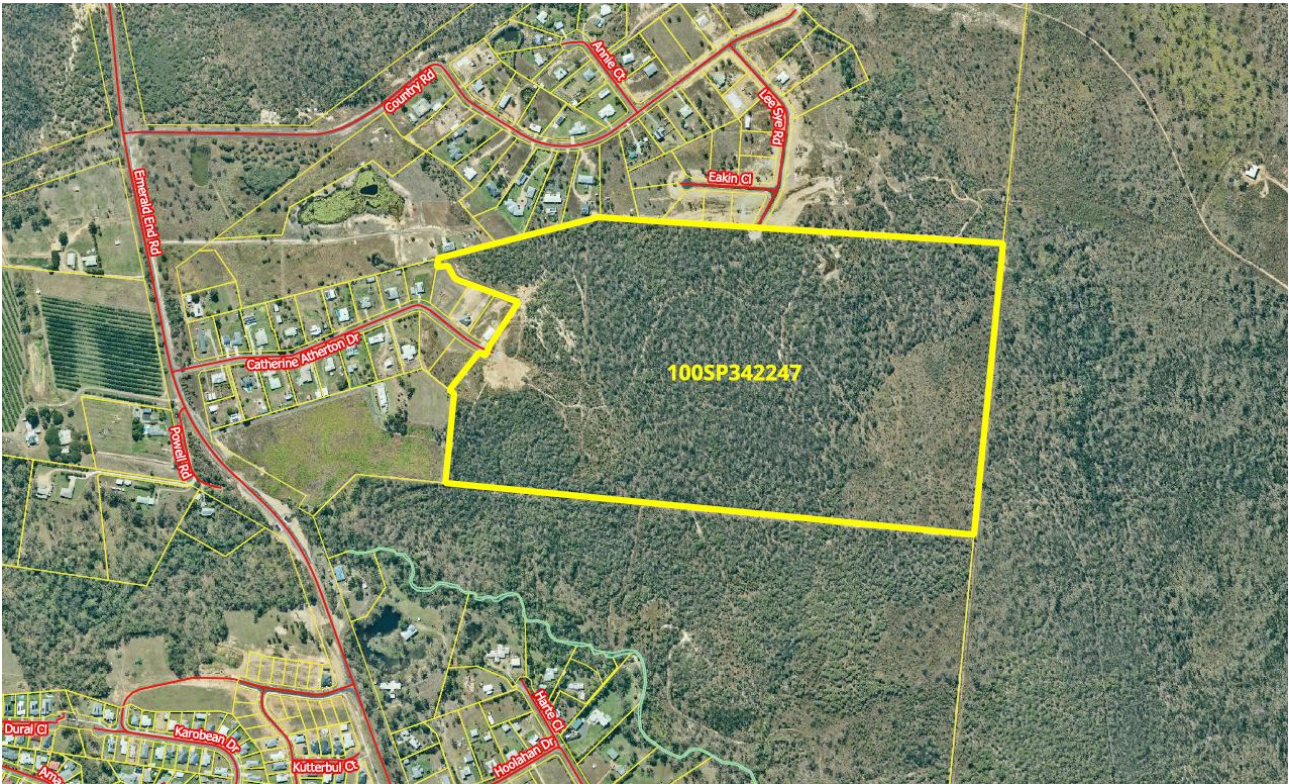
The site is described as Lot 100 on SP342247, having an area of 46.59 hectares, with frontages of approximately 32 metres to Catherine Atherton Drive and 22 metres to Lee Sye Road.

Both frontage roads finish at the site boundary and are constructed with a 7.5 metre sealed width, including kerbing on both sides.

The site is in the process of being developed as 'The Rise' rural residential estate with Stages 1 to 3 (23 lots) having been completed. Catherine Atherton Drive was opened as part of Stage 1 and will be continually extended during subsequent subdivision stages.

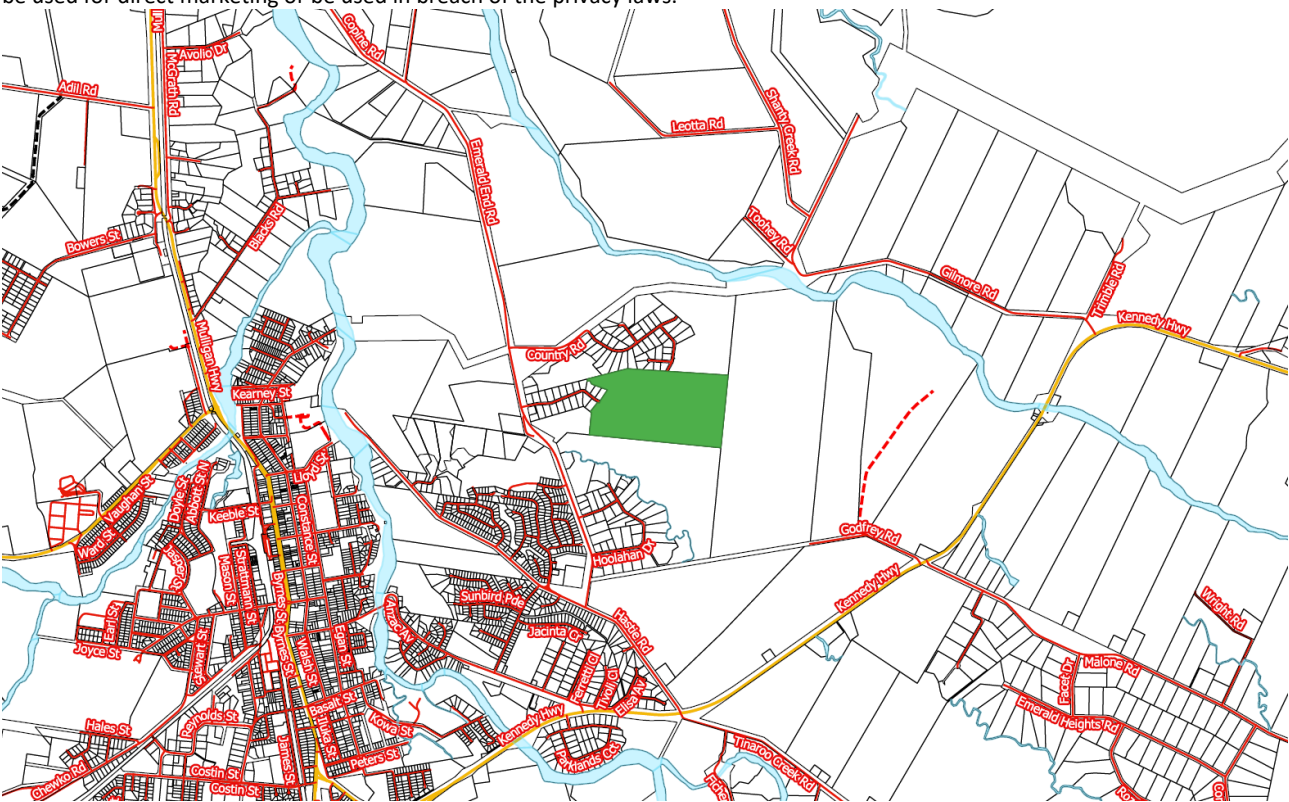
Town water has been extended to the site and services all existing lots within 'The Rise'.

Land immediately to the north (Country Road Estate) and east (Emerald Creek Heights Estate) have current rural residential subdivision approvals.



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.



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.

**BACKGROUND AND CONTEXT**

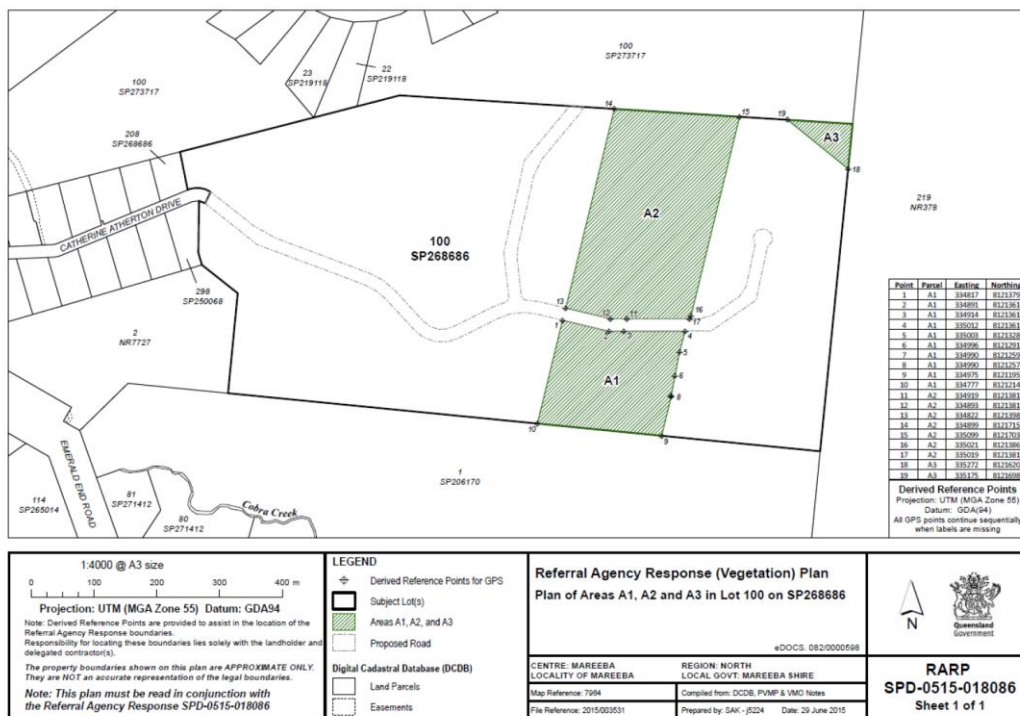
Nil

**PREVIOUS APPLICATIONS & APPROVALS**

On 15 January 2008, Council approved development application **REC/07/0074** made by The Rise Unit Trust for preliminary approval for Material Change of Use varying the effect of the Planning Scheme (Rural A zone to Rural Residential zone) and a development permit for Reconfiguring a Lot - 1 lot into 124 lots of land described as Lot 3 on RP739487, situated 146 Emerald End Road, Mareeba, subject to conditions.

State referral (concurrence) agencies for REC/07/0074 included the Department of Main Roads and the Department of Natural Resources and Water. Both of these referral agencies applied substantial requirements which considerably impact the continued development of ‘The Rise’ under REC/07/0074. These include:

- The Department of Main Roads requires the developer to upgrade the intersection of the Kennedy Highway and Hastie Road, including lighting upgrades, prior to the development of the 30<sup>th</sup> lot. This intersection is approximately 2.5 kilometres from ‘The Rise’.
- The Department of Natural Resources and Water conditioned the developer to maintain a 200 metre wide corridor of vegetation through the site, as per the plan below.



In 2015, the developer sought to amend REC/07/0074 in response to the required vegetation corridor resulting in the lot yield for ‘The Rise’ being reduced from the initial 124 lots down to 54 lots. Despite this amendment, any significant development of the remainder of ‘The Rise’ has stalled.

The applicant has lodged this new reconfiguring a lot application RAL/25/0021 (Stages 7 to 10) along with separate reconfiguring a lot application RAL/25/0020 (Stages 4 to 6) seeking fresh approvals, with reduced State requirements.

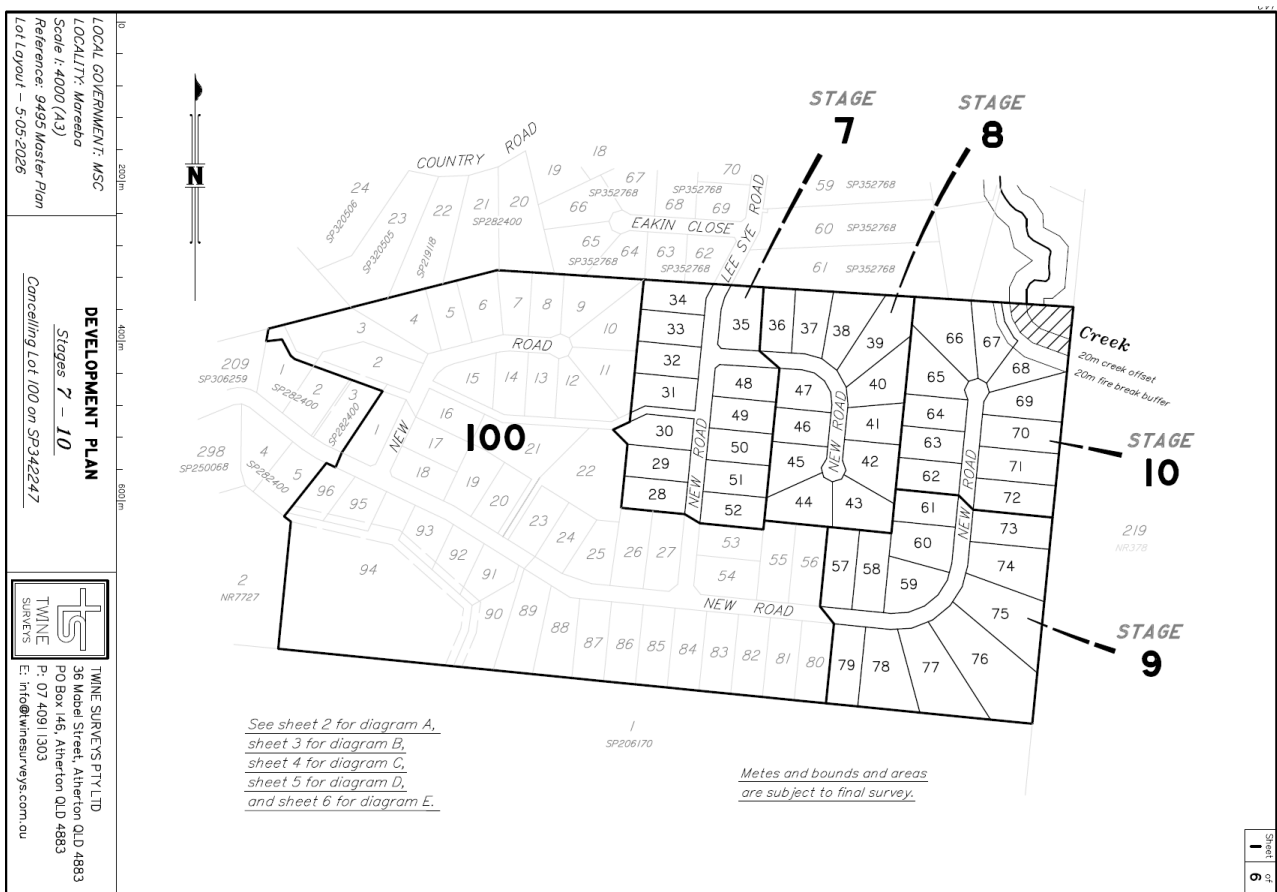
By keeping both applications below 50 lots, neither application is referable to the State for State transport infrastructure (ie intersection upgrades). Limiting the number of lots in an application is frequently used by developers for this exact purpose.

The applicant has also been successful in having the State issue new referral responses for both applications removing the obligation to leave a 200 metre wide vegetation corridor.

The new applications and changed State requirements will return the ‘The Rise’ development to an efficient use of the site resulting in a total of 119 lots which compares favourably to the originally proposed 124 lots.

**DESCRIPTION OF PROPOSED DEVELOPMENT**

The development application seeks a Development Permit for Reconfiguring a Lot – Subdivision (1 into 48 lots and balance area) in four (4) stages (Stages 7-10 of The Rise Estate) in accordance with the plans shown in **Attachment** and the overall lot layout below:



Proposed lot areas range between 3,010m<sup>2</sup> to 1.018 hectares. The average lot size over the 4 stages is 4,125m<sup>2</sup>. This configuration is consistent with the long established rural residential density of a minimum lot size of 3,000m<sup>2</sup> and an average lot size of 4,000m<sup>2</sup>.

The proposed lots will be provided with most urban services, excluding reticulated sewerage.

**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. Mareeba is identified as a Major Regional Activity Centre in the Regional Plan. The Regional Plan Map 3 ‘Areas of Ecological Significance’ also identifies the site is:

- *Terrestrial Area of General Ecological Significance*

**PLANNING SCHEME DESIGNATIONS**

Strategic Framework:	<b>Land Use Categories</b> <ul style="list-style-type: none"> <li>• <i>Rural Residential Area</i></li> </ul> <b>Natural Environment Elements</b> <ul style="list-style-type: none"> <li>• <i>Biodiversity Area</i></li> </ul>
Zone:	Rural Residential (Precinct A) zone
Overlays:	Agricultural Land Overlay Airport Environs Overlay Bushfire Hazard Overlay Environmental Significance 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**

**Relevant Developments Codes**

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

- 6.2.10 Rural residential zone code
- 7.2.2 Mareeba local plan code
- 8.2.1 Agricultural land overlay code
- 8.2.2 Airport environs overlay code
- 8.2.3 Bushfire hazard overlay code
- 8.2.4 Environmental significance 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 contained within the codes (or performance outcomes where no acceptable outcome has been provided). Where the proposal does not satisfy an acceptable outcome, it has been demonstrated that compliance can be achieved with the higher order performance outcome/s. It is considered the proposed development can comply with the relevant development codes provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Rural residential zone code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Mareeba local plan code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Agricultural land overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Airport environs overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Bushfire hazard overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Environmental significance overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Hill and slope overlay code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome</p>

	<p>where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Landscaping code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Parking and access code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Reconfiguring a lot code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>
Works, services and infrastructure code	<p>The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code.</p> <p>Refer to code document for full commentary.</p>

**Planning Scheme Policies/Infrastructure Charges Plan**

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

A condition will be attached to any approval requiring all development works be designed and constructed in accordance with FNQROC Development Manual standards.

**Adopted Infrastructure Charges Notice**

In accordance with Council's Adopted Infrastructure Charges Resolution (No. 1) 2025, a charge of \$22,464.00 applies to each additional allotment created.

Part 4.1(d) of Council's Adopted Infrastructure Charges Resolution (No. 1) 2025 applies a 20% discount to development charges where no connection to Council's reticulated sewer network exists, as is the case for The Rise Estate.

The applicable per lot charge for this development is \$17,971.20 per additional allotment, with the total development charge for 48 lots being **\$862,617.60**.

**REFERRAL AGENCY**

The application triggered referral to the State Assessment and Referral Agency as a Concurrence Agency (Reconfiguring a lot that involves clearing native vegetation).

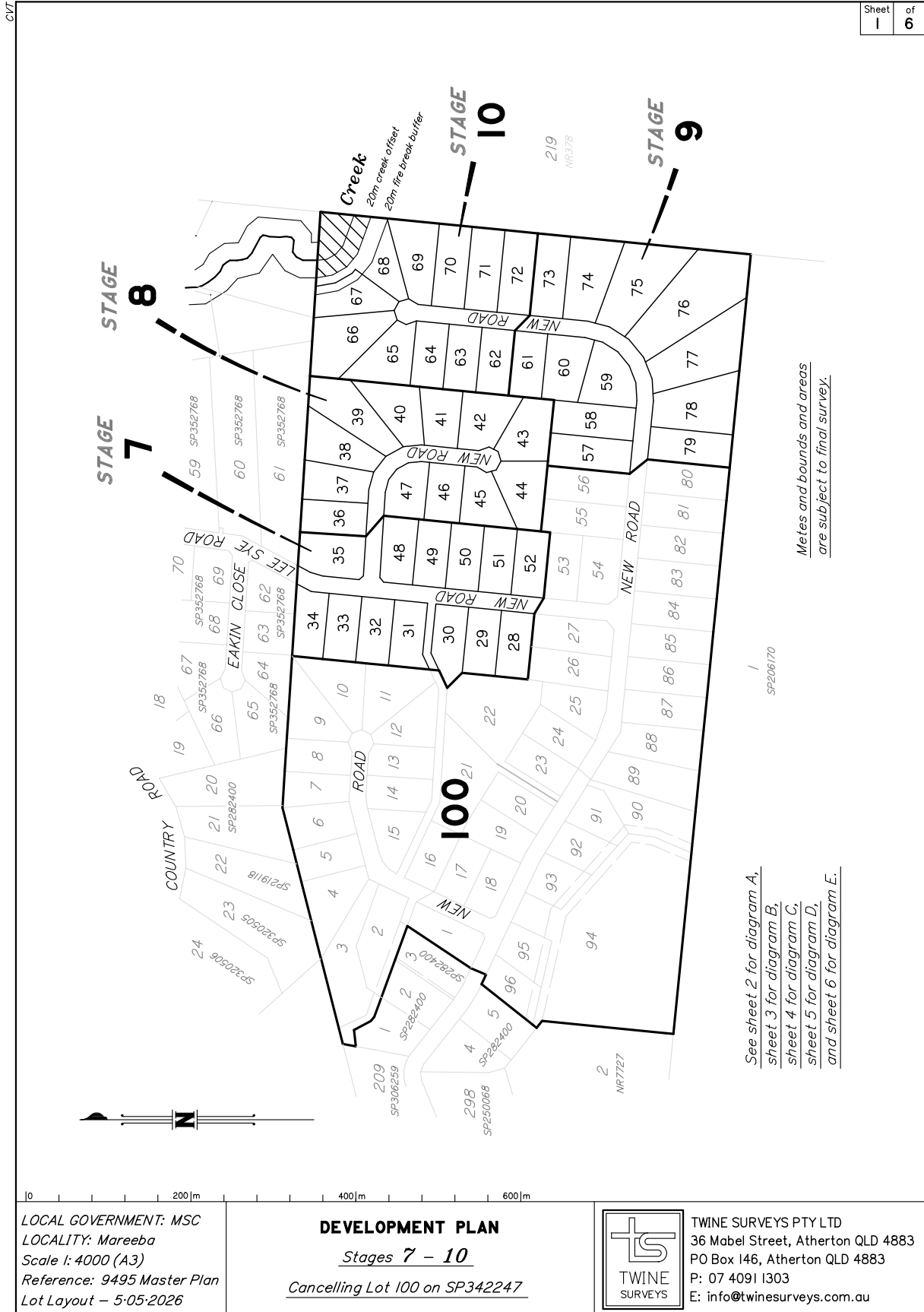
That Department advised in a letter dated 29 May 2026 that they require the conditions to be attached to any approval (**Attachment 2**).

**Internal Consultation**

Technical Services.

**PLANNING DISCUSSION**

Nil



Sheet 1 of 6

*Metes and bounds and areas are subject to final survey.*

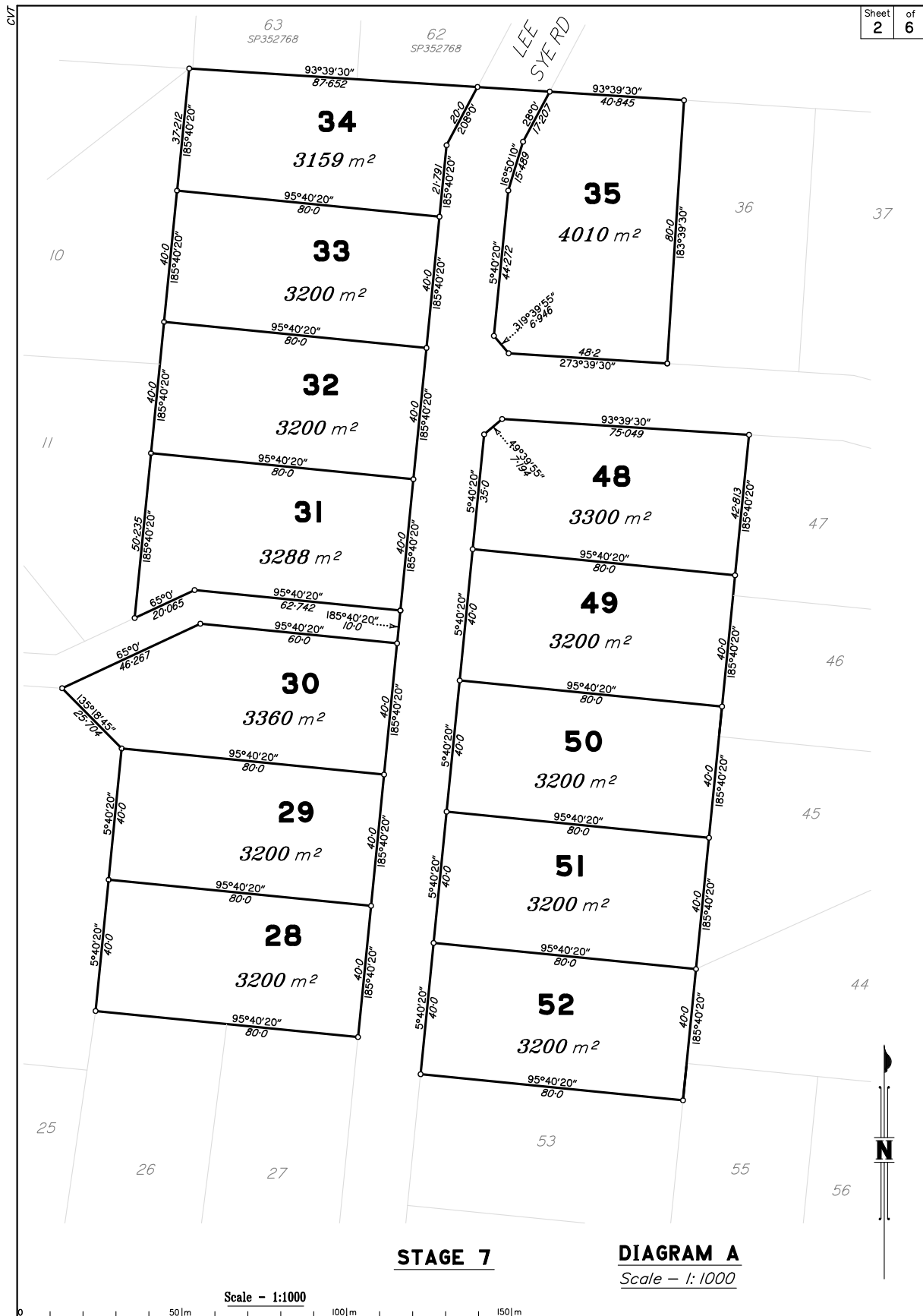
*See sheet 2 for diagram A,  
sheet 3 for diagram B,  
sheet 4 for diagram C,  
sheet 5 for diagram D,  
and sheet 6 for diagram E.*

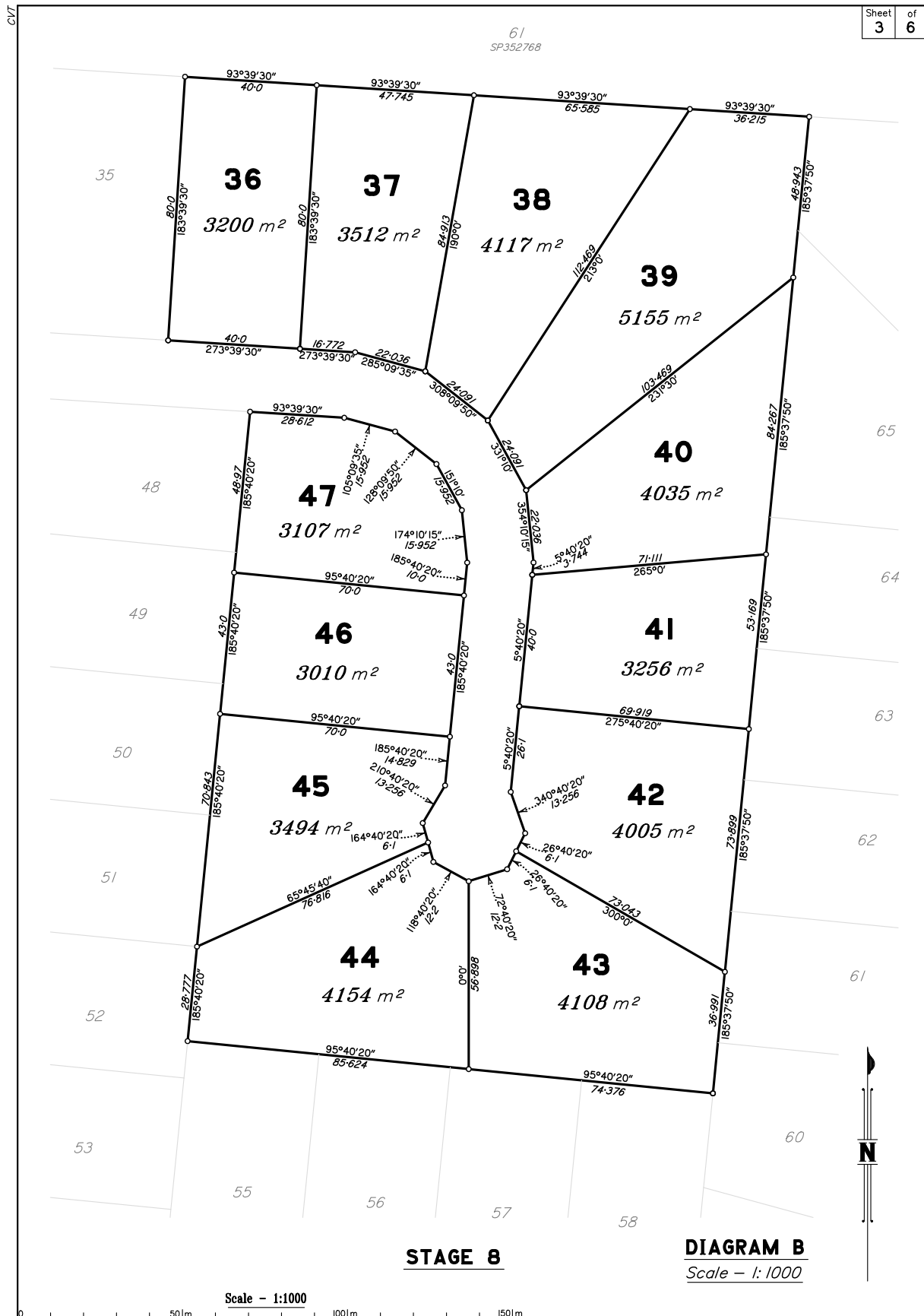
LOCAL GOVERNMENT: MSC  
 LOCALITY: Mareeba  
 Scale 1: 4000 (A3)  
 Reference: 9495 Master Plan  
 Lot Layout – 5-05-2026

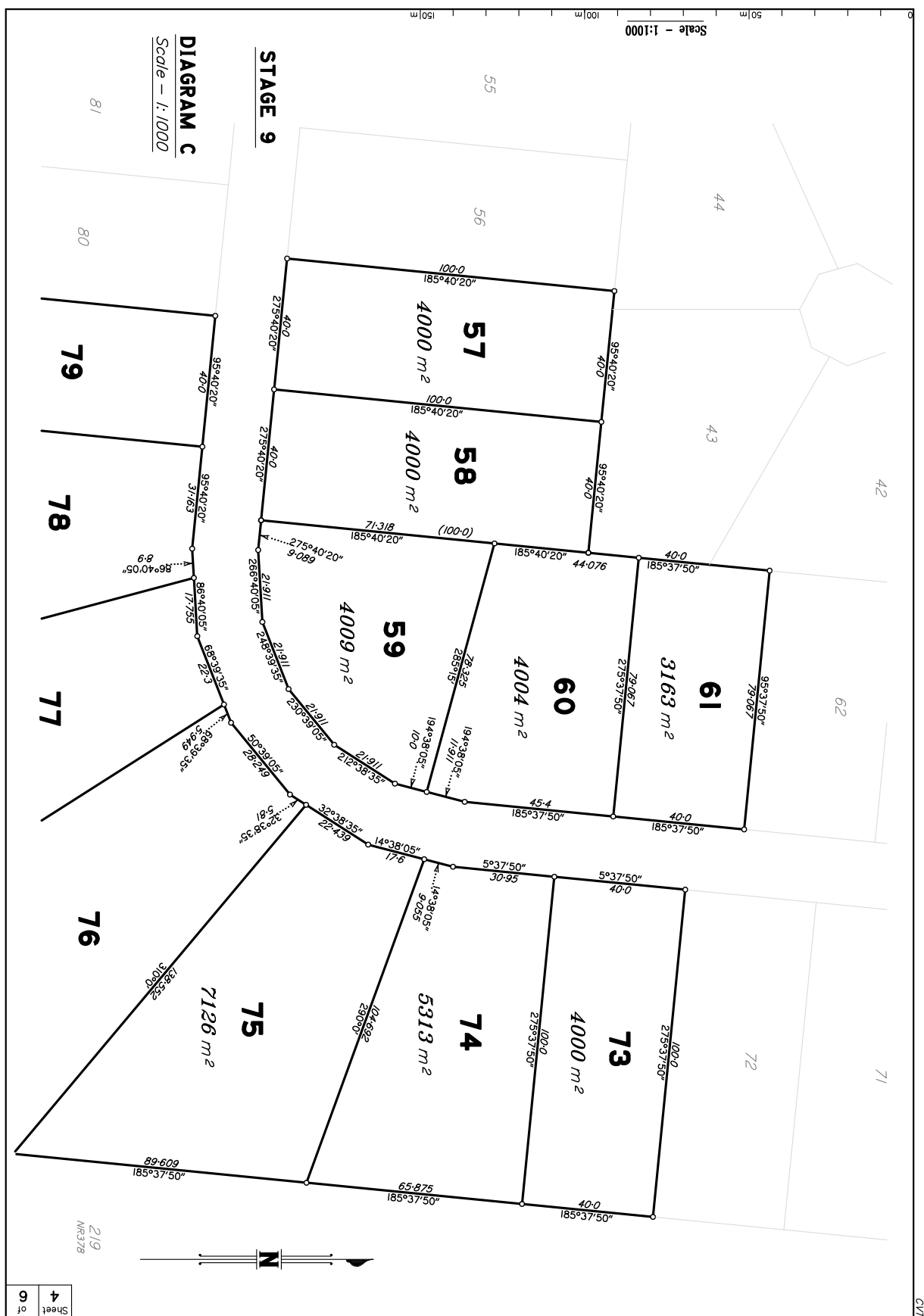
**DEVELOPMENT PLAN**  
 Stages 7 – 10  
 Cancelling Lot 100 on SP342247

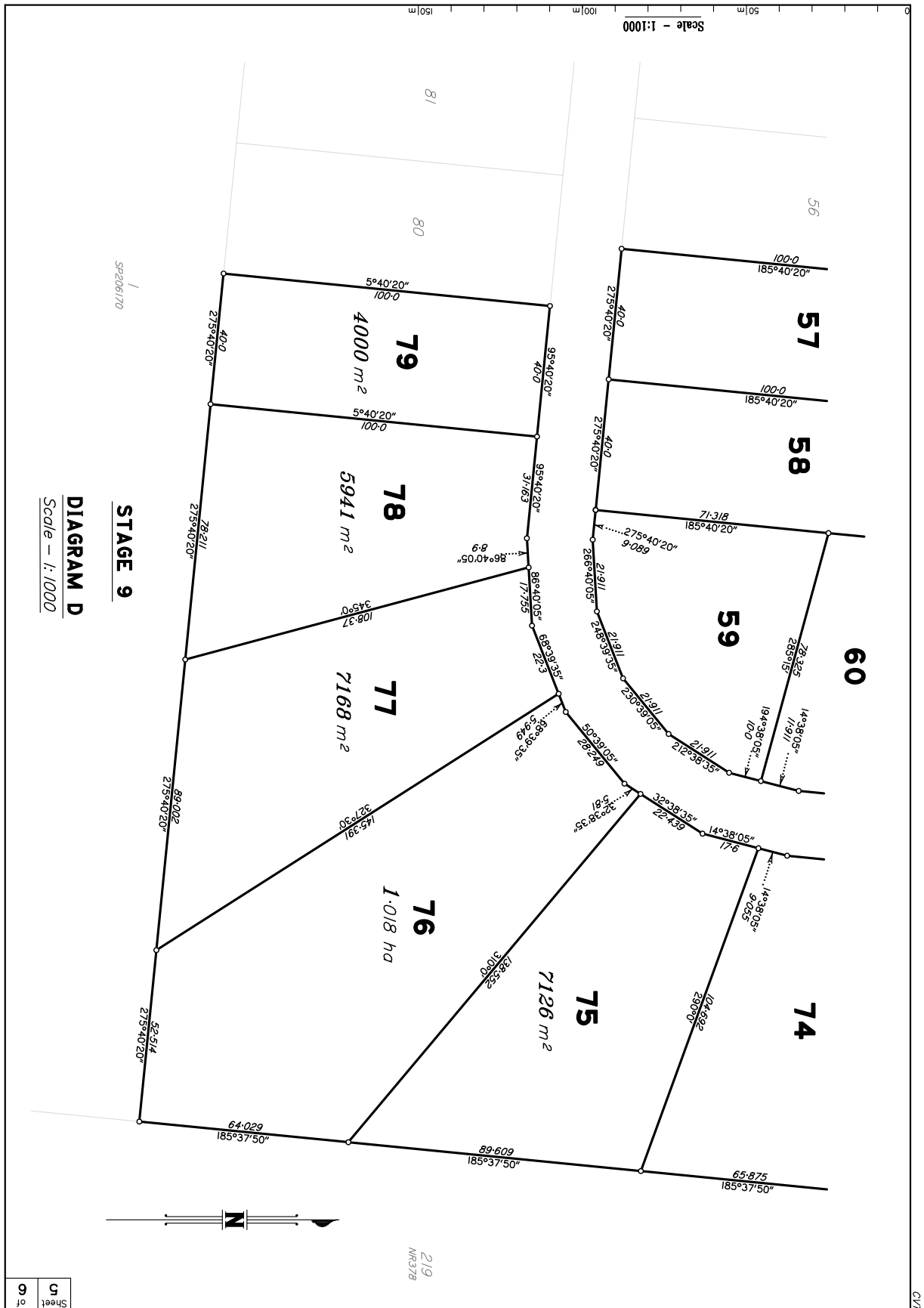


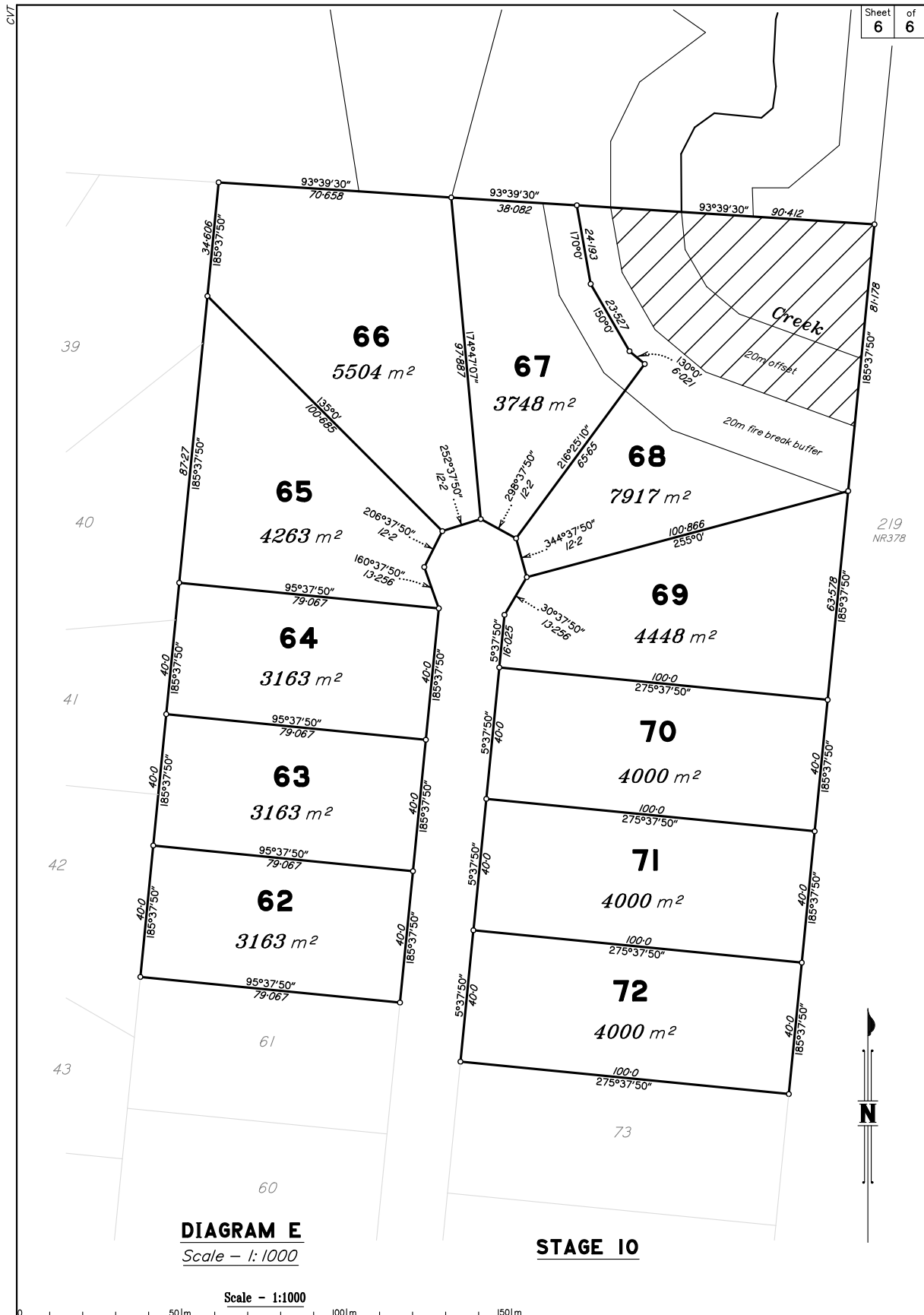
TWINE SURVEYS PTY LTD  
 36 Mabel Street, Atherton QLD 4883  
 PO Box 146, Atherton QLD 4883  
 P: 07 4091 1303  
 E: info@twinesurveys.com.au











RA6-N



Queensland Government

Department of  
State Development,  
Infrastructure and Planning

SARA reference: 2510-48953 SRA  
Council reference: RAL/25/0021  
Applicant reference: F25/17

29 May 2026

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 – Catherine Atherton Drive, 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 6 November 2025.

### Response

Outcome:	Referral agency response – with conditions
Date of response:	29 May 2026
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	Reconfiguring a Lot - Subdivision (1 into 48 lots and balance land - The Rise Estate Stages 7 -10)
SARA role:	Referral agency	
SARA trigger:	Schedule 10, Part 3, Division 4, Table 2, Item 1 (Planning Regulation	

2510-48953 SRA

2017) - Reconfiguring a lot that involves clearing native vegetation

SARA reference: 2510-48953 SRA

Assessment manager: Mareeba Shire Council

Street address: Catherine Atherton Drive, Mareeba

Real property description: Lot 100 on SP342247

Applicant name: The Rise Unit Trust

Applicant contact details: C/- Freshwater Planning Pty Ltd  
17 Barron View Drive  
Freshwater QLD 4870  
freshwaterplanning@outlook.com

*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 who will be pleased to assist.

Yours sincerely



Kaye Atkins  
Executive Director, Planning Services

cc The Rise Unit Trust, freshwaterplanning@outlook.com

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

2510-48953 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.	Condition	Condition timing
<p>Schedule 10, Part 3, Division 4, Table 2, Item 1 – Reconfiguring a lot that involves clearing native vegetation – The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development 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 condition:</p>		
<p>1.</p>	<p>Building exclusion areas and new lot boundaries associated with the reconfiguring a lot must be located generally in accordance with the following plan:</p> <ul style="list-style-type: none"> <li>• Development Plan, Stages 7-10, Cancelling Lot 100 on SP342247, prepared by Twine Surveys Pty Ltd, dated 5.05.2026, reference 9495 Exclusion Plan, Sheet 1 of 6.</li> </ul>	<p>Prior to submitting the Plan of Survey to the local government for approval.</p>

2510-48953 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 3.3). If a word remains undefined it has its ordinary meaning.

2510-48953 SRA

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

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

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

SARA assessed the development against the following code of the State Development Assessment Provisions (SDAP), version 3.3:

- State code 16: Native vegetation clearing (State code 16).

The development complies with State code 16 of SDAP in that the development:

- avoids impacts on vegetation and minimises and mitigates impacts on vegetation where avoidance is not possible
- does not result in a significant residual impact on a matter of state environmental significance.

#### **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 3.3)
- the Development Assessment Rules
- SARA DA Mapping system
- *Human Rights Act 2019*.

2510-48953 SRA

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

---

(page left intentionally blank)

2510-48953 SRA

**Attachment 5—Documents referenced in conditions**

(page left intentionally blank)

---

## 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.

---

<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.

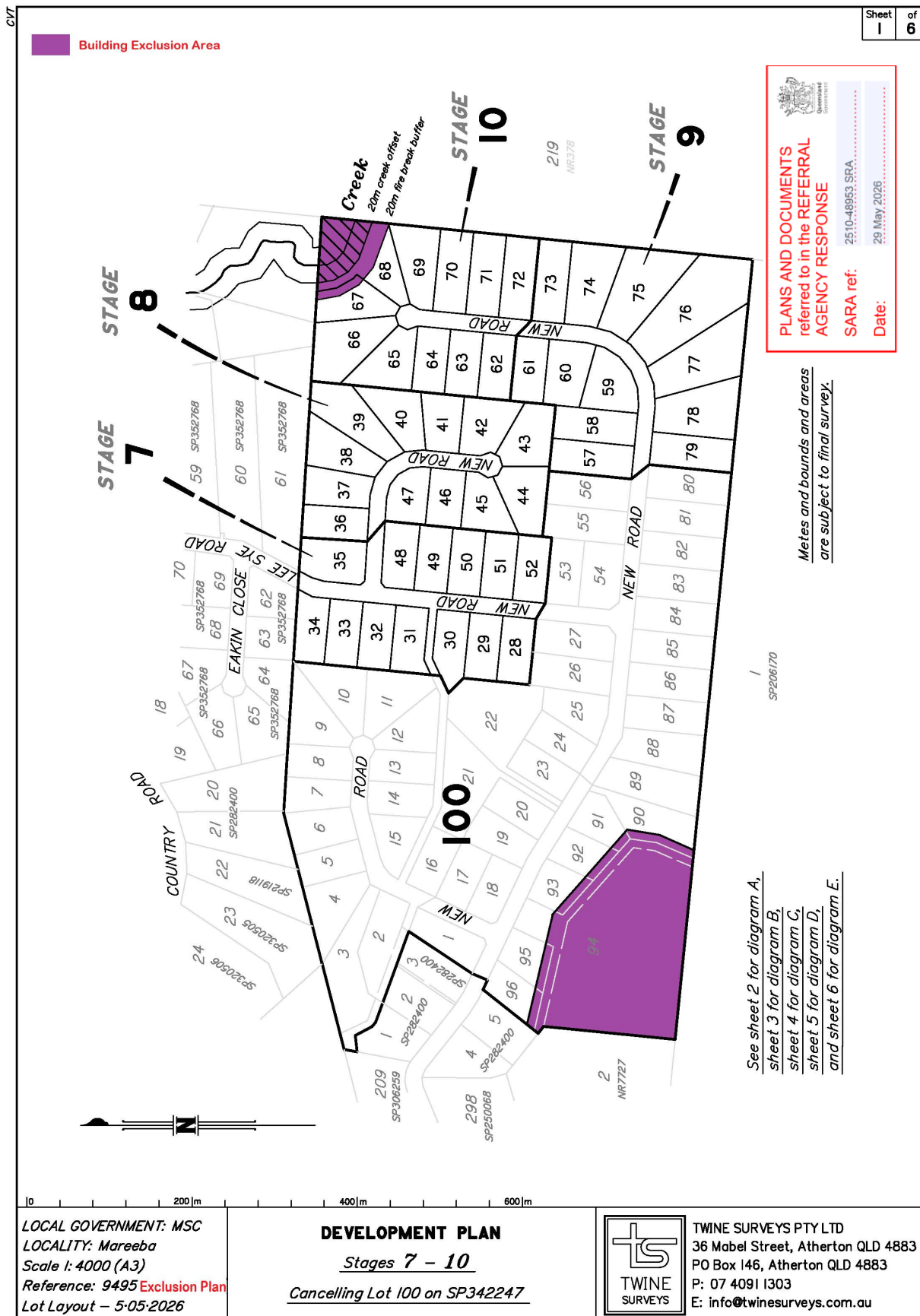
## **Part 7: Miscellaneous**

### **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>

---

<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.





**8.3 CHANGE OF DEVELOPMENT APPROVAL AND EXTENSION TO CURRENCY PERIOD - BASKY PTY LTD ATF BASKY INVESTMENT TRUST - RECONFIGURING A LOT - SUBDIVISION (1 INTO 27 LOTS) - LOT 2 ON SP298397 - ANTONIO DRIVE, MAREEBA - RAL/20/0012**

**Date Prepared:** 19 May 2026

**Author:** Supervisor Planning & Building

- Attachments:**
1. [Decision Notice Approval dated 20 January 2021](#) ↓
  2. [Applicants Request for Minor Change](#) ↓
  3. [Applicants Request to Extend Currency Period](#) ↓

APPLICATION		PREMISES	
<b>APPLICANT</b>	Basky Pty Ltd ATF Basky Investment Trust	<b>ADDRESS</b>	Antonio Drive, Mareeba
<b>DATE REQUEST FOR CHANGE TO DEVELOPMENT APPROVAL LODGED</b>	7 May 2026	<b>RPD</b>	Lot 2 on SP298397
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>APPROVED DEVELOPMENT</b>	Reconfiguring a Lot – Subdivision (1 into 27 Lots)		
<b>FILE NO</b>	RAL/20/0012	<b>AREA</b>	3.204 hectares
<b>LODGED BY</b>	Basky Pty Ltd ATF Basky Investment Trust	<b>OWNER</b>	B Stevenson
<b>PLANNING SCHEME</b>	Mareeba Shire Council Planning Scheme 2016		
<b>ZONE</b>	Low Density Residential zone		
<b>LEVEL OF ASSESSMENT</b>	Code Assessment		
<b>SUBMISSIONS</b>	n/a		

**EXECUTIVE SUMMARY**

Council approved a development application described in the above application details at its Ordinary Meeting held on 20 January 2021, subject to conditions. The application was code assessable so was not subject to public notification.

The applicant has now lodged this application to change the development approval. The change request seeks to reduce the number of lots from 27 down to 21 as well as change the internal layout of the development in relation to the new internal access road.

The approval is set to lapse on 20 July 2026, so accompanying this change request is a request to extend the currency period of the approval for a further four (4) years.

No planning issues were identified with the proposed changes, and no objection is raised to the requested extension to currency period. It is therefore recommended that the combined change and extension request be approved in full.

**OFFICER’S RECOMMENDATION**

It is recommended that:

1. In relation to the application to change the following development approval:

APPLICATION		PREMISES	
<b>APPLICANT</b>	Basky Pty Ltd ATF Basky Investment Trust	<b>ADDRESS</b>	Antonio Drive, Mareeba
<b>DATE REQUEST FOR CHANGE TO DEVELOPMENT APPROVAL LODGED</b>	7 May 2026	<b>RPD</b>	Lot 2 on SP298397
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>APPROVED DEVELOPMENT</b>	Reconfiguring a Lot – Subdivision (1 into 27 Lots)		

and in accordance with the Planning Act 2016, the following:

- (a) The Decision Details (Type of Approval) of Council’s Decision Notice issued on 20 January 2021 be amended as follows:

Development Permit for Reconfiguring a Lot – Subdivision (1 into ~~21~~ **27** Lots)

- (b) The approved plan/s of Council’s Decision Notice issued on 20 January 2021 be amended as follows:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
<u>Drawing No. 1464-201</u>	<u>Roadworks Master Plan</u>	<u>Trinity Engineering and Consulting</u>	<u>17/04/2026</u>
<del>PR123862-8-B</del>	<del>Proposed Lots 1-25, 101, 102 &amp; 901 cancelling Lot 2 on SP298397 Antonio Drive Mareeba</del>	<del>RPS</del>	<del>25-11-2020</del>
<del>Sketch 1464-1C</del>	<del>Stormwater Drainage Master Plan</del>	<del>Trinity Engineering and Consulting</del>	<del>17 November 2020</del>
<del>Sketch 1464-2B</del>	<del>Sewer Reticulation Master Plan</del>	<del>Trinity Engineering and Consulting</del>	<del>6 October 2020</del>
<del>Sketch 1464-3C</del>	<del>Water Reticulation Master Plan</del>	<del>Trinity Engineering and Consulting</del>	<del>17 November 2020</del>
<del>Sketch 1464-4C</del>	<del>Catchment Plan</del>	<del>Trinity Engineering and Consulting</del>	<del>17 November 2020</del>
<del>Sketch 1464-5B</del>	<del>Concept Earthworks Grading Plan</del>	<del>Trinity Engineering and Consulting</del>	<del>16 November 2020</del>

- (c) Condition 4.1(b) of Council’s Decision Notice issued on 20 January 2021 be amended as follows:

- (b) An asphalt sealed, or concrete driveway shall be provided within each access handle of proposed Lots ~~13 and 17~~ **15, 101 and 102** to the satisfaction of Council's delegated officer. The driveway will:

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

(d) Condition 4.4(b) of Council’s Decision Notice issued on 20 January 2021 be amended as follows:

(b) **If the development is staged, any temporary turnaround area must be provided with a gravel surface and be large enough to allow a garbage truck to turn around on.** ~~A temporary turnaround area, with a gravel surface, must be provided at the southern end of the new road as part of Stage 2.~~

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

Development Type	Rate	Measure	Charge	Credit Detail	Balance
	<i>\$ per Lot</i>	<i>Lots</i>		<i>Lots</i>	
<b><u>Residential</u></b>	<b><u>\$22,464.00</u></b>	<b><u>21</u></b>	<b><u>\$471,744.00</u></b>	<b><u>1 Lot</u></b> <b><u>\$22,464.00</u></b>	<b><u>\$449,280.00</u></b>
Stage 1	\$19,280.00	5 Lots	\$96,400.00	1 lot \$19,280.00	\$77,120.00
Stage 2	\$19,280.00	9 Lots	\$173,520.00	Nil	\$173,520.00
Stage 3	\$19,280.00	13 Lots	\$250,640.00	Nil	\$250,640.00
<b>TOTAL CURRENT AMOUNT OF CHARGE</b>					<b>\$501,280.00</b> <b><u>\$449,280.00</u></b>

3. The currency period for Development Permit RAL/20/0012 be extended for 4 years from 20 July 2026 to 20 July 2030.

4. A Notice of Decision on Request to Change a Development Approval and Extension to Currency Period be issued to the applicant and the Referral Agency advising of Council’s decision.

**THE SITE**

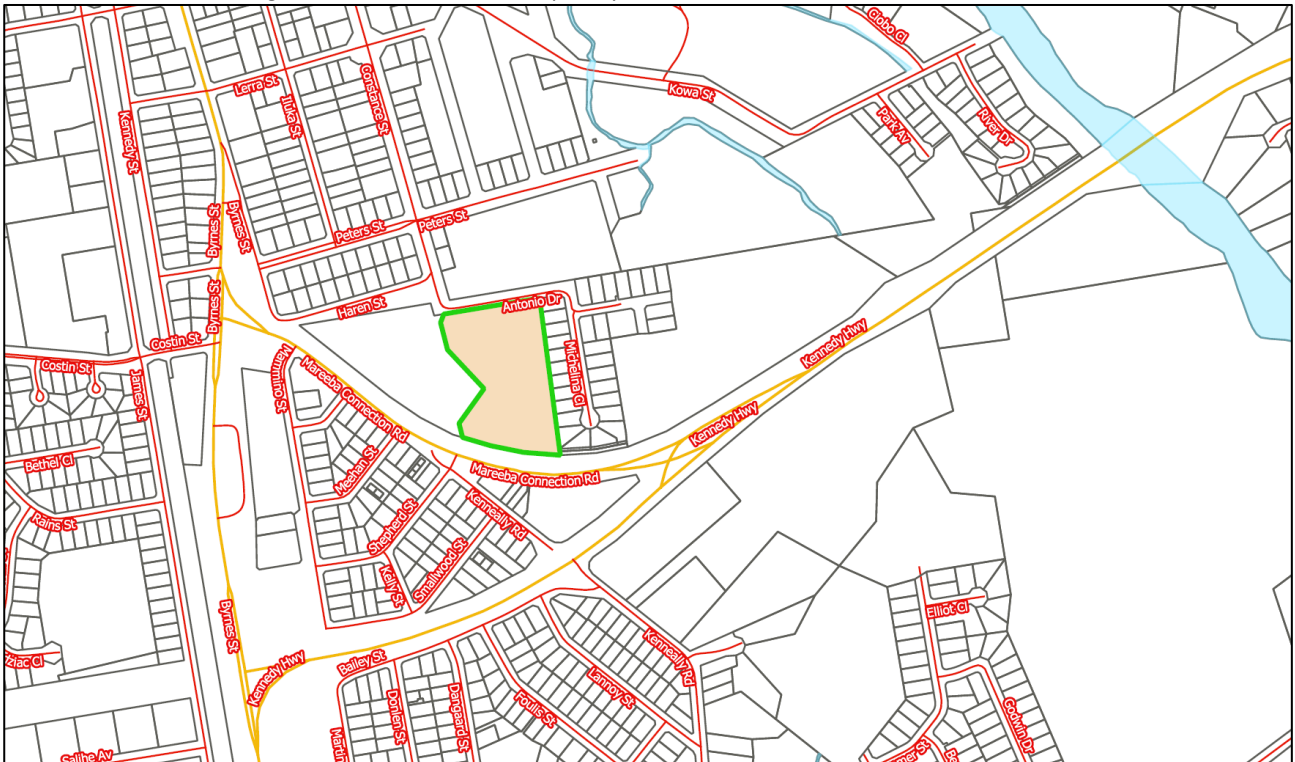
The subject site is situated at Antonio Drive, Mareeba, and is described as Lot 2 on SP298397. The site is irregular in shape, has a total area of 3.204 hectares and is zoned Low Density Residential under the Mareeba Shire Council Planning Scheme 2016.

The site has approximately 157 metres of frontage to the Mareeba Connection Road and 153 metres frontage to Antonio Drive. All frontage roads are constructed bitumen sealed roads of varying widths. The site currently has no constructed access.



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.



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.

The site is unimproved with sparse vegetation remaining over its full extent. The site falls from the Mareeba Connection Road frontage towards the north-eastern corner. The north-eastern corner is undulating and will require significant earthworks as part of any development.

All urban services are established in proximity to the subject land.

## **BACKGROUND AND CONTEXT**

Nil

## **ASSESSMENT AND DECISION REQUIREMENTS**

### **Request to Extend the Currency Period**

#### **Assessment rules**

Section 87 (1) of the *Planning Act 2016* states that Council, when assessing an extension application may consider any matter that the assessment manager considered relevant, even if the matter was not relevant to assessing the original development application.

Matters that the assessment manager (Council) deem necessary are summarised as follows:

- ***The consistency of the approval, including its conditions, with the current laws and policies applying to similar development at the time of lodging the extension request.***

#### Comment

The subject land remains within the Low density residential zone. Any Planning Scheme amendment/update that may occur between now and the expiration of the extended currency period is likely to place the land within a similar zoning. The development remains consistent with the intended use of the land.

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

#### Comment

The original development application was assessed against the Mareeba Shire Council Planning Scheme 2016. If a fresh application was lodged for the same development, it would be assessed against the same Planning Scheme.

- ***whether, if the request were refused –***
  - (i) ***further rights to make a submission may be available for a further development application; and***
  - (ii) ***the likely extent to which those rights may be exercised;***

Comment

The original development application was assessed against the Mareeba Shire Council Planning Scheme 2016. If a fresh application was lodged for the same development, it would be assessed against the same Planning Scheme.

- ***the views of any referral agency for the development approval.***

Comment

The original application required referral to the Department because the land fronts the State controlled Mareeba Connection Road. Referral agencies are not required to be notified of requests to extend currency periods.

**Minor change for a development approval - Planning Act 2016***Schedule 1: Substantially different development (Development Assessment Rules)*

1. *An assessment manager or responsible entity may determine that the change is a minor change to a development application or development approval, where - amongst other criteria - a minor change is a change that would not result in 'substantially different' development.*

Schedule 2 - Dictionary of the Planning Act 2016 defines a minor change as follows:

*Minor change means a change that—*

*(a) for a development application (not applicable).*

*(b) for a development approval—*

*(i) Would not result in substantially different development; and*

*(ii) If a development application for the development, including the change, were made when the change application is made would not cause—*

*(A) the inclusion of prohibited development in the application; or*

*(B) referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application; or*

*(C) referral to extra referral agencies, other than the chief executive; or*

*(D) a referral agency to assess the application against, or have regard to, matter prescribed by regulation under section 55(2), other than matters the referral agency must have assessed the application against, or have regard to, when the application was made; or*

*(E) public notification if public notification was not required for the development application.*

2. *An assessment manager or responsible entity must determine if the proposed change would result in substantially different development for a change—*
  - (a) made to a proposed development application the subject of a response given under section 57(3) of the Act and a properly made application;*
  - (b) made to a development application in accordance with part 6;*
  - (c) made to a development application after the appeal period.*

3. *In determining whether the proposed change would result in substantially differed development, the assessment manager or referral agency must consider the individual circumstances of the development, in the context of the change proposed.*
4. *A change may be considered to result in a substantially different development if any of the following apply to the proposed change:*
  - (a) *involves a new use; or*
  - (b) *result in the application applying to a new parcel of land; or*
  - (c) *dramatically changes the built form in terms of scale, bulk and appearance; or*
  - (d) *change the ability of the proposed development to operate as intended; or*
  - (e) *removes a component that is integral to the operation of the development; or*
  - (f) *significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or*
  - (g) *introduces new impacts or increase the severity of known impacts; or*
  - (h) *removes and incentive or offset component that would have balanced a negative impact of the development; or*
  - (i) *impacts on infrastructure provisions.*

#### Comment

The proposed changes constitute a *minor change* to the approval.

### **Assessing and deciding applications for minor changes**

Section 81(2) of the Planning Act 2016 requires that Council must assess the proposed change having regard to:

- *The information the applicant included with the application*

#### Comment

The request for a minor change to the approval was received by Council on 7 May 2026 (**Attachment**). The requested changes and Council officer response/s are addressed in the body of this report.

- *if submissions were made about the original application – the submissions*

#### Comment

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

- *Any pre-request response notice or response notice given in relation to the change application.*

#### Comment

No pre-request response notice or response notice was received.

- *All matters the responsible entity (Council) would or may assess against or have regard to, if the change application were a development application.*

#### Comment

The required changes are addressed in the body of this report.

- *Another matter that the responsible entity (Council) considers relevant.*

Comment

No other matter is considered relevant in the context of deciding the change application.

**REQUEST TO CHANGE THE DEVELOPMENT APPROVAL**

**Decision Details (Type of Approval)**

The Decision Notice includes the following description for the Decision Details (Type of Approval):

*Development Permit for Reconfiguring a Lot – Subdivision (1 into 27 Lots)*

Request by Applicant

The change request seeks to reduce the number of lots from 27 down to 21 as well as change the internal layout of the development.

Response

No objections are raised by Council officers for the requested change or the amended internal lot layout. It is recommended the Decision Details (Type of Approval) contained within the Decision Notice be amended as follows:

*Development Permit for Reconfiguring a Lot – Subdivision (1 into 21 ~~27~~ Lots)*

**Approved Plan/s**

<b>Plan/Document Number</b>	<b>Plan/Document Title</b>	<b>Prepared by</b>	<b>Dated</b>
PR123862-8 B	Proposed Lots 1-25, 101, 102 & 901 cancelling Lot 2 on SP298397 Antonio Drive Mareeba	RPS	25-11-2020
Sketch 1464-1C	Stormwater Drainage Master Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-2B	Sewer Reticulation Master Plan	Trinity Engineering and Consulting	6 October 2020
Sketch 1464-3C	Water Reticulation Master Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-4C	Catchment Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-5B	Concept Earthworks Grading Plan	Trinity Engineering and Consulting	16 November 2020

Request by Applicant

The change request seeks to reduce the number of lots from 27 down to 21 as well as change the internal layout of the development.

Response

No objections are raised by Council officers for the requested change or the amended internal lot layout. The approved plan/s need to be amended to reflect the proposed changes. It is recommended the Approved Plan/s contained within the Decision Notice be amended as follows:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
<u>Drawing No. 1464-201</u>	<u>Roadworks Master Plan</u>	<u>Trinity Engineering and Consulting</u>	<u>17/04/2026</u>
PR123862-8-B	Proposed Lots 1-25, 101, 102 & 901 cancelling Lot 2 on SP298397 Antonio Drive Mareeba	RPS	25-11-2020
Sketch 1464-1C	Stormwater Drainage Master Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-2B	Sewer Reticulation Master Plan	Trinity Engineering and Consulting	6 October 2020
Sketch 1464-3C	Water Reticulation Master Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-4C	Catchment Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-5B	Concept Earthworks Grading Plan	Trinity Engineering and Consulting	16 November 2020

#### **Condition 4.1(b)**

(b) *An asphalt sealed, or concrete driveway shall be provided within each access handle of proposed Lots 15, 101 and 102 to the satisfaction of Council's delegated officer. The driveway will:*

- *have a minimum formation width of 3 metres*
- *be constructed for the full length of the access handle*
- *be formed with one-way crossfall to cater for stormwater drainage such that any stormwater runoff is contained within the access handle*
- *service and utility conduits are to be provided for the full length of the concrete or sealed driveway constructed within the access handle.*

#### **Request by Applicant**

The change request seeks to reduce the number of lots from 27 down to 21 as well as change the internal layout of the development.

#### **Response**

No objections are raised by Council officers for the requested change or the amended internal lot layout. Condition 4.1(b) will need to be amended to reflect the new lot layout. It is recommended the Condition 4.1(b) be amended as follows:

(b) An asphalt sealed, or concrete driveway shall be provided within each access handle of proposed Lots **13 and 17** ~~15, 101 and 102~~ to the satisfaction of Council's delegated officer. The driveway will:

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

**Condition 4.4(b)**

(b) *A temporary turnaround area, with a gravel surface, must be provided at the southern end of the new road as part of Stage 2.*

Request by Applicant

The change request seeks to reduce the number of lots from 27 down to 21 as well as change the internal layout of the development.

Response

No objections are raised by Council officers for the requested change or the amended internal lot layout. The original approved development was intended to be staged. The proposed amended development is not intended to be staged, however if it is staged for whatever reason, Condition 4.4(b) needs to be amended to reflect this. It is recommended Condition 4.4 be amended as follows:

(b) **If the development is staged, any temporary turnaround area must be provided with a gravel surface and be large enough to allow a garbage truck to turn around on.** ~~A temporary turnaround area, with a gravel surface, must be provided at the southern end of the new road as part of Stage 2.~~

The existing Adopted Infrastructure Charges Notice includes 27 Lots as well as the proposed staging of the development. The number of lots is reducing to 21, and it is not proposed to stage the development. The Adopted Infrastructure Charges Notice is therefore required to be amended as follows:

Development Type	Rate	Measure	Charge	Credit Detail	Balance
	<i>\$ per Lot</i>	<i>Lots</i>		<i>Lots</i>	
<b><u>Residential</u></b>	<b><u>\$22,464.00</u></b>	<b><u>21</u></b>	<b><u>\$471,744.00</u></b>	<b><u>1 Lot</u></b> <b><u>\$22,464.00</u></b>	<b><u>\$449,280.00</u></b>
Stage 1	\$19,280.00	5 Lots	\$96,400.00	1 lot \$19,280.00	\$77,120.00
Stage 2	\$19,280.00	9 Lots	\$173,520.00	Nil	\$173,520.00
Stage 3	\$19,280.00	13 Lots	\$250,640.00	Nil	\$250,640.00
<b>TOTAL CURRENT AMOUNT OF CHARGE</b>					<b><u>\$501,280.00</u></b> <b><u>\$449,280.00</u></b>



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

20 January 2021

Senior Planner: Brian Millard  
 Direct Phone: 4086 4657  
 Our Reference: RAL/20/0012  
 Your Reference: PR123862

B Stevenson & K Jones,  
 as Trustees for Basky Investment Trust  
 C/- RPS Australia East Pty Ltd  
 PO Box 1949  
 CAIRNS QLD 4870

Attn: Owen Caddick-King

Dear Applicant/s

## Decision Notice

### *Planning Act 2016*

I refer to your application and advise that on 20 January 2021, Council decided to approve the application in full subject to conditions.

Details of the decision are as follows:

#### APPLICATION DETAILS

Application No:	RAL/20/0012
Street Address:	Antonio Drive, Mareeba
Real Property Description:	Lot 2 on SP298397
Planning Scheme:	Mareeba Shire Council Planning Scheme 2016

#### DECISION DETAILS

Type of Decision:	Approval
Type of Approval:	Development Permit for Reconfiguring a Lot - Subdivision (1 into 27 Lots)
Date of Decision:	20 January 2021

#### CURRENCY PERIOD OF APPROVAL

The currency period for this development approval is four (4) years starting the day that this development approval takes effect. (Refer to Section 85 "Lapsing of approval at end of currency period" of the *Planning Act 2016*.)

---

Public Office: 65 Rankin Street, Mareeba QLD 4880. Postal address: PO Box 154, Mareeba QLD 4880

**INFRASTRUCTURE**

Where conditions relate to the provision of infrastructure, these are non-trunk infrastructure conditions unless specifically nominated as a “*necessary infrastructure condition*” for the provision of trunk infrastructure as defined under Chapter 4 of the *Planning Act 2016*.

**ASSESSMENT MANAGER CONDITIONS**

## (A) 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 of the development, or alternative documentation as approved by the Land Title Act, 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 or the Adopted Infrastructure Charges Notice must be made prior to the endorsement of the plan of survey, or alternative documentation as approved by the Land Title Act and at the rate applicable at the time of payment.
  - 3.3 The developer must relocate (in accordance with FNQROC standards) any services such as water, sewer, drainage, telecommunications and electricity that are not wholly located within the lots that are being created/serviced where required by the relevant authority, unless approved by Council's delegated officer.
  - 3.4 Where utilities (such as sewers on non-standard alignments) traverse lots to service another lot, easements must be created in favour of Council for access and maintenance purposes. The developer is to pay all costs (including Council's legal expenses) to prepare and register the easement documents.

- 
- 3.5 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.
  - 3.6 Charges
    - All outstanding rates, charges, and expenses pertaining to the land are to be paid in full.
  - 4 Infrastructure Services and Standards
    - 4.1 Access
      - (a) Access to each allotment must be constructed (from the edge of the road pavement to the property boundary of each lot) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.
        - The provision of roll-over kerb along the frontage of each allotment will satisfy this condition.
      - (b) An asphalt sealed, or concrete driveway shall be provided within each access handle of proposed Lots 15, 101 and 102 to the satisfaction of Council's delegated officer. The driveway will:
        - have a minimum formation width of 3 metres
        - be constructed for the full length of the access handle
        - be formed with one-way crossfall to cater for stormwater drainage such that any stormwater runoff is contained within the access handle
        - service and utility conduits are to be provided for the full length of the concrete or sealed driveway constructed within the access handle.
    - 4.2 Stormwater Drainage
      - (a) The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
      - (b) Prior to works commencing the applicant must submit a Stormwater Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual to the satisfaction of Council's delegated officer.
      - (c) Prior to works commencing the applicant must submit a Stormwater Quality Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Urban Stormwater Quality Planning Guideline and the Queensland Water Quality Guideline to the satisfaction of Council's delegated officer.
      - (d) The Stormwater Quality Management Plan must include an Erosion and Sediment Control Plan that meets or exceeds the Soil Erosion and

---

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

---

Sedimentation Control Guidelines (Institute of Engineers Australia) to the satisfaction of Council's delegated officer.

- (e) The applicant/developer must construct the stormwater drainage infrastructure in accordance with the approved Stormwater Management Plan and/or Stormwater Quality Management Plan and Report.
- (f) Temporary drainage is to be provided and maintained during the construction phase of the development, discharged to a lawful point and not onto the construction site.
- (g) All stormwater channels through private property must be registered, with the easement for drainage purposes in favour of Council. All documentation leading to the registration of the easement must be completed at no cost to Council.
- (h) All stormwater drainage collected from the site must be discharged to an approved legal point of discharge.
- (i) The applicant (at their cost) must video all stormwater lines and submit the video for inspection by Council's delegated officer prior to the development being taken "off maintenance" to ensure that no defects have occurred during the 12 month maintenance period.

#### 4.3 Earthworks

All earthworks must be carried out in accordance with the requirements of the FNQROC Development Manual (as amended) to the satisfaction of Council's delegated officer.

All formed batters must be located outside the road reserves.

#### 4.4 Roadworks - Internal

- (a) The new internal road is to be constructed to Access Street standard in accordance with the FNQROC Development Manual (as amended) to the satisfaction of Council's delegated officer.
- (b) A temporary turnaround area, with a gravel surface, must be provided at the southern end of the new road as part of Stage 2.

#### 4.5 Water Supply

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

#### 4.6 Sewerage Connection

The developer must connect the proposed development to Council's reticulated sewerage system in accordance with FNQROC Development

Manual standards (as amended) to the satisfaction of Council’s delegated officer.

Where sewerage connections are not available to the site, or where existing connections are not satisfactory for the proposed development, the developer is required to extend or upgrade the reticulated sewerage infrastructure to connect the site to Council’s existing infrastructure at a point that has sufficient capacity to service the development in accordance with FNQROC Development Manual standards (as amended).

4.7 Electricity provision/supply

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

Written advice from an Electricity Service Provider is to be provided to Council indicating that an agreement has been made for the provision of **underground** power reticulation.

4.8 Telecommunications

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

4.9 Lighting

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

**REFERRAL AGENCIES**

The referral agencies applicable to this application are:

Reconfiguring a lot near a State transport corridor		
Development application for reconfiguring a lot that is assessable development under section 21, if—	Schedule 10, Part 9, Division 4, Subdivision 2, Table 1	State Assessment & Referral Agency (SARA) PO Box 2358 Cairns QLD 4870 <a href="mailto:CairnsSARA@dsmip.qld.gov.au">CairnsSARA@dsmip.qld.gov.au</a>
(a) all or part of the premises are within 25m of a State transport corridor; and		
(b) 1 or more of the following apply—		
(i) the total number of lots is increased;		
(ii) the total number of lots adjacent to the State transport corridor is increased;		
(iii) there is a new or changed access between the premises and the State transport corridor;		
(iv) an easement is created adjacent to a railway as defined under the		

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

Transport Infrastructure Act, schedule 6; and  (c) the reconfiguration does not relate to government supported transport infrastructure		
---	--	--

A copy of any referral agency conditions are attached.

**APPROVED PLANS**

The following plans are Approved plans for the development:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
PR123862-8 B	Proposed Lots 1-25, 101, 102 & 901 cancelling Lot 2 on SP298397 Antonio Drive Mareeba	RPS	25-11-2020
Sketch 1464-1C	Stormwater Drainage Master Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-2B	Sewer Reticulation Master Plan	Trinity Engineering and Consulting	6 October 2020
Sketch 1464-3C	Water Reticulation Master Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-4C	Catchment Plan	Trinity Engineering and Consulting	17 November 2020
Sketch 1464-5B	Concept Earthworks Grading Plan	Trinity Engineering and Consulting	16 November 2020

**ADVISORY NOTES**

The following notes are included for guidance and information purposes only and do not form part of the assessment manager conditions:

(A) 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) Easement Documents

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

Section for more information regarding the drafting of easement documents for Council easements.

(d) Endorsement Fees

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

(e) Compliance with applicable codes/policies

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

(f) Transportation of Soil

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

(g) Environmental Protection and Biodiversity Conservation Act 1999

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

(h) Cultural Heritage

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

(B) REFFERAL AGENCY CONDITIONS

Queensland Treasury conditions dated 4 December 2020.

**FURTHER DEVELOPMENT PERMITS REQUIRED**

- Development Permit for Operational Work

DECISION NOTICE

RAL/20/0012

Page 8

**SUBMISSIONS**

Not Applicable.

**RIGHTS OF APPEAL**

You are entitled to appeal against this decision. A copy of the relevant appeal provisions from the *Planning Act 2016* is attached.

During the appeal period, you as the applicant may suspend your appeal period and make written representations to council about the conditions contained within the development approval. If council agrees or agrees in part with the representations, a “negotiated decision notice” will be issued. Only one “negotiated decision notice” may be given. Taking this step will defer your appeal period, which will commence again from the start the day after you receive a “negotiated decision notice”.

**OTHER DETAILS**

If you wish to obtain more information about Council’s decision, electronic copies are available on line at [www.msc.qld.gov.au](http://www.msc.qld.gov.au), or at Council Offices.

Yours faithfully

**BRIAN MILLARD**  
**SENIOR PLANNER**

Enc: Approved Plans/Documents  
Referral Agency Response  
Appeal Rights  
Adopted Infrastructure Charge Notice

Copy: Department of State Development, Manufacturing, Infrastructure and Planning  
[CairnsSARA@dsmip.qld.gov.au](mailto:CairnsSARA@dsmip.qld.gov.au)

---

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

Approved Plans/Documents

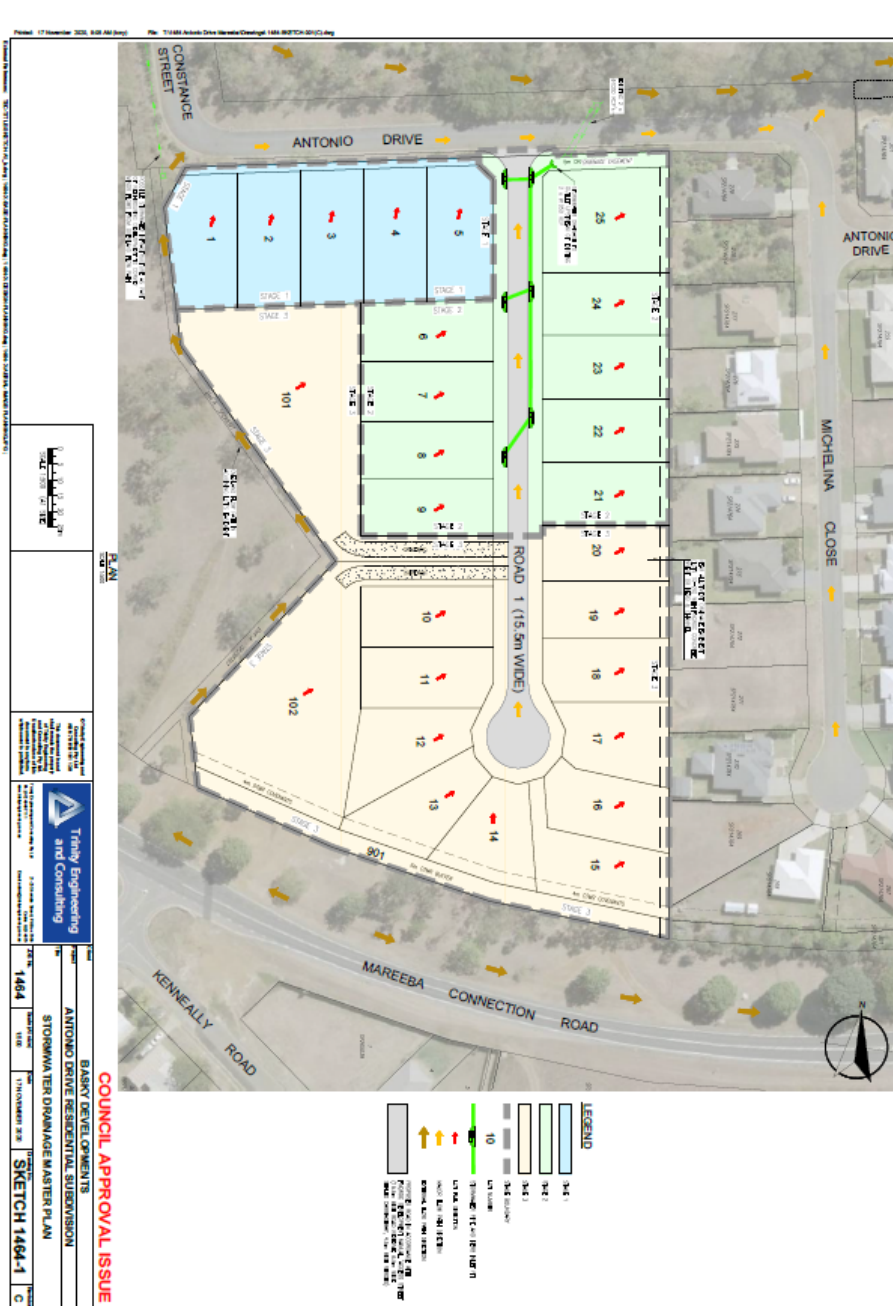


Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

DECISION NOTICE

RAL/20/0012  
Page 10



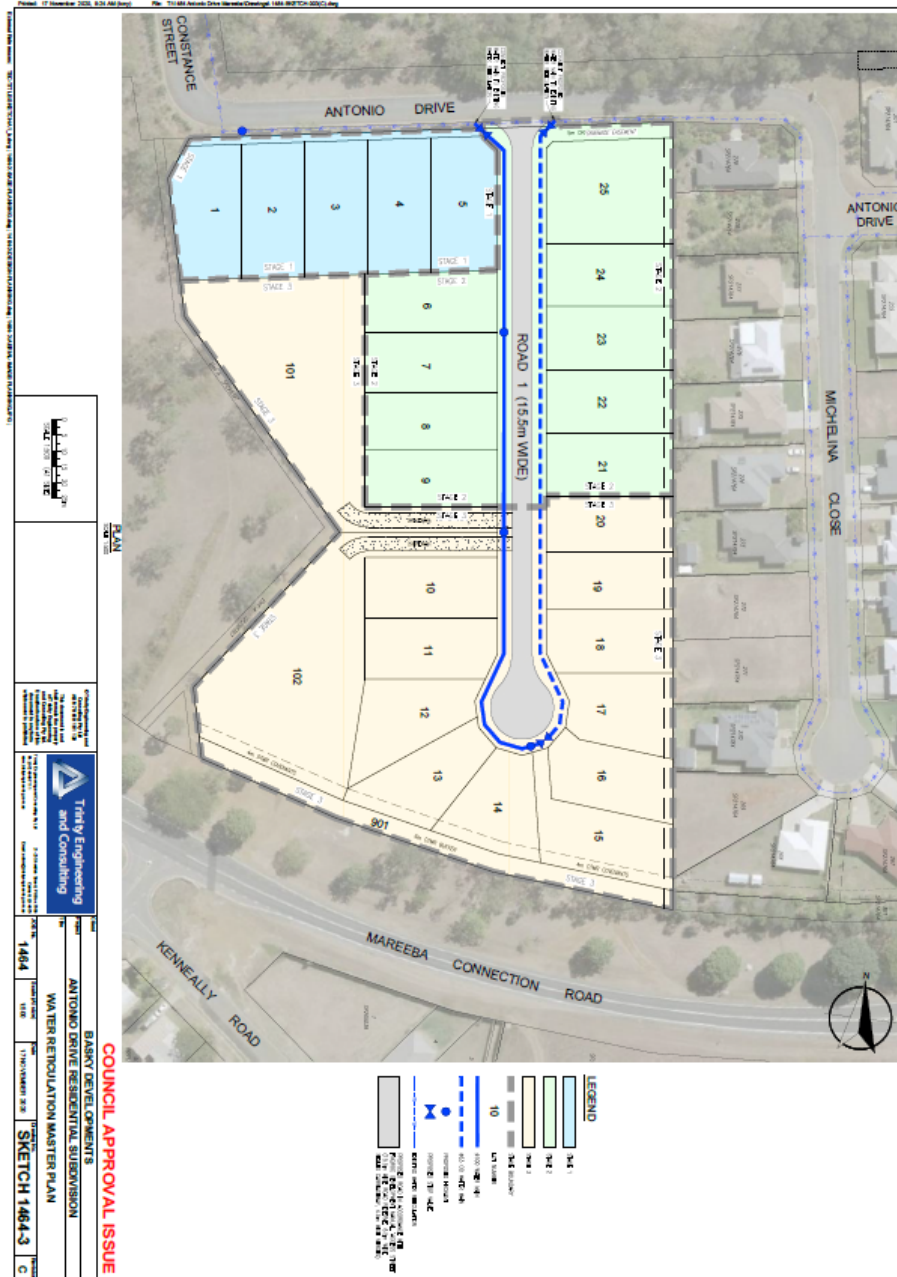
Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021



DECISION NOTICE

RAL/20/0012  
Page 12

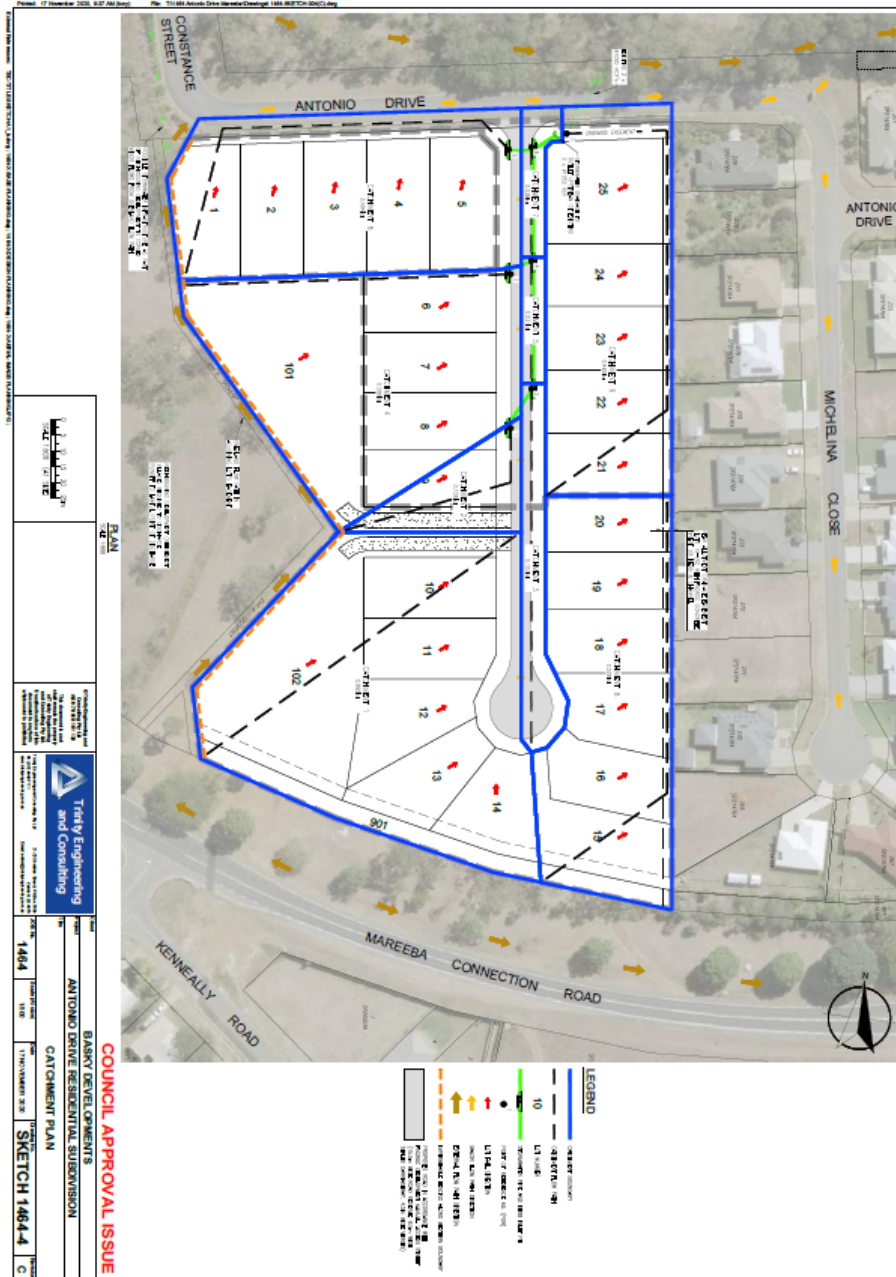


Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

DECISION NOTICE

RAL/20/0012  
Page 13



Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021



DECISION NOTICE

RAL/20/0012  
Page 15

	<h2 style="margin: 0;">Referral Agency Response</h2>
--	--

RA6-N



Queensland Treasury

SARA reference: 2011-19806 SRA  
Council reference: RAL/20/0012  
Applicant reference: PR123862

4 December 2020

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

Attention: Brian Millard

Dear Sir/Madam

### SARA response—2-18 Haren 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 on 6 November 2020.

#### Response

Outcome:	Referral agency response – with conditions.
Date of response:	4 December 2020
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	Reconfiguring a lot (1 Lot into 27 Residential Lots)
SARA role:	Referral Agency.	
SARA trigger:	(Planning Regulation 2017)	
SARA reference:	2011-19806 SRA	
Assessment Manager:	Mareeba Shire Council	

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

Page 1 of 6

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

DECISION NOTICE

RAL/20/0012  
Page 16

2011-19606 SRA

Street address: 2-18 Haren Street, Mareeba  
 Real property description: Lot 2 on SP298397  
 Applicant name: Brett Stevenson and Kylie Jones, trustees for Basky Investment Trust C/- RPS Group  
 Applicant contact details: 135 Abbott Street  
 Cairns QLD 4870  
 owen.caddick-king@rpsgroup.com.au  
 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:

- Access prohibited
- Reference: TMR20-031428 (500-1531)
- Date: 25 November 2020

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

**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 Jarrod Clarke, Planning Officer, on 40373208 or via email [CairnsSARA@dsmip.qld.gov.au](mailto:CairnsSARA@dsmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Brett Nancarrow  
Manager (Planning)

cc Brett Stevenson and Kylie Jones, trustees for Basky Investment Trust, [owen.caddick-king@rpsgroup.com.au](mailto:owen.caddick-king@rpsgroup.com.au)

enc Attachment 1 - Referral agency conditions  
 Attachment 2 - Advice to the applicant  
 Attachment 3 - Reasons for referral agency response  
 Attachment 4 - Representations provisions

State Assessment and Referral Agency

Page 2 of 6

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

2011-19606 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 plans and specifications referenced below are found at Attachment 5)

No.	Conditions	Condition timing
<b>Reconfiguring a lot</b>		
Schedule 10, Part 9, Division 4, Subdivision 2, Table 1 - The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of 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) Noise attenuation measures must be provided along the boundary with Mareeba-connection Road to achieve the following noise criteria must be provided:</p> <ul style="list-style-type: none"> <li>• ≤57 dB(A) L<sub>10</sub> (18 hour) free field (measured L<sub>90</sub> (18 hour) free field between 6am and 12 midnight ≤45 dB(A).</li> <li>• ≤60 dB(A) L<sub>10</sub> (18 hour) free field (measured L<sub>90</sub> (18 hour) free field between 6am and 12 midnight &gt;45 dB(A).</li> </ul> <p>b) Noise attenuation measures must be provided in accordance with chapter 7 integrated noise barrier design of the Transport Noise Management Code of Practice: Volume 1 (Road Traffic Noise), Department of Transport and Main Roads, 2013.</p> <p>c) RPEQ certification must be provided to Program, Delivery and Operations, Far North District at: (<a href="mailto:Far.North.Queensland.IDAS@tmr.qld.gov.au">Far.North.Queensland.IDAS@tmr.qld.gov.au</a>) within the Department of Transport and Main Roads, confirming that the development has been constructed in accordance with part (a) of this condition.</p>	(a), (b) & (c) Prior to submitting the Plan of Survey to the local government for approval and to be maintained at all times.
2.	<p>a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state-controlled road.</p> <p>b) Any works on the land must not:</p> <ul style="list-style-type: none"> <li>(i) create any new discharge points for stormwater runoff onto the state-controlled road;</li> <li>(ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road;</li> <li>(iii) surcharge any existing culvert or drain on the state-controlled road;</li> <li>(iv) reduce the quality of stormwater discharge onto the state-controlled road.</li> </ul>	(a) & (b) At all times.
3.	Direct access is not permitted between the Mareeba-Connection Road and the subject site.	At all times.

2011-19606 SRA

**Attachment 2—Advice to the applicant**

General advice	
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) [v2.6]. If a word remains undefined it has its ordinary meaning.
Corridor Transport Noise	
2.	<p>Mandatory Part (MP) 4.4 of the Queensland Development Code (QDC) commenced on 1 September 2010 and applies to building work for the construction or renovation of a residential building in a designated transport noise corridor. MP4.4 seeks to ensure that the habitable rooms of Class 1, 2, 3 and 4 buildings located in a transport noise corridor are designed and constructed to reduce transport noise. Transport noise corridor means land designated under Chapter 8B of the Building Act 1975 as a transport noise corridor. Information about transport noise corridors is available at state and local government offices.</p> <p>A free online search tool can be used to find out whether a property is located in a designated transport noise corridor. This tool is available at the State Planning Policy Interactive Mapping System website: <a href="https://spp.dsdp.esriaustraliaonline.com.au/geoviewer/map/planmaking">https://spp.dsdp.esriaustraliaonline.com.au/geoviewer/map/planmaking</a> and allows searches on a registered lot number and/or property address to determine whether and how the QDC applies to the land. Transport Noise Corridors are located under Information Purposes within Transport Infrastructure of the State Planning Policy (SPP) mapping system.</p>

DECISION NOTICE

RAL/20/0012  
Page 19

2011-19606 SRA

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

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

The reasons for the department's decision are:

- The proposed development:
  - o does not create a safety hazard for users of the adjacent State-controlled road, by increasing the likelihood or frequency of fatality or serious injury.
  - o does not compromise the structural integrity of the State-controlled road.
  - o does not result in a worsening of the physical condition of the State-controlled road.

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 [2.6]), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system

State Assessment and Referral Agency

Page 5 of 6

---

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

DECISION NOTICE

RAL/20/0012  
Page 20

2011-19606 SRA

---

**Attachment 4—Change representation provisions**

(page left intentionally blank – attached separately)

State Assessment and Referral Agency

Page 6 of 6

---

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

## 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.

<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.

DECISION NOTICE

RAL/20/0012  
Page 22

---

### 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>

---

<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.

Page 2 of 2

---

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

	<hr/> <h2>Appeal Rights</h2> <p><i>PLANNING ACT 2016 &amp; THE PLANNING REGULATION 2017</i></p> <hr/>
--	---

### Chapter 6 Dispute resolution

#### Part 1 Appeal rights

#### 229 Appeals to tribunal or P&E Court

- (1) Schedule 1 of the *Planning Act 2016* states –
- (a) Matters that may be appealed to –
    - (i) either a tribunal or the P&E Court; or
    - (ii) only a tribunal; or
    - (iii) only the P&E Court; and
  - (b) The person-
    - (i) who may appeal a matter (**the appellant**); and
    - (ii) who is a respondent in an appeal of the matter; and
    - (iii) who is a co-respondent in an appeal of the matter; and
    - (iv) who may elect to be a co-respondent in an appeal of the matter.

(Refer to Schedule 1 of the Planning Act 2016)

- (2) An appellant may start an appeal within the appeal period.
- (3) The **appeal period** is –
  - (a) for an appeal by a building advisory agency – 10 business days after a decision notice for the decision is given to the agency; or
  - (b) for an appeal against a deemed refusal – at any time after the deemed refusal happens; or
  - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises – 20 business days after a notice is published under section 269(3)(a) or (4); or
  - (d) for an appeal against an infrastructure charges notice – 20 business days after the infrastructure charges notice is given to the person; or
  - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given – 30 business days after the applicant gives the deemed approval notice to the assessment manager; or
  - (f) for any other appeal – 20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

*Note –*

*See the P&E Court Act for the court's power to extend the appeal period.*

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.
- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
- (6) To remove any doubt. It is declared that an appeal against an infrastructure charges notice must not be about-

---

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

- (a) the adopted charge itself; or
- (b) for a decision about an offset or refund-
  - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
  - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

### 230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that-
  - (a) is in the approved form; and
  - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar must, within the service period, give a copy of the notice of appeal to –
  - (a) the respondent for the appeal ; and
  - (b) each co-respondent for the appeal; and
  - (c) for an appeal about a development application under schedule 1, table 1, item 1 – each principal submitter for the development application; and
  - (d) for and appeal about a change application under schedule 1, table 1, item 2 – each principal submitter for the change application; and
  - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and
  - (f) for an appeal to the P&E Court – the chief executive; and
  - (g) for an appeal to a tribunal under another Act – any other person who the registrar considers appropriate.
- (4) The *service period* is –
  - (a) if a submitter or advice agency started the appeal in the P&E Court – 2 business days after the appeal has started; or
  - (b) otherwise – 10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.

### 231 Other appeals

- (1) Subject to this chapter, schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.
- (2) The *Judicial Review Act 1991*, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (3) A person who, but for subsection (1) could have made an application under the *Judicial Review Act 1991* in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.
- (4) In this section –
 

*decision* includes-

  - (a) conduct engaged in for the purpose of making a decision; and
  - (b) other conduct that relates to the making of a decision; and
  - (c) the making of a decision or failure to make a decision; and

DECISION NOTICE

RAL/20/0012  
Page 25

- 
- (d) a purported decision ; and
  - (e) a deemed refusal.
- non-appealable*, for a decision or matter, means the decision or matter-
- (a) is final and conclusive; and
  - (b) may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the Judicial Review Act 1991 or otherwise, whether by the Supreme Court, another court, a tribunal or another entity; and
  - (c) is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, a tribunal or another entity on any ground.

#### 232 Rules of the P&E Court

- (1) A person who is appealing to the P&E Court must comply with the rules of the court that apply to the appeal.
- (2) However, the P&E Court may hear and decide an appeal even if the person has not complied with the rules of the P&E Court.

---

Mareeba Shire Council

Document Set ID: 3907645  
Version: 2, Version Date: 28/01/2021

## Change application form

**Planning Act Form 5 (version 1.2 effective 7 February 2020) made under Section 282 of the Planning Act 2016.**

This form is to be used for a change application made under section 78 of the *Planning Act 2016*. It is important when making a change application to be aware of whether the application is for a minor change that will be assessed under section 81 of the *Planning Act 2016* or for an other change that will be assessed under section 82 of the *Planning Act 2016*.

An applicant must complete all parts of this form, and provide any supporting information that the form identifies as being required to accompany the change application, unless stated otherwise. Additional pages may be attached if there is insufficient space on the form to complete any part.

**Note:** All terms used in this form have the meaning given under the *Planning Act 2016*, the *Planning Regulation 2017*, or the *Development Assessment Rules (DA Rules)*.

### PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) <i>(individual or company full name)</i>	Basky Pty Ltd ATF Basky Investment Trust
Contact name <i>(only applicable for companies)</i>	Brett Stevenson
Postal address <i>(P.O. Box or street address)</i>	P.O.Box 15
Suburb	Palm Cove
State	QLD
Postcode	4859
Country	Australia
Email address <i>(non-mandatory)</i>	basky.brett@gmail.com
Mobile number <i>(non-mandatory)</i>	0412 772 741
Applicant's reference number(s) <i>(if applicable)</i>	

2) Owner's consent - Is written consent of the owner required for this change application?	
<b>Note:</b> Section 79(1A) of the <i>Planning Act 2016</i> states the requirements in relation to owner's consent.	
<input type="checkbox"/> Yes – the written consent of the owner(s) is attached to this change application <input checked="" type="checkbox"/> No	

### PART 2 – LOCATION DETAILS

3) Location of the premises <i>(complete 3.1) or 3.2), and 3.3) as applicable)</i>				
3.1) Street address and lot on plan				
<input checked="" type="checkbox"/> Street address <b>AND</b> lot on plan <i>(all lots must be listed), or</i> <input type="checkbox"/> Street address <b>AND</b> lot on plan for an adjoining or adjacent property of the premises <i>(appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).</i>				
a)	Unit No.	Street No.	Street Name and Type	Suburb
			Antonio Drive	Mareeba
	Postcode	Lot No.	Plan Type and Number <i>(e.g. RP, SP)</i>	Local Government Area(s)
		2	SP298397	Mareeba Shire
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number <i>(e.g. RP, SP)</i>	Local Government Area(s)



**3.2) Coordinates of premises** (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)  
**Note:** Place each set of coordinates in a separate row.

Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

**3.3) Additional premises**

Additional premises are relevant to the original development approval and the details of these premises have been attached in a schedule to this application

Not required

**PART 3 – RESPONSIBLE ENTITY DETAILS**

**4) Identify the responsible entity that will be assessing this change application**  
**Note:** see section 78(3) of the Planning Act 2016

Mareeba Shire Council

**PART 4 – CHANGE DETAILS**

**5) Provide details of the existing development approval subject to this change application**

Approval type	Reference number	Date issued	Assessment manager/approval entity
<input checked="" type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval	RAL/20/0012	20/01/2021	Mareeba Shire Council
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval			

**6) Type of change proposed**

**6.1) Provide a brief description of the changes proposed to the development approval** (e.g. changing a development approval for a five unit apartment building to provide for a six unit apartment building):

Change from 27 residential lots to 21 larger lots and request for 3-year extension.

**6.2) What type of change does this application propose?**

Minor change application – proceed to Part 5

Other change application – proceed to Part 6

**PART 5 – MINOR CHANGE APPLICATION REQUIREMENTS**

7) Are there any affected entities for this change application		
<input checked="" type="checkbox"/> No – proceed to Part 7 <input type="checkbox"/> Yes – list all affected entities below and proceed to Part 7 <b>Note:</b> section 80(1) of the Planning Act 2016 states that the person making the change application must give notice of the proposal and the details of the change to each affected entity as identified in section 80(2) of the Planning Act 2016.		
Affected entity	Pre-request response provided? (where a pre-request response notice for the application has been given, a copy of the notice must accompany this change application)	Date notice given (where no pre-request response provided)
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	

**PART 6 – OTHER CHANGE APPLICATION REQUIREMENTS**

**Note:** To complete this part it will be necessary for you to complete parts of DA Form 1 – Development application details and in some instances parts of DA Form 2 – Building work details, as mentioned below. These forms are available at <https://planning.dsdmip.qld.gov.au>.

8) Location details - Are there any additional premises included in this change application that were not part of the original development approval?
<input type="checkbox"/> No <input type="checkbox"/> Yes

9) Development details
<b>9.1) Is there any change to the type of development, approval type, or level of assessment in this change application?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes – the completed Sections 1 and 2 of Part 3 (Development details) of DA Form 1 – Development application details as these sections relate to the new or changed aspects of development are provided with this application.
<b>9.2) Does the change application involve building work?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes – the completed Part 5 (Building work details) of DA Form 2 – Building work details as it relates to the change application is provided with this application.

10) Referral details – Does the change application require referral for any referral requirements?
<b>Note:</b> The application must be referred to each referral agency triggered by the change application as if the change application was the original development application including the proposed change. <input type="checkbox"/> No <input type="checkbox"/> Yes – the completed Part 5 (Referral details) of DA Form 1 – Development application details as it relates to the change application is provided with this application. Where referral is required for matters relating to building work the <a href="#">Referral checklist for building work</a> is also completed.

11) Information request under Part 3 of the DA Rules
<input type="checkbox"/> I agree to receive an information request if determined necessary for this change application <input type="checkbox"/> I do not agree to accept an information request for this change application <b>Note:</b> By not agreeing to accept an information request I, the applicant, acknowledge:

- that this change application will be assessed and decided based on the information provided when making this change application and the assessment manager and any referral agencies relevant to the change application are not obligated under the DA Rules to accept any additional information provided by the applicant for the change application unless agreed to by the relevant parties
  - Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.
- Further advice about information requests is contained in the [DA Forms Guide: Forms 1 and 2](#).

**12) Further details**

Part 7 of *DA Form 1 – Development application details* is completed as if the change application was a development application and is provided with this application.

**PART 7 – CHECKLIST AND APPLICANT DECLARATION**

**13) Change application checklist**

I have identified the:

- responsible entity in 4); and  Yes
- for a minor change, any affected entities; and
- for an other change all relevant referral requirement(s) in 10)

*Note: See the Planning Regulation 2017 for referral requirements*

For an other change application, the relevant sections of [DA Form 1 – Development application details](#) have been completed and is attached to this application  Yes  
 Not applicable

For an other change application, where building work is associated with the change application, the relevant sections of [DA Form 2 – Building work details](#) have been completed and is attached to this application  Yes  
 Not applicable

Supporting information addressing any applicable assessment benchmarks is attached to this application  Yes  
*Note: This includes any templates provided under 23.6 and 23.7 of DA Form 1 – Development application details that are relevant as a result of the change application, a planning report and any technical reports required by the relevant categorising instrument(s) (e.g. the local government planning scheme, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning report template](#).*

Relevant plans of the development are attached to this development application  Yes  
*Note: Relevant plans are required to be submitted for all relevant aspects of this change application. For further information, see [DA Forms Guide: Relevant plans](#).*

**14) Applicant declaration**

- By making this change application, I declare that all information in this change application is true and correct.
- Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the responsible entity and any relevant affected entity or referral agency for the change application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*.

*Note: It is unlawful to intentionally provide false or misleading information.*

**Privacy** – Personal information collected in this form will be used by the responsible entity and/or chosen assessment manager, any relevant affected entity or referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the change application.  
All information relating to this change application may be available for inspection and purchase, and/or published on the assessment manager’s and/or referral agency’s website.  
Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, *Planning Regulation 2017* and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the *Planning Regulation 2017*, and the access rules made under the *Planning Act 2016* and *Planning Regulation 2017*; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

**PART 8 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY**

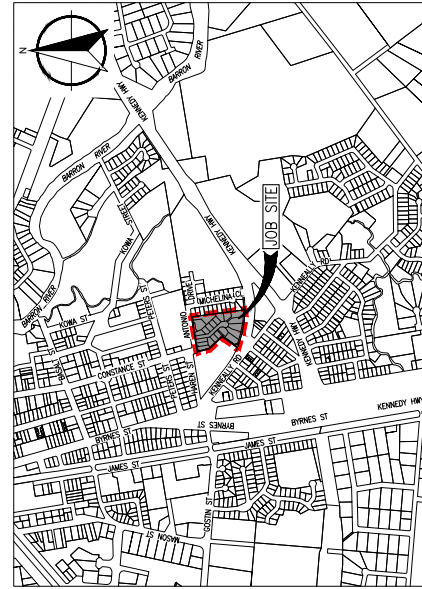
Date received:  Reference number(s):

QLeave notification and payment			
<i>Note: For completion by assessment manager if applicable</i>			
Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date received form sighted by assessment manager			
Name of officer who sighted the form			

# ANTONIO DRIVE RESIDENTIAL SUBDIVISION MAREEBA

*for*

# BASKY DEVELOPMENTS



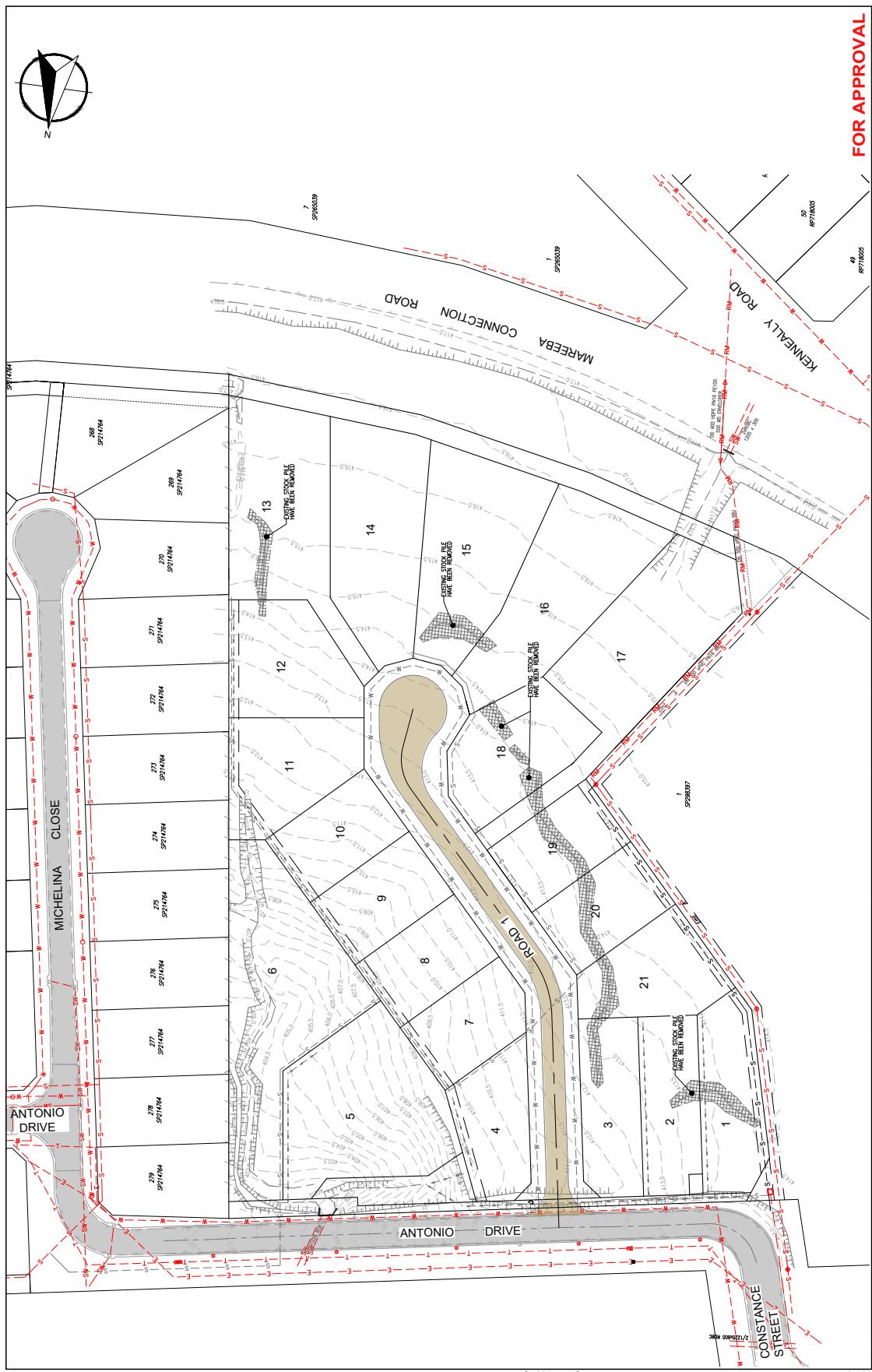
LOCALITY PLAN  
NOT TO SCALE

- SCHEDULE OF PROJECT DRAWINGS**
- 1464-200 COVER SHEET, LOCALITY PLAN AND DRAWING SCHEDULE
  - 1464-201 ROADWORKS MASTER PLAN
  - 1464-202 STORMWATER DRAINAGE MASTER PLAN
  - 1464-203 SEWER RETICULATION MASTER PLAN
  - 1464-204 WATER RETICULATION MASTER PLAN
  - 1464-205 COMBINED SERVICES MASTER PLAN



**FOR APPROVAL**

Existing Drawings: 1464-X-DESIGN-04g, 1464-AN-CON-1-DESIGN-04g  
Drawing Set ID: 04-041  
Version: 1, Version Date: 04/04/2018



**FOR APPROVAL**

<b>BASKY DEVELOPMENTS</b>	
<b>ANTONIO DRIVE RESIDENTIAL SUBDIVISION, MAREEBA</b>	
<b>ROADWORKS MASTER PLAN</b>	
<p>Client: Basky Developments Pty Ltd</p> <p>Project: Antonio Drive Residential Subdivision, Mareeba</p> <p>Scale: 1:500</p> <p>Drawn: [Name]</p> <p>Checked: [Name]</p> <p>Approved: [Name]</p> <p>Date: 17/04/26</p>	<p>Trinity Engineering and Consulting Pty Ltd                  21/23 Berman Street, Cairns QLD 4870                  Ph: (07) 4040 7111                  Email: adam@trinityengineering.com.au</p>
<p>© Trinity Engineering and Consulting Pty Ltd                  All rights reserved. This document and its contents are the property of Trinity Engineering and Consulting Pty Ltd. Unauthorised use of this document is prohibited, in whole or in part.</p>	
<p>0 5 10 15 20 25m SCALE 1:500 (A1 SIZE)</p>	
<p>TEC File: C:\TRINITY\ENGINEERING\PROJECTS\1464 Antonio Drive (Mareeba)\Drawings\1464-201.dwg                  Printed: 17 April 2026, 9:52 AM (Sat)                  Version: 1, User: adam</p>	

**Carl Ewin**

---

**From:** Brett Stevenson <basky.brett@gmail.com>  
**Sent:** Friday, 29 May 2026 10:26 AM  
**To:** Carl Ewin  
**Subject:** Re: Request for Minor Change and Ext to Currency Period - RAL/20/0012

Hello Carl,

Please accept this email as a formal request to extend DA RAL/20/0012 for a further 4 years.

Please confirm by return email that this request has been received.

Regards,

*Brett Stevenson*

**Basky Developments**

**8.4 GIRGENTI GROUP - RECONFIGURING A LOT - SUBDIVISION (2 INTO 79 LOTS) - LOT 1 ON SP202899 AND LOT 49 ON SP202901 - TILSE STREET AND 232 MCIVER ROAD, MAREEBA - RAL/26/0003**

**Date Prepared:** 8 June 2026

**Author:** Supervisor Planning & Building

- Attachments:**
1. Plan of Development [↓](#)
  2. Referral Agency Response (TMR) [↓](#)

**APPLICATION DETAILS**

APPLICATION		PREMISES	
<b>APPLICANT</b>	Girgenti Group	<b>ADDRESS</b>	Tilse Street and 232 McIver Road, Mareeba
<b>DATE LODGED</b>	24 February 2026	<b>RPD</b>	Lot 1 on SP202899 and Lot 49 on SP202901
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Reconfiguring a Lot – Subdivision (2 into 79 Lots)		
<b>FILE NO</b>	RAL/26/0003	<b>AREA</b>	Lot 1 – 1.027 Ha Lot 49 – 11.2 ha
<b>LODGED BY</b>	Urban Sync Pty Ltd	<b>OWNER</b>	Sibi Girgenti Holdings Pty Ltd (both lots)
<b>PLANNING SCHEME</b>	Mareeba Shire Council Planning Scheme 2016		
<b>ZONE</b>	Low Density Residential zone		
<b>LEVEL OF ASSESSMENT</b>	Code assessment		
<b>SUBMISSIONS</b>	n/a		

**EXECUTIVE SUMMARY**

Council is in receipt of a code assessable development application described in the above application details. Being code assessable, the application was not required to undergo public notification.

The application proposes the continued progressive development of the Prestige Gardens Estate on the western side of Tilse Street. The development will create an additional 79 residential allotments.

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

It is recommended the application be approved, subject to conditions.

**OFFICER’S RECOMMENDATION**

(A) That in relation to the following development application:

APPLICATION		PREMISES	
<b>APPLICANT</b>	Girgenti Group	<b>ADDRESS</b>	Tilse Street and 232 Mclver Road, Mareeba
<b>DATE LODGED</b>	24 February 2026	<b>RPD</b>	Lot 1 on SP202899 and Lot 49 on SP202901
<b>TYPE OF APPROVAL</b>	Development Permit		
<b>PROPOSED DEVELOPMENT</b>	Reconfiguring a Lot – Subdivision (2 into 79 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), 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.

(B) APPROVED DEVELOPMENT: Development Permit for Reconfiguring a Lot – Subdivision (2 into 79 Lots)

(C) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
Drawing No. 1505 – SK12	Preliminary Lot Layout	Jim Papas Civil Engineering Designer Pty Ltd	Feb 2026

(D) 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 a Form 18B, 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 or the Adopted Infrastructure Charges Notice must be made prior to the endorsement of the plan of survey, or alternative documentation as approved by the Land Title Act and at the rate applicable at the time of payment.
  - 3.3 The developer must relocate (in accordance with FNQROC standards) any services such as water, sewer, drainage, telecommunications and electricity that are not wholly located within the lots that are being created/serviced where required by the relevant authority, unless approved by Council's delegated officer.
  - 3.4 Where utilities (such as sewers on non-standard alignments) traverse lots to service another lot, easements must be created in favour of Council for access and maintenance purposes. The developer is to pay all costs (including Council's legal expenses) to prepare and register the easement documents.
  - 3.5 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.
  - 3.6 Charges

All outstanding rates, charges, and expenses pertaining to the land are to be paid in full.
  - 3.7 Bushfire Management (Lot 42 only)

Prior to the endorsement of any survey plan creating Lot 42, A bushfire hazard management plan for Lot 42 must be prepared by a suitably qualified person to the satisfaction of Council's delegated officer.

The future use of each lot must comply with the requirements of the bushfire hazard management plan at all times.
4. Infrastructure Services and Standards
  - 4.1 Access
    - (a) Access to each allotment must be constructed (from the edge of the road pavement to the property boundary of each lot) in accordance

with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

The provision of layback/roll-over kerbing along the frontage of each allotment will satisfy this condition.

- (b) An asphalt sealed, or concrete driveway shall be provided within the access handle of proposed Lots 8 and 70 to the satisfaction of Council's delegated officer. The driveways will:
- have a minimum formation width of three (3) metres
  - be constructed for the full length of the access handle
  - be formed with one-way crossfall to cater for stormwater drainage such that any stormwater runoff is contained within the access handle
  - ensure service and utility conduits are provided for the full length of the driveway/access handle.

#### 4.2 Stormwater Drainage

- (a) The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
- (b) Prior to works commencing the applicant must submit a Stormwater Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual to the satisfaction of Council's delegated officer.
- (c) Prior to works commencing the applicant must submit a Stormwater Quality Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Urban Stormwater Quality Planning Guideline and the Queensland Water Quality Guideline to the satisfaction of Council's delegated officer.
- (d) The Stormwater Quality Management Plan must include an Erosion and Sediment Control Plan that meets or exceeds the Soil Erosion and Sedimentation Control Guidelines (Institute of Engineers Australia) to the satisfaction of Council's delegated officer.
- (e) Stormwater infrastructure proposed within Lot 36 on SP202899 from the development site should be conveyed through an underground drainage system suitable to manage the minor drainage system. The major drainage system should account for the flow conveyed in the underground minor drainage system and for the consequences of malfunctions or blockages within that system.
- (f) The applicant/developer must construct the stormwater drainage infrastructure in accordance with the approved Stormwater

Management Plan and/or Stormwater Quality Management Plan and Report.

- (g) Temporary drainage is to be provided and maintained during the construction phase of the development, discharged to a lawful point and not onto the construction site.
- (h) With the exception of Lot 36 on SP202899, all stormwater channels through private property must be registered, with the easement for drainage purposes in favour of Council. All documentation leading to the registration of the easement must be completed at no cost to Council.
- (i) The applicant (at their cost) must video all stormwater lines and submit the video for inspection by Council's delegated officer prior to the development being taken "off maintenance" to ensure that no defects have occurred during the maintenance period.
- (j) All drainage easements must be constructed to prevent erosion. Construction may be in the form of a concrete invert, with outlet protection.

#### 4.3 Earthworks

All earthworks must be carried out in accordance with the requirements of the FNQROC Development Manual (as amended) to the satisfaction of Council's delegated officer.

#### 4.4 Roadworks/footpaths - Internal

- (a) Road reserve widths and carriageway widths must be provided as per the details included on the approved plan, apart from the following:
  - where for Minor Collector Roads (7.5 metres carriageway), the reserve width need only be 16.5 metres.
  - Road E must be constructed to Minor Collector Road standard (refer to footnote 2 – bus route) with a reserve width of at least 19 metres and a carriageway width of 10 metres. The Road E northern cul-de-sac must be large enough to allow for a full size school bus to manoeuvre.
- (b) Local area traffic management treatments must be incorporated into the internal road design (Roads A, B, C & D) to discourage road use by large vehicles and to slow traffic, to the satisfaction of Council's delegated officer.
- (c) At the time of construction of Stage 3D or 5A (whichever occurs first), Road E must be constructed to the south to connect to Mclver Road. These works must include the design and construction of the intersection with Mclver Road (to FNQROC Development Manual standards) and any sealing of Mclver Road at the intersection location noting that the Mclver Road seal ends approximately 20 metres before the intersection location.

Construction of kerb and channel to the western side of Road E will not be required as part of this development unless the full road width is required at particular locations to ensure lighting standards and safe movement

standards are met (e.g. at intersections). Additionally, design only (no construction) of the western kerb and channel may be required to inform lighting layouts etc. within the corridor.

- (d) The intersection of Road A and Tilse Street must be upgraded to FNQROC Development Manual Standards (as amended) to the satisfaction of Council's delegated officer.
- (e) Any temporary turn-around areas situated at the ends of any semi-constructed stub roads must include a sealed cul-de-sac head (no kerbing required) of a size capable of allowing a garbage truck to turn around on.
- (f) 2 metre wide concrete pedestrian footpaths must be installed on at least one (1) side of all proposed internal roads. A footpath connection must also be provided between Road B and Tilse Street through Lot 36 on SP202899. Safe lighting for pathways is required to be incorporated into the footpath/road design. The horizontal alignment of all footpaths must comply with the FNQROC development Manual (specifically Standard Drawing S1004A).

#### 4.5 Water Supply

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

#### 4.6 Sewerage Connection

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

#### 4.7 Electricity provision/supply

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

Written advice from an Electricity Service Provider is to be provided to Council indicating that an agreement has been made for the provision of **underground** power reticulation.

#### 4.8 Telecommunications

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

#### 4.9 Lighting

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

#### 4.10 Street Trees

A street tree/landscape plan must be provided to Council for review and approval at time of application for Operational Works. Street trees may be planted at the centre of each lot frontage (1 per lot, 2 per corner lot) or adjacent the common boundary of each lot. The street tree/landscape plan must demonstrate that plantings are not in conflict with any underground services.

Street tree works may also be bonded, with the bond being 150% of the cost of the works.

All street trees must be provided in accordance with the FNQROC Development Manual - Design Manual D9 Landscaping.

**Plans for the development works required under Conditions 4.1 - 4.10 must be submitted to Council for approval as part of a subsequent application for operational works.**

### (E) 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) Easement Documents

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

(d) Endorsement Fees

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

(e) Compliance with applicable codes/policies

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

(f) Transportation of Soil

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

(g) Environmental Protection and Biodiversity Conservation Act 1999

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

(h) Cultural Heritage

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

(i) 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.

(F) REFERRAL AGENCY CONDITIONS

Department of State Development, Infrastructure and Planning conditions dated 6 May 2026.

(G) RELEVANT PERIOD

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

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

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

- Development Permit for Operational Works

(I) OTHER APPROVALS REQUIRED FROM COUNCIL

- Nil

(J) That an Adopted Infrastructure Charges Notice be issued for the following infrastructure charge/s:

Development Type	Rate	Measure	Charge	Credit Detail	Balance
Residential	\$ per Lot	Lots		Lots	
Stage 1 (A, B & C)	\$22,464.00	15 Lots	\$336,960.00	\$35,942.40 (\$22,464.00 x 1.6)	\$301,017.60
Stage 2 (A, B & C)	\$22,464.00	11 Lots	\$247,104.00	Nil – credit applied in Stage 1	\$247,104.00
Stage 3 (A, B, C & D)	\$22,464.00	19 Lots	\$426,816.00	Nil – credit applied in Stage 1	\$426,816.00
Stage 4 (A, B, C, D, E & F)	\$22,464.00	23 Lots	\$516,672.00	Nil – credit applied in Stage 1	\$516,672.00
Stage 5 (A & B)	\$22,464.00	11 Lots	\$247,104.00	Nil – credit applied in Stage 1	\$247,104.00
<b>TOTAL CURRENT AMOUNT OF CHARGE</b>					<b>\$1,738,713.60</b>

**THE SITE**

The subject land is situated at Tilse Street and 232 Mclver Road, Mareeba, and is more particularly described as Lot 1 on SP202899 and Lot 49 on SP202901. The land has a combined area of 12.227 hectares and is zoned Low density residential under the Mareeba Shire Council Planning Scheme 2016.

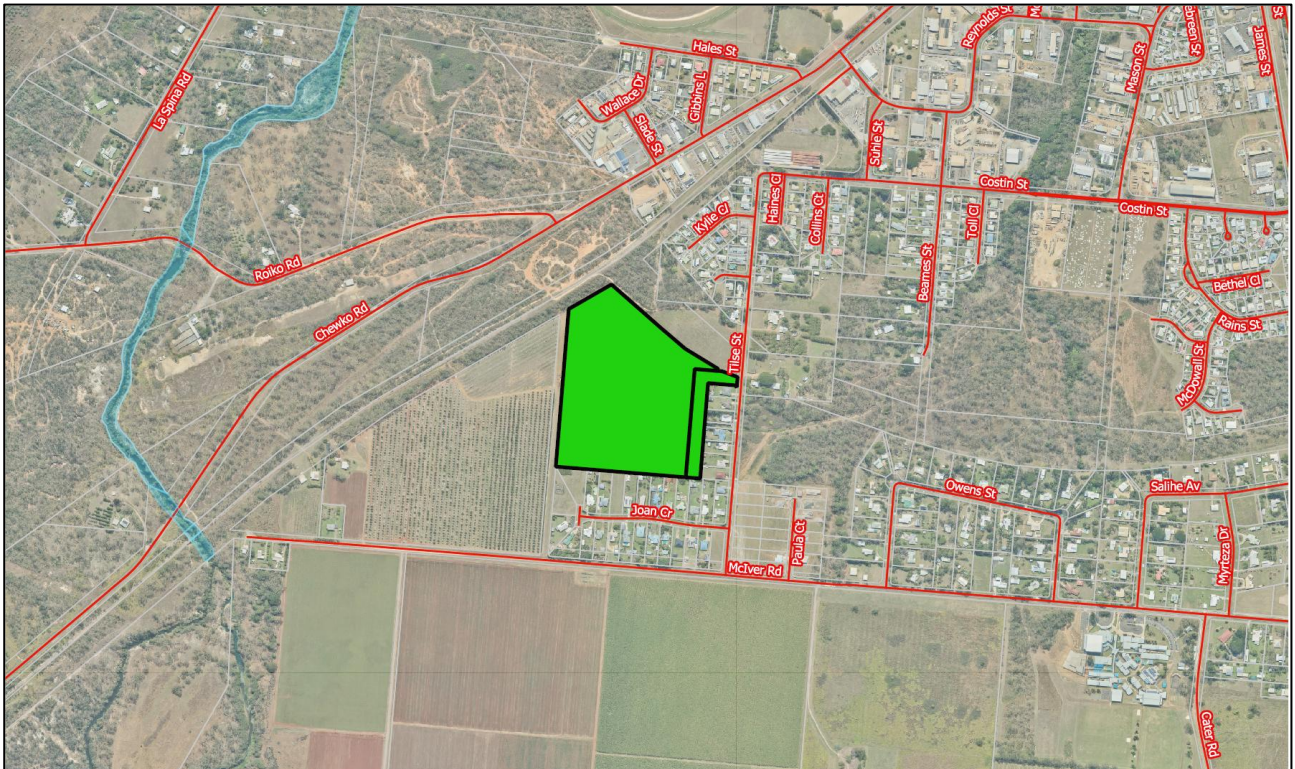
Lot 1 includes 23.5 metres of frontage to Tilse Street which is constructed to a bitumen sealed standard (no kerbing). Lot 49 includes no constructed frontage. Undeveloped road reserve exists to the west of Lot 49 and the future planned Mareeba Bypass route exists to the north of both lots.

Both lots remain unimproved and have been used for hay production in recent years.



**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.



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.

**BACKGROUND AND CONTEXT**

Nil

**PREVIOUS APPLICATIONS & APPROVALS**

Nil

**DESCRIPTION OF PROPOSED DEVELOPMENT**

The development application seeks a Development Permit for Reconfiguring a Lot – Subdivision (2 into 79 Lots) in accordance with the plans shown below and included as **Attachment:**



**REGIONAL PLAN DESIGNATION**

The application was lodged before the Far North Queensland Regional Plan and Infrastructure Plan 2026 came into effect; therefore, the Far North Queensland Regional Plan 2009-2031 remains relevant to the assessment of this application.

The subject site is included within the Urban Footprint land use category in the Regional Plan. Mareeba is identified as a Regional Activity Centre in the Regional Plan. The Regional Plan Map 3- ‘Areas of Ecological Significance’ also identifies the site as containing:

- *Terrestrial Area of General Ecological Significance*

**PLANNING SCHEME DESIGNATIONS**

Strategic Framework:	<p><b>Land Use Categories</b></p> <ul style="list-style-type: none"> <li>• Residential Area</li> </ul> <p><b>Transport Elements</b></p> <ul style="list-style-type: none"> <li>• Future State Controlled Road</li> <li>• Principal Cycle Route</li> </ul>
Zone:	Low density residential
Overlays:	Airport environs overlay Bushfire hazard 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.

**Planning Regulation 2017 - Schedule 12A****Schedule 12A Assessment benchmarks for particular reconfiguring a lot (Walkable Neighbourhoods)****4 Connectivity**

*The reconfiguration provides connectivity for pedestrians by-*

- (a) ensuring that any roads constructed or extended in association with the reconfiguration are connected in a grid-like pattern that is responsive to topography and other physical constraints; and*
- (b) ensuring that, to the extent topography and other physical constraints reasonably permit, any roads constructed or extended in association with the reconfiguration, or footpaths provided in relation to the reconfiguration-*
  - (i) connect to roads and footpaths in surrounding areas; or*
  - (ii) allow for connection to future roads and footpaths in surrounding areas.*

**Comment**

The proposed lot layout is responsive to the constraints that bound the land which include the future Mareeba Bypass route to the north, and the first stage of Prestige Gardens to the south (Joan Crescent).

Footpaths will be conditioned along the new internal roads. The development complies.

**5 Maximum length of particular blocks**

- (1) The reconfiguration provides for convenient pedestrian movement by ensuring the length of each boundary of a block for the reconfiguration does not exceed the lesser of-*
  - (a) a maximum length for a boundary of a block stated in a local assessment benchmark for the reconfiguration; or*
  - (b) 250m.*
- (2) Subsection (1) does not apply in relation to a block for the reconfiguration that the development application for the reconfiguration states will be subdivided as part of a future stage of development.*

Comment

All proposed blocks are less than 250 metres in length. The development complies.

**6 Street trees**

*The reconfiguration provides shade for comfortable walking by -*

- (a) if a local assessment benchmark for the reconfiguration requires the planting of more than one (1) tree per 15 metres on each side of a new road—complying with the local assessment benchmark; or*
- (b) otherwise—ensuring at least one (1) tree is planted per 15 metres on each side of a new road.*

Comment

The development will be conditioned to comply with the FNQROC Development Manual specification of one (1) tree per allotment (two (2) per corner allotment). Planting a higher density of street trees will likely interfere/conflict with the future development of the proposed lots and would potentially see many of the trees left to die or deliberately damaged. The development complies.

**7 Footpaths**

*The reconfiguration provides for convenient and comfortable pedestrian movement by ensuring-*

- (a) for a new road used mainly for providing direct access to a created lot - a footpath is constructed-*
  - (i) if a local assessment benchmark for the reconfiguration requires the construction of a footpath on both sides of the new road—on both sides of the road; or*
  - (ii) otherwise - on at least one (1) side of the new road; or*
  - (iii) for another new road - a footpath is constructed on both sides of the road.*

Comment

Footpaths will be provided on at least one side of all new roads, as well as through Lot 36 (linking Road B and Tilse Street). The development complies.

**8 Parks and other areas of open space**

- (1) The reconfiguration ensures access to areas for recreation, leisure or exercise by ensuring that, to the extent topography and other physical constraints reasonably permit, a part of each block for the reconfiguration is within 400m of a park or another area of open space that is accessible to the public.*
- (2) In this section - **park** includes -*
  - (a) an existing park; and*
  - (b) a park, to be provided under a development approval, if development of the park has started; and*
  - (c) land identified as a park in a local planning instrument; and*
  - (d) land identified in an LGIP for public park infrastructure.*

Comment

A park will be provided within the next stages of the Estate (to the west of that proposed under this application) which is the preferred location for the park as it will ensure it is central to the Estate. The development will comply.

**Mareeba Shire Council Planning Scheme 2016**

**Relevant Developments Codes**

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

- 6.2.6 Low density residential zone code
- 8.2.2 Airport environs overlay code
- 8.2.3 Bushfire hazard 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 contained within the codes (or performance outcomes where no acceptable outcome has been provided). Where the proposal does not satisfy an acceptable outcome, it has been demonstrated that compliance can be achieved with the higher order performance outcome/s. It is considered the proposed development can comply with the relevant development codes provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Low density residential zone code	The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code. Refer to code document for full commentary.
Airport environs overlay code	The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code. Refer to code document for full commentary.
Bushfire hazard overlay code	The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code. Refer to code document for full commentary.
Landscaping code	The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code. Refer to code document for full commentary.
Parking and access code	The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome

	where no acceptable outcome is provided) contained within the code. Refer to code document for full commentary.
Reconfiguring a lot code	The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code. Refer to code document for full commentary.
Works, services and infrastructure code	The application complies or can be conditioned to comply with the relevant acceptable outcomes (or performance outcome where no acceptable outcome is provided) contained within the code. Refer to code document for full commentary.

**Planning Scheme Policies/Infrastructure Charges Plan**

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

A condition will be attached to any approval requiring all development works be designed and constructed in accordance with FNQROC Development Manual standards. All development works will be subject to a subsequent application to Council for operational works, whereby these works will be assessed for compliance against the FNQROC Development Manual.

**Adopted Infrastructure Charges Notice**

In accordance with Council's Adopted Infrastructure Charges Resolution (No. 1) 2025, a charge of \$22,464.00 will apply to each additional residential allotment created.

The application proposes the creation of 79 residential lots over 5 Stages.

With regards to credits, this application is made over two allotments (Lot 1 and Lot 49). Lot 1 is within the benefited area for town sewer and water, so a full credit of \$22,464.00 will apply to this allotment. Lot 49 however is not currently within the benefited area for town sewer and water with each of these networks holding a 20% weighting when calculating charges. Accordingly, a credit of only \$13,478.40 (60% of \$22,464.00) will apply for Lot 49.

$$\$22,464.00 \times 79 = \mathbf{\$1,774,656.00} - \mathbf{\$35,942.40} \text{ (Lot 1 + Lot 49 credits)} = \mathbf{\underline{\underline{\$1,738,713.60}}}$$

**REFERRAL AGENCY**

The application triggered referral to the Department of State Development, Infrastructure and Planning as a Referral Agency (SARA – TMR).

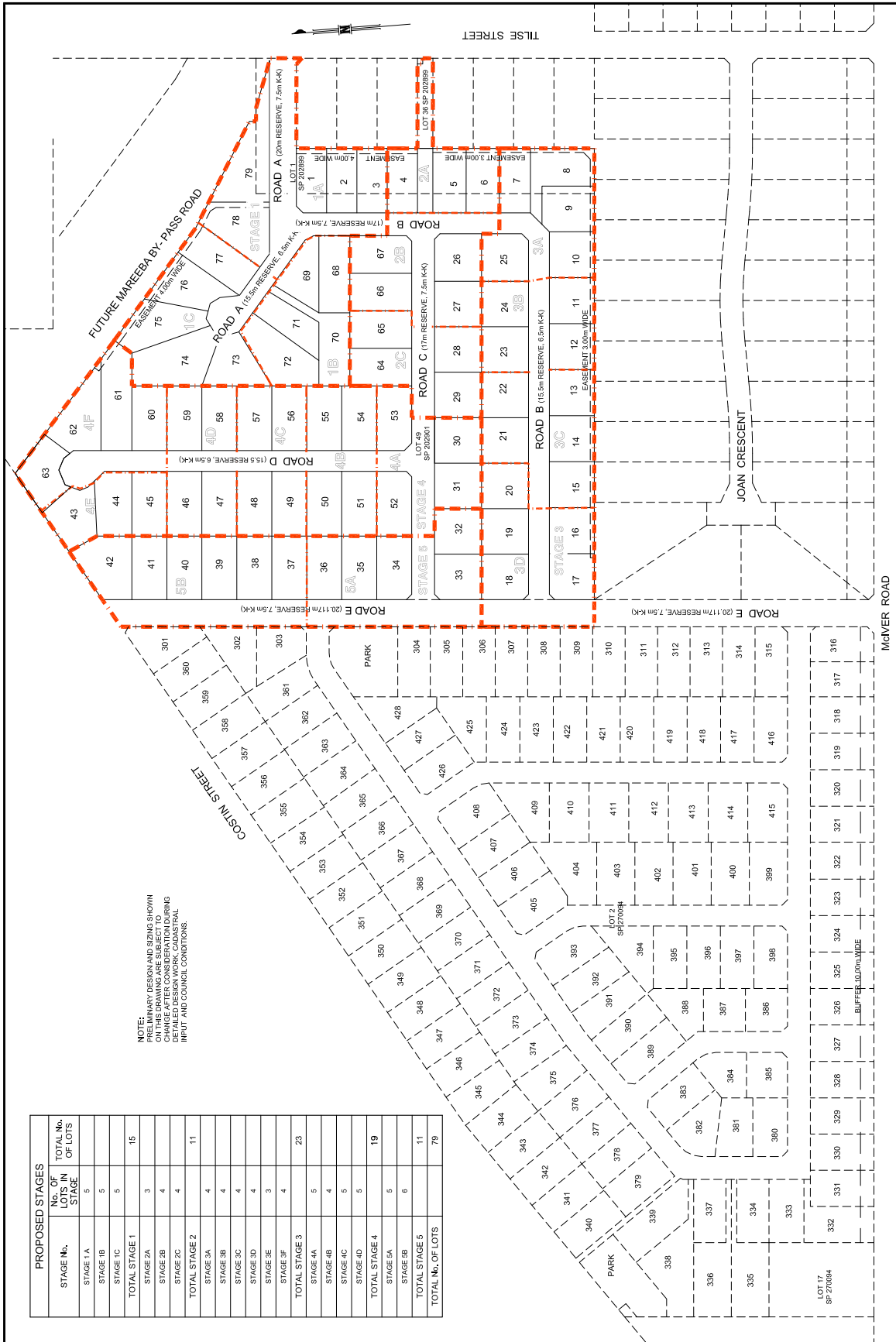
That Department provided their referral agency response on 6 May 2026 (Attachment 2) which will be attached to any approval.

**Internal Consultation**

Water & Waste and Tech Services

**PLANNING DISCUSSION**

Nil



NOTE:  
 PRELIMINARY DESIGN AND SIZING SHOWN  
 FOR INFORMATION ONLY. THIS PLAN IS SUBJECT TO  
 CHANGE AFTER CONSIDERATION DURING  
 DETAILED DESIGN WORK, CADASTRAL  
 INPUT AND COUNCIL CONDITIONS.

PROPOSED STAGES		
STAGE No.	No. OF LOTS IN STAGE	TOTAL No. OF LOTS
STAGE 1A	5	
STAGE 1B	5	
STAGE 1C	5	
TOTAL STAGE 1		15
STAGE 2A	3	
STAGE 2B	4	
STAGE 2C	4	
TOTAL STAGE 2		11
STAGE 3A	4	
STAGE 3B	4	
STAGE 3C	4	
STAGE 3D	4	
STAGE 3E	3	
STAGE 3F	4	
TOTAL STAGE 3		23
STAGE 4A	5	
STAGE 4B	4	
STAGE 4C	5	
STAGE 4D	5	
TOTAL STAGE 4		19
STAGE 5A	5	
STAGE 5B	6	
TOTAL STAGE 5		11
TOTAL No. OF LOTS		79

**JIM PAPAS CIVIL ENGINEERING DESIGNER PTY. LTD.**  
 CIVIL ENGINEERING DESIGN AND DRAFTING  
 17/02/2026  
 155 0 150 20 300 450 600 750 900 1050 1200  
 SCALE 1:1500  
 DRAWING TITLE: PRELIMINARY LOT LAYOUT  
 Dwg NUMBER: 1505 - SK12 / A.M.T. A  
 APPROVED: [Signature] DATE: 17/02/2026  
 PREPARED: [Signature] DATE: 17/02/2026  
 CHECKED: [Signature] DATE: 17/02/2026  
 DRAWN: [Signature] DATE: 17/02/2026  
 PROJECT: PRELIMINARY LOT LAYOUT  
 SHEET: 1 OF 1  
 PROJECT NO: 1505 - SK12 / A.M.T. A

RA6-N



Department of  
**State Development,  
 Infrastructure and Planning**

SARA reference: 2603-51152 SRA  
 Council reference: RAL/26/0003  
 Applicant reference: 25-1236

6 May 2026

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 –  
 232 Tilse Street & McIver Road, 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 March 2026.

**Response**

---

Outcome:	Referral agency response – with conditions
Date of response:	6 May 2026
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    Reconfiguring a lot (2 lots into 79 lots)
SARA role:	Referral agency
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 (Planning Regulation 2017) – Development impacting on state transport infrastructure

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

Page 1 of 7

Document Set ID: 4639344  
 Version: 1, Version Date: 06/05/2026

2603-51152 SRA

SARA reference: 2603-51152 SRA  
Assessment manager: Mareeba Shire Council  
Street address: 232 Tilse Street & McIver Road, Mareeba  
Real property description: Lot 1 on SP202899 & Lot 49 on SP202901  
Applicant name: Girgenti Group  
Applicant contact details: C/- Urban Sync Pty Ltd  
PO Box 2970  
Cairns QLD 4870  
admin@urbansync.com.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.

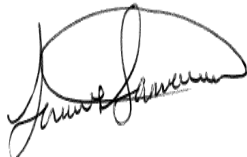
## Representations

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@dasilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Javier Samanes  
Manager

cc Girgenti Group, C/- Urban Sync Pty Ltd, admin@urbansync.com.au  
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 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)

No.	Conditions	Condition timing
<p>Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 — Development impacting on state transport infrastructure — 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:</p>		
1.	<p>(a) Prepare a RPEQ certified Traffic Management Plan in accordance with the Transport and Main Roads Technical Specification MRTS02 – Provision for Traffic, which demonstrates the development will not contribute to or worsen short stacking at the Reynolds Street (Mareeba) (ID: LXR_02333) railway level crossing of the Mungana Branch Railway. In particular, the Traffic Management Plan must:</p> <ul style="list-style-type: none"> <li>• limit the length of the maximum design vehicle using the level crossing to 16m and identify any alternative routes of travel for vehicles exceeding this length</li> <li>• provide details of any physical controls, such as but not limited to signage, to be put in place to inform drivers of the necessary requirements for railway level crossing safety</li> <li>• provide details of the management measures, communication strategy and procedures to be put in place to regulate the access and departure route and length of vehicles using the premises in relation to the railway level crossing.</li> </ul> <p>(b) Submit the Traffic Management Plan required in part (a) to the Program Delivery and Operations Unit, Far North Queensland Region <a href="mailto:Far.North.Queensland.IDAS@tmr.qld.gov.au">Far.North.Queensland.IDAS@tmr.qld.gov.au</a> within the Department of Transport and Main Roads.</p> <p>(c) Carry out the construction of the development in accordance with the Traffic Management Plan.</p>	<p>(a) &amp; (b) Prior to the commencement of construction works.</p> <p>(c) At all times during construction.</p>
2.	<p>The stormwater management of the development must not cause worsening to the operating performance of the railway corridor such that any works on the land must not:</p> <ul style="list-style-type: none"> <li>(i) create any new discharge points for stormwater runoff onto the railway corridor;</li> <li>(ii) concentrate or increase the velocity of flows to the railway corridor;</li> <li>(iii) interfere with and/or cause damage to the existing stormwater drainage on the railway corridor;</li> <li>(iv) surcharge any existing culvert or drain on the railway corridor;</li> </ul>	<p>At all times.</p>

2603-51152 SRA

	and (v) reduce the quality of stormwater discharge onto the railway corridor.	
--	--	--

2603-51152 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 3.5). If a word remains undefined it has its ordinary meaning.

2603-51152 SRA

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

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

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

SARA assessed the development against the following codes of the State Development Assessment Provisions (SDAP), version 3.5:

- State code 6: Protection of state transport networks (State code 6).

The development can be conditioned to comply with the assessment benchmarks of State code 6 of SDAP in that the development:

- does not compromise the state's ability to cost-effectively construct, operate and maintain state transport infrastructure
- does not result in a worsening of the physical condition or operating performance of the state transport network.

#### **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 3.5)
- the Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system
- *Human Rights Act 2019*.



**8.5 COUNCIL POLICY REVIEW**

**Date Prepared:** 28 May 2026

**Author:** Senior Advisor Governance & Compliance

**Attachments:**

1. Procurement Policy [↓](#)
2. Entertainment and Hospitality Policy [↓](#)
3. Enterprise Risk Management Policy [↓](#)
4. Enterprise Risk Management Process [↓](#)
5. Enterprise Risk Management Framework [↓](#)

---

**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:
  - Procurement Policy – adopted 18 February 2026
  - Entertainment and Hospitality Policy – adopted 18 May 2026
  - Enterprise Risk Management Policy – adopted 19 June 2024
  - Enterprise Risk Management Process – adopted 19 June 2024
  - Enterprise Risk Management Framework – adopted 19 June 2024
2. Adopts the:
  - Procurement Policy
  - Entertainment and Hospitality Policy
  - Enterprise Risk Management Policy
  - Enterprise Risk Management Process
  - Enterprise Risk Management Framework

**BACKGROUND*****Procurement Policy*****Purpose**

To set out Council's position on the acquisition of goods and services and carrying out of the procurement principles to ensure all Council officers adhere to sound contracting principles in the course of day-to-day operations to achieve value for money for Council.

**Summary of amendments**

Nil amendments applied. Council should note that the instrument underwent a minor mid financial year version 4.1 review in February of 2026 to incorporate new statutory requirements relevant to threshold procurement amounts prior to the 18 February 2026 adoption. It is a statutory requirement under section 198(3) of the *Local Government Regulation 2012* (Qld) (LGR) that this instrument is reviewed annually to align with the cyclic financial year end adoption of Council's suite of budget policy instruments declared under sections 199(1)(a-i) of the LGR. Accordingly, the instrument is here returned to Council in its existing published form to record formal June 2026 re-adoption as major version 5.0 with nil amendments applied.

**Entertainment and Hospitality Policy****Purpose**

To assist Council officers in the discharge of their responsibilities, by providing clarity about the reasonable and appropriate use of public funds and relevant statutory requirements.

**Summary of amendments**

1. Header matrix – update Policy Type, Responsible Officer and Author fields
2. Section 1 – insert statutory reference and associated page one (1) of four (4) footnote
3. Section 2 – insert intention statement
4. Section 3 – omit intention statement
5. Section 5 – update statutory references; update definition for entertainment or hospitality service
6. Section 6 – update relevant review officer title
7. Apply minor grammatical and formatting amendments throughout

**Enterprise Risk Management instrument series – Policy, Process and Framework****Purpose**

To communicate Mareeba Shire Council's (Council) commitment to the development and maintenance of an Enterprise Risk Management (ERM) Framework and Process in accordance with AS ISO 31000:2018; to ensure a consistent approach across the organisation in the identification, assessment and management of risks and that risk management is a routine part of the decision making process at all levels and in all sections of Council.

**Statement of amendments**

The entire suite of Enterprise Risk instruments have undergone an extensive review by Council's Governance & Compliance section. Wording has been modernised and formatting updated throughout each instrument whilst maintaining the integrity of the original content and in this regard, the instruments remain unchanged in respect of intent and purpose as aligned with the current standard *AS ISO 31000:2018 Risk Management – Guidelines*.

**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**

Upload instruments to Council's internal Policy Library and publish to Council's website in accordance with applicable policy type and audience.



**Procurement Policy**

Policy Type	Governance Policy	Version:	5.0
Responsible Officer	Manager Finance	Date Approved:	17/06/2026
Review Officer:	Director Corporate & Community Services	Review Due:	17/05/2027
Author:	Director Corporate & Community Services	Commencement:	17/06/2026

**1. PURPOSE**

This policy sets out Council’s position on the acquisition of goods and services and carrying out of the procurement principles to ensure all Council officers adhere to sound contracting principles in the course of day-to-day operations to achieve value for money for Council.

**2. SCOPE**

This policy applies to the procurement of all goods, materials, equipment and related services, construction contracts, service contracts (including maintenance) and consultant services.

The principles outlined in this policy must be followed by Council officers, labour hire, volunteers, contractors, and consultants when procuring any goods, services and works for any Council related activity or purpose and should be read in conjunction with the Guidelines for Procurement Administration.

**3. PROCUREMENT PRINCIPLES**

**3.1 CONTRACTING PRINCIPLES**

All Council purchases must be carried out in compliance with the *Local Government Act 2009* (“the Act”) and the *Local Government Regulation 2012* (“the Regulation”). In particular, Chapter 6, Part 3 – Default contracting procedures of the Regulation apply.

Council employees must have regard to the following contracting principles in all procurement activities:

**3.1.1 Value for Money**

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone.

**3.1.2 Open and Effective Competition**

Purchasing should be open and transparent, and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

**3.1.3 Development of Competitive Local Business and Industry**

Council's policy is to support local businesses and industries where practicable to support the viability of local businesses in all townships within the Mareeba Shire Council area.

In accordance with section 104(3)(c) of the Act, Council wishes to pursue the principle and objectives of enhancing the capabilities of local business and industry as part of the process of making its purchasing

Procurement Policy
--------------------

decisions. For this purpose, local suppliers shall be allowed certain concessions in respect to contracted arrangements:

**(i) Price**

Prices offered by local suppliers shall be considered to be comparable with non-local suppliers where the local supplier's offered price is no more than 10% higher (up to the tolerance of \$5,000) than the lowest priced offered. (E.g., the local supplier can be evaluated as price comparable when the local supplier price is less than or equal to the non-local supplier price, excluding GST + 10%, where the 10% margin is less than \$5,000).

**(ii) Local Business Development**

In the evaluation of tenders or offers, Council may attribute a portion of the selection criteria to local business preference. The score weighting applied to the local business preference criteria shall be no more than a 10% weighting within the overall criteria (100%).

In order to apply the Local Business Preference component, employees must seek and evaluate tenders and offers from non-local suppliers. It is not intended that this preference be granted at officer discretion.

**3.1.4 Environmental Protection**

Council promotes environmental protection through its purchasing procedures.

**3.1.5 Ethical Behaviour, Fair Dealing and Probity**

Council employees involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

The use of probity advisors or probity auditors shall be considered where the large-scale procurement arrangement is sensitive, highly complex, of public interest or likely to be challenged.

**3.2 WORKPLACE HEALTH AND SAFETY PROCUREMENT CONSIDERATIONS**

Council employees involved in purchasing are to abide by Council's *Workplace Health and Safety Procurement procedures (WP3.6.1 Purchasing and Supplier Control Guidelines, and WP3.7.1 Contractor Management Procedure)*.

**4. PROCUREMENT OF GOODS AND SERVICES**

---

**4.1 PURCHASING REQUIREMENTS**

The approved method for procurement is outlined in Council's *Guidelines for Procurement Administration*.

**4.2 MINOR AND PETTY CASH PURCHASES UP TO \$100 (EXCLUSIVE OF GST)**

Purchases of minor amounts of goods and services to the value of \$40 may be made from petty cash as an expense reimbursement. However, expense reimbursements of up to \$100 may be made by petty cash where an emergency or immediate payment is required.

Please refer to Council's *Petty Cash Procedure* for further information.

Procurement Policy

**4.3 SUMMARY OF PROCUREMENT THRESHOLDS**

Purchase of Goods and Services		
Exclusive of GST	Inclusive of GST	Documentation required
Less than \$5,000	Less than \$5,500	One (1) Verbal Quote
\$5,000 to \$21,000	\$5,500 to \$23,100	Two (2) Written Quotes
\$21,000 to \$280,000	\$23,100 to \$308,000	Three (3) Written Quotes on VendorPanel
Greater than \$280,000	Greater than \$308,000	Tenders on VendorPanel

**4.4 PURCHASES UP TO \$5,000 (EXCLUSIVE OF GST)**

Purchases of goods and services to the value of \$5,000 must be raised in Council's electronic purchase order system. There is no requirement for multiple quotes for purchases up to \$5,000.

Low value items (purchases valued at less than \$2,000) may be made by corporate credit card where purchases are irregular and where it is more cost effective to do so.

**4.5 PURCHASES BETWEEN \$5,000 AND UP TO \$21,000 (EXCLUSIVE GST)**

Goods or services to this value require a minimum of two (2) written (or emailed) quotes except where acquired under an exception as outlined in section 4.10 below. Details of quotes are to be input into the purchase requisition and the quote must be attached to the requisition.

VendorPanel is preferred to be used to source quotes for all purchases between \$5,000 and \$21,000. However, other written quotes will be accepted.

Please refer to the *Guidelines for Procurement Administration* for further information.

**4.6 MEDIUM SIZED CONTRACTS - PURCHASES BETWEEN \$21,000 AND \$280,000 (EXCLUSIVE OF GST)**

Section 225 of the Regulation states that a local government cannot enter into a medium-sized contract unless it first invites written quotes for the arrangement, and requires that:

- The invitation must be given to at least three (3) persons/entities who the local government considers can meet the requirements, at competitive prices.

VendorPanel should be used to source quotes for all medium sized contracts.

The local government may decide not to accept any of the quotes received. If the local government does decide to accept a quote, it must accept the quote most advantageous to the organisation, having regard to the sound contracting principles in section 104 of the LGA.

Please refer to the *Guidelines for Procurement Administration* for further information.

**4.7 LARGE SIZED CONTRACTS - PURCHASES ABOVE \$280,000 (EXCLUSIVE OF GST)**

Section 226 of the Regulation states that a local government cannot enter into a large-sized contract unless it first invites written tenders in accordance with section 228.

Section 228(2) requires that Council invite written tenders under section 228(4) or invite expressions of interest under section 228(5) before considering whether to invite written tenders.

Please refer to Council's *Guidelines for Procurement Administration* for further information.

Procurement Policy

**4.7.1 Invitations to Tender**

Section 228(4) of the Regulation specifies the invitation must;

- be published on the local government's website for at least 21 days; and
- allow written tenders to be given to the local government while the invitation is published on the website.

Also, the local government must take all reasonable steps to publish the invitation for tenders or for expressions of interest in another way to notify the public about the tender process e.g. (relevant industry publication, eprocurement site or newspaper).

Tenders are to be submitted to the Electronic Tender Box (VendorPanel).

Council may decide not to accept any tenders it receives, however, if it does decide to accept a tender, it must be the most advantageous to Council having regard to the Sound Contracting Principles in Section 3 of this Policy document.

**4.7.2 Expressions of Interest Invitations**

Section 228(3)(a) and (b) of the Regulation, requires that where Council believes that it would be in the public interest to invite expressions of interest before seeking written tenders, this decision must be formally resolved and recorded in minutes.

The Expression of Interest invitation must:

- be published on the local government's website for at least 21 days; and
- allow written tenders to be given to the local government while the invitation is published on the website.

Also, the local government must take all reasonable steps to publish the invitation for tenders or for expressions of interest in another way to notify the public about the tender process e.g. (relevant industry publication, e-procurement site or newspaper).

Under section 228(7), if Council invites Expressions of Interest, the local government may prepare a shortlist and invite written tenders from shortlisted parties.

**4.8 VARIATIONS TO TENDER OR CONTRACT**

During the management of a contract, there may be occasions when variations occur. A variation is when there is a change to the agreed scope of works, due to a variety of factors such as time or delays, methodology changes or latent conditions or cost implications.

For an original purchase order involving a cost of more than \$280,000 if the cumulative value of variations exceeds 20% of the value of the original purchase order or \$200,000, whichever is the lesser, the variation and all further variations must be considered by Council’s Executive Management Team.

Please refer to Council’s *Guidelines for Procurement Administration* for further information.

**4.9 ASSESSING PROCUREMENT VALUE**

Where it is *likely* that the value of the contractual arrangement *could* exceed \$280,000, employees shall invite tenders or expressions of interest, subject to the exceptions outlined in 4.10 below.

Procurement Policy

The **entire contract value** includes contracted sum, possible variations, possible project overruns, project contingencies, retainers and retentions.

**4.10 EXCEPTIONS TO REQUIREMENTS TO INVITE WRITTEN QUOTATIONS AND TENDERS**

Chapter 6, Part 3, Division 3 of the Regulation identifies exceptions for medium and large-sized contracts. The following exceptions apply to all procurement over \$5,000.

**4.10.1 Pre-Qualified Suppliers - Section 232 of the Regulation**

The organisation may enter into an arrangement without first inviting tenders or quotations if it is entered with a supplier from a register of pre-qualified suppliers (ROPS) only where a register of pre-qualified suppliers has been determined by Council resolution.

A register of pre-qualified suppliers of particular goods or services may be established only if:

- the preparation and evaluation of invitations each time the goods or services are needed would be costly; or
- the capability or financial capacity of the supplier of the goods or services is critical; or
- (the supply of the goods or services involves significant security considerations; or
- a precondition of an offer to contract for the goods or services is in compliance with particular standards or conditions decided by Council; or
- the ability of local business to supply the goods or services needs to be identified or developed.

Please refer to Council’s *Procedure for Procuring Pre-Qualified Suppliers* for further information.

**4.10.2 Sole Supplier/Preferred Supplier Arrangements – Sections 235/233 of the Regulation**

Section 235 of the Regulation specifies that Council can only enter a medium or large sized contract without first inviting quotes or tenders if:

- Council resolves that it is satisfied that there is only one supplier reasonably available to it; or
- Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- a genuine emergency exists; or
- the contract to purchase goods is made at an auction; or
- the contract is for the purchase of second-hand goods; or
- the contract is made with, or under an arrangement with a government body.

The organisation may also enter into an arrangement without first inviting tenders or quotations only where a preferred supplier arrangement has been determined by Council resolution, section 233 of the Regulation, however Mareeba Shire Council does not utilise Preferred Supplier Arrangements.

**4.10.3 LOCAL BUY/LGA Arrangement – Section 234 of the Regulation**

Under this provision, the organisation may enter into an arrangement without first inviting written quotes or tenders if the contract is an LGA arrangement.

The term *Local Buy* does not mean Council’s local business preference described in section 3.1.3 of this policy.

Procurement Policy
--------------------

**4.10.4 Tender Consideration Plan – Section 230 of the Regulation**

The Council may enter into a contract without first inviting written quotes or tenders if Council decides, by resolution, to prepare a quote or tender consideration plan and formally prepares and adopts the plan.

**4.10.5 Contractor on an Approved Contractor list – Section 231 of the Regulation**

The exception to seek written quotations and tenders from Contractors is available if Council has an Approved Contractor list.

Mareeba Shire Council does not utilise Contractor lists.

**4.11 ELECTRONIC TENDERING**

Tender submissions are to be made electronically via the Electronic Tender Box (VendorPanel).

**4.12 AUSTRALIAN BUSINESS REGISTRATION NUMBER (ABN)**

Council will only procure from suppliers who can provide an ABN. The only exception to this will be where a supplier is eligible to complete the Australian Taxation Office Statement by a Supplier form and provides the completed form to Council prior to making the supply or providing the service to Council.

**4.13 DISPOSAL OF LAND AND NON-CURRENT ASSETS**

As per Section 227 of the Regulation, Council must not enter into a valuable non-current asset contract (disposal of a valuable non-current asset) unless it first invites written tenders for the contract under Section 228 or offers the non-current asset for sale by auction or offers the non-current asset for sale by auction.

Council may dispose of a valuable non-current asset other than by tender or auction in accordance with Section 236 of the Regulation.

**4.14 CORPORATE CREDIT CARDS**

In some instances, a credit card will be issued for one or a number of specific uses only, in these cases the cardholder must adhere to stringent guidelines. When this occurs, the specific guidelines will be clearly stated and included on the Corporate Credit Card Agreement form assigned to that employee.

Please refer to Council's current *Corporate Credit Card Policy* for further information.

**4.15 BUDGETARY PROVISIONS**

It is expected that all goods and services acquired are in accordance with the adopted annual budget and/or a Council Resolution, and sufficient funds must be available to meet the full cost of the proposed procurement.

**4.16 FINANCIAL DELEGATIONS**

The Chief Executive Officer has the delegated authority to expend funds as provided for in the budget, taking into account all other limitations as set out in this policy. The Chief Executive Officer will establish the positions and authorised financial delegation limits assigned to each department.

The positions are authorised to contract on behalf of Council and/or approve purchase orders, for expenditure up to their financial delegation limits. By approving a purchase order, all employees are

Procurement Policy
--------------------

confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

#### 4.17 LIMITATIONS

There are limitations, notwithstanding the financial delegation, in regard to the type of purchases permitted by individuals.

The restricted purchases and approved methods for this procurement is outlined in Council's *Guidelines for Procurement Administration*.

#### 5. REPORTING

---

Council must comply with reporting requirements set out in both the *Local Government Act 2009* and the *Local Government Regulation 2012*.

#### 6. DEFINITIONS

---

**Contract** – means a formal legally binding instrument between Council and a Contractor which details the terms which govern the performance of work

**Contractor** – means the entity who enters into a formal contract to perform work for Mareeba Shire Council

**Electronic Tender Box** - Council's chosen online portal for receiving quotes and tender submission is VendorPanel.

**Emergent works** - late notice of requirements to purchase but still require the full provisions of the purchasing policy. Emergent works that are urgent due to a genuine sudden state or condition considered a risk to public safety, the environment, workplace health and safety or legislative requirements which requires a significant and immediate response.

**Large sized contracts** - contracts of value above \$280,000 exclusive of GST.

**LGA arrangement** - one that has been entered into by LGAQ Ltd or an associate entity which LGAQ Ltd is the only shareholder, such as *Local Buy* which is the Local Government Association of Queensland's procurement services company.

**Local Supplier** is a supplier that:

- a) is beneficially owned by persons who are residents or ratepayers in the Mareeba Shire Council; or
- b) has its principal place of business/registered office within the Mareeba Shire Council; or
- c) otherwise has a place of business within the Mareeba Shire Council which solely or primarily employs persons who are residents or ratepayers of the Shire.

**Medium sized contracts** - contracts of value between \$21,000 to \$280,000 exclusive of GST.

**Non-Local Supplier** is a supplier that does not fit the definition of local supplier.

**Preferred supplier arrangement (PSA)** - An arrangement for the supply of goods or services under agreed pricing conditions for a stated period. A PSA is different from other arrangements as it ranks the suppliers. The first preference has first right of refusal.

Procurement Policy
--------------------

**Pre-Qualified** supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

A **quote or tender consideration plan** is a document stating:

- the objectives of the plan; and
- how the objectives are to be achieved; and
- how the achievement of the objectives will be measured; and
- any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
- the proposed terms of the contract for the goods or services; and
- a risk analysis of the market from which the goods or services are to be obtained.

**Register of pre-qualified suppliers (ROPS)** - A pre-qualified supplier is a supplier who has been assessed by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements. The ROPS is compiled after a tender process.

**Sole Supplier** - a supplier of goods or services that no other suppliers can provide or with the constraints of distance it not being viable for other suppliers to compete for the supply of goods or services.

**Principal contractor** – holds the meaning assigned under section 293 of the WHS Reg.

**Site** – means a workplace as defined under section 8 of the WHS Act

## 7. RELATED DOCUMENTS AND REFERENCES

---

*Advertising Spending Policy (MSC)*

*AS/NZS ISO 31000:2018 Risk Management - Guidelines (Standards Australia)*

*Council's Standard Terms and Conditions for Goods and Services (MSC)*

*Council's Standard Terms and Conditions for Professional Services (MSC)*

*Corporate Credit Card Policy (MSC)*

*Employee Code of Conduct (MSC)*

*Entertainment and Hospitality Policy (MSC)*

*Gifts and Benefits Register (MSC)*

*Guidelines for Procurement Administration (MSC)*

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Non-Current Asset Policy (MSC)*

*Petty Cash procedure (MSC)*

*Procedure for Procuring Pre-Qualified Suppliers (MSC)*

*Work Health and Safety procedure: WP3.6.1 Purchasing and Supplier Control (MSC)*

*Work Health and Safety procedure: WP3.7.1 Contractor Management Procedure (MSC)*

## 8. REVIEW

---

It is the responsibility of the Director Corporate & Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.



## Entertainment and Hospitality Policy

Policy Type	Governance Policy	Version	4.0
Responsible Officer	Director Corporate & Community Services	Date Approved:	17/06/2026
Review Officer:	Manager Information Systems & Governance	Review Due:	17/05/2030
Author:	Manager Information Systems & Governance	Commencement:	17/06/2026

### 1. PURPOSE

To assist Mareeba Shire Council (Council) officers in the discharge of their responsibilities, by providing clarity about the reasonable and appropriate use of public funds and relevant statutory requirements.<sup>1</sup>

### 2. POLICY STATEMENT

Council recognises that there are circumstances where the provision of entertainment and hospitality is appropriate and can result in significant benefits to the Mareeba Shire. As a publicly funded body however, it must ensure that public sector standards of accountability are maintained, and that practice is consistent across the organisation.

The intention of this policy is to identify principles and to provide clarification of issues and examples of reasonable and appropriate practices regarding expenditure for the provision of entertainment and hospitality.

### 3. SCOPE

This policy applies to all Councillors and Council officers.

This policy does not cover the entertainment and hospitality provided to Council officers by external organisations (*Gifts and Benefits Policy* refers), nor entertainment and hospitality provided as part of attendance at conferences and seminars.

### 4. GUIDING PRINCIPLES

Council may spend money on entertainment or hospitality only if the entertainment or hospitality is in the public interest.

All entertainment and hospitality expenditure must be:

- reasonable;
- cost-effective;
- within the relevant budget allocations;
- for official purposes; and
- able to withstand public scrutiny.

<sup>1</sup> See *Local Government Regulation 2012* (Qld) s 196.

Entertainment and Hospitality Policy

Officers incurring and authorising the expenditure must demonstrate that the expenditure will benefit Council and has been authorised for official purposes.

Expenditure deemed by this policy to be inappropriate or unreasonable must be repaid to Council within 14 days of the issuance of a notification of such expenditure being inappropriate. Entertainment and hospitality expenditure must be properly documented so as to satisfy audit, legislative and reporting requirements.

Officers must not authorise their own expenditure. Expenditure by the Chief Executive Officer (CEO) must be authorised by the Mayor or the Director Corporate and Community Services. Expenditure by a Director must be authorised by the CEO. Expenditure by a Manager or other officer must be authorised by the CEO, relevant Director or Manager respectively. The person approving the expenditure must ensure that;

- The expenditure is in accordance with this policy; and
- The funds are available in the relevant budget; and
- The purchasing process meets the usual requirements for expenditure approvals.

The following are the types of entertainment or hospitality services that Council considers appropriate for the use of its funds:

Type of Function	Definition	Guidelines
Civic Reception	Formal functions hosted by Council generally for: <ul style="list-style-type: none"> <li>• Visiting dignitaries</li> <li>• Recognition of significant achievement(s) of individual(s) and group(s)</li> <li>• Economic development and furthering business links in the community</li> <li>• Citizenship ceremonies</li> </ul>	Receptions that meet the guiding principles are supported by this policy subject to: <ul style="list-style-type: none"> <li>• Authorisation by the Mayor</li> <li>• Availability of funds during the Financial Year</li> </ul>
Council Function	Entertainment provided by Council generally for: <ul style="list-style-type: none"> <li>• Visiting dignitaries</li> <li>• Recognition of significant achievement(s) of individual(s) and group(s)</li> <li>• Economic development and furthering business links in the community</li> </ul>	Those functions that meet the guiding principles are supported by this policy subject to: <ul style="list-style-type: none"> <li>• Authorisation by the Mayor or CEO</li> <li>• Availability of funds during the Financial Year</li> </ul>
Employer Function	A formal function hosted by Councillors and Officers (may include members of immediate family) generally for: <ul style="list-style-type: none"> <li>• Length of service</li> <li>• Christmas celebrations</li> <li>• Recognition of effort</li> </ul>	Those functions that meet the guiding principles are supported by this policy subject to: <ul style="list-style-type: none"> <li>• Authorisation by the Mayor or CEO</li> <li>• Availability of funds during the financial year</li> </ul>
Sponsored Meal	Food and drink provided by Council to Councillors, Officers and agents of Council on a	It is allowable for Councillors and Officers to be provided with entertainment during the course of

**Entertainment and Hospitality Policy**

	working day at a venue other than Council Premises.	their daily duties e.g., business lunch at an off-site venue subject to: <ul style="list-style-type: none"> <li>• Authorisation by the Mayor or CEO; and</li> <li>• Authorisation is limited to \$35 per head.</li> </ul>
Working Meals	Food and drink provided by Council to Councillors, Officers and agents of Council on a working day at Council premises.	Provision of entertainment to Councillors and Officers during the course of their daily duties e.g., a working lunch on premises, is supported subject to: <ul style="list-style-type: none"> <li>• Authorisation by the CEO or relevant Manager; and</li> <li>• Authorisation is limited to \$35 per head.</li> </ul>
Travel Meals	Food and drink provided by Council to Councillors, Officers and agents of Council on a working day whilst traveling for work related matters.	Provision of entertainment to Councillors and Officers during the course of their daily duties e.g., a lunch whilst traveling during the course of a working day, is supported subject to Australian Tax Office Taxation Determination "What are the reasonable travel and overtime meal allowance expense amounts".

**Fringe Benefits Tax**

Fringe Benefits Tax Declarations will need to be completed for the following types of entertainment and hospitality:

- Civic Receptions
- Council Functions
- Employer Function
- Sponsored Meals

**Transparency and Accountability**

The following responsibilities apply to all Councillors and Council officers:

- Be aware of and comply with the Entertainment and Hospitality Policy and other associated policies listed in this document.
- Ensure the expenditure is reasonable and appropriate and passes the public defensibility test.
- Report suspected breaches of policy in accordance with the relevant Code of Conduct.
- A tax invoice must be obtained for all costs, and fringe benefits tax declarations must be completed. Where a tax invoice cannot be provided, the Councillor or Council officer incurring the expense must provide a detailed list of items of expenditure, together with a statutory declaration certifying that the expenditure was incurred for official purposes.
- Ensure all expenditure for entertainment and hospitality is correctly recognised in the financial system.

Entertainment and Hospitality Policy
--------------------------------------

**5. DEFINITIONS**

---

**Council officer/employee** means:

1. the Chief Executive Officer; or
2. a person holding an appointment under section 196 of the *Local Government Act 2009* (Qld).

An **entertainment or hospitality service** by example, means:

1. Entertaining members of the public in order to promote a local government project;
2. The provision of food or beverages:
  - a. to a person visiting the local government in an official capacity; or
  - b. for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its Councillors, employees or other persons; and
  - c. paying for a Councillor or local government employee to attend a function as part of the councillor's, or employee's official duties or obligations as a Councillor or local government employee.<sup>2</sup>

**6. 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 four (4) years or as required by Council.

**7. RELATED DOCUMENTS AND REFERENCES**

---

- Gifts and Benefits Policy* (MSC)
- Gifts and Benefits Guidelines* (MSC)
- Local Government Regulation 2012* (Qld)

---

<sup>2</sup> Ibid s 196(1).



## Enterprise Risk Management Policy

Policy Type:	Governance Policy	Version:	4.0
Responsible Officer:	Manager Information Systems & Governance	Date Approved:	17/06/2026
Review Officer:	Director Corporate & Community Services	Review Due:	17/05/2028
Author:	Manager Information Systems & Governance	Commencement:	17/06/2026

### 1. PURPOSE

The purpose of this Policy is to communicate Mareeba Shire Council's (Council) commitment to the development and maintenance of an Enterprise Risk Management (ERM) Framework and Process in accordance with AS ISO 31000:2018; to ensure a consistent approach across the organisation in the identification, assessment and management of risks and that risk management is a routine part of the decision making process at all levels and in all sections of Council.

### 2. SCOPE

This Policy applies to all elected representatives, officers, employees, contractors and volunteers of Council as well as committee members; and to all Council activities, including entities which Council has direct ownership, management, sponsorship or financial control.

### 3. POLICY STATEMENT

#### 3.1 POLICY OBJECTIVES

The objectives of this policy and its associated documents are to:

- Align Council’s risk management activities with its strategic objectives, as outlined in the Corporate and Operational Plans (ERM Framework);
- Promote the use of risk management principles as a strategic tool to support informed decision-making across Council (ERM Framework);
- Foster and embed a strong risk management culture throughout Council (ERM Policy and Framework);
- Minimise or eliminate potential adverse impacts from Council services and infrastructure on the community, visitors, and the environment (ERM Policy, Process, and Framework);
- Identify and capitalise on opportunities that benefit Council (ERM Framework);
- Protect Council’s employees, contractors, committees, volunteers, assets, financial sustainability, property, reputation, and information (ERM Policy, Process, and Framework); and
- Maintain and continually improve the safety, reliability, and quality of Council services within its capabilities and controls (ERM Policy, Process, and Framework).

#### 3.2 RISK APPETITE

As a public authority, Council adopts a relatively conservative risk appetite.

Council is willing to accept risks that:

- Improve efficiency, reduce costs, and/or create additional revenue opportunities; or
- Maintain or enhance service levels to the community.

Enterprise Risk Management Policy
-----------------------------------

Council has no appetite for risks that may:

- Adversely affect its long-term financial sustainability;
- Lead to significant breaches of legislation or substantial successful legal claims;
- Compromise the safety and wellbeing of staff, contractors, or the community;
- Cause significant or irreversible environmental damage;
- Disrupt the delivery of critical Council services;
- Result in widespread or ongoing damage to Council's reputation; or
- Lead to the significant loss of key assets or infrastructure.

### 3.3 RISK ASSESSMENT

Council assesses risks against the following seven interrelated categories:

- Environmental
- Financial
- Health and Safety
- Infrastructure and Assets
- Legal and Regulatory
- Political and Reputational
- Service Delivery and IT

### 3.4 RISK MANAGEMENT

Low and moderate risks are managed by Councillors, the Senior Management Team (SMT), and staff as part of routine operations.

Significant and extreme risks are initially identified and managed by the responsible officer and are then monitored and reviewed by the Executive Management Team (EMT) and the Audit Committee.

Management and employees assume responsibility for risk management, facilitated by the following guiding principles:

**Integrated** - Risk management is integral part of all organisational activities.

**Structured and comprehensive** - A structured and comprehensive approach to risk management contributes to consistent and measurable results.

**Customised** - The risk management framework and process are tailored and proportionate to the organisation's internal and external context, and aligned with its objectives.

**Inclusive** - Timely and appropriate involvement of stakeholders ensures their knowledge, views, and perspectives are considered, leading to improved awareness and more informed decision-making.

**Dynamic** - Risks may emerge, evolve, or disappear as the organisation's internal and external context changes. Risk management processes anticipate, identify, and respond to these changes in a timely and appropriate manner.

**Best Available Information** - Risk management is informed by historical and current data, as well as future expectations. It recognises and accounts for any limitations and uncertainties in this information. Relevant information is to be timely, clear, and accessible to stakeholders.

**Human and cultural factors** - Human behaviour and organisational culture significantly influence all aspects of risk management at each level and stage.

**Continual improvement** - Risk management is continuously enhanced through learning, experience and ongoing review.

Page 2 of 3

Enterprise Risk Management Policy
-----------------------------------

#### 4. DEFINITIONS

---

**Risk** - A risk to the business is any action or event that has the potential to impact on the achievement of business objectives. Risk also arises as much from the possibility that opportunities will not be realised as it does from the possibility that threats will materialise or that errors will be made.

**Risk Management Framework** - A set of components that provide the foundation and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

**Risk Management Policy** - Statement of overall intentions and direction of an organisation related to risk management.

**Risk Management Process** - The systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

#### 5. RELATED DOCUMENTS AND REFERENCES

---

- *AS ISO 31000:2018 Risk Management – Guidelines*
- *Audit Committee Policy (MSC)*
- *Audit Committee Charter (MSC)*
- *Corporate Plan 2024-2028 (MSC)*
- *Enterprise Risk Management Framework (MSC)*
- *Enterprise Risk Management Process (MSC)*
- *Fraud and Corruption Control Policy (MSC)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*

#### 6. RESPONSIBILITIES & REVIEW

---

It is the responsibility of the Manager Information Systems & Governance to monitor the adequacy of this policy and the associated *Enterprise Risk Management Framework* and *Enterprise Risk Management Process* and recommend any improvements and amendments.

This policy will be formally reviewed every two (2) years by Council's Senior Management Team or as required by Council, Chief Executive Officer or the Audit Committee, or should any of the following occur:

- Audit reports relating to risk management activities being undertaken by Council indicate that a policy review from a legislative, compliance or governance perspective is justified.
- Relevant legislation, regulations, standards and policies are amended or replaced.
- Council's Corporate Plan is amended or updated.



### Enterprise Risk Management Process

Policy Type	Governance Process	Version:	4.0
Responsible Officer	Manager Information Systems & Governance	Date Approved:	17/06/2026
Review Officer:	Director Corporate & Community Services	Review Due:	17/05/2028
Author:	Manager Information Systems & Governance	Commencement:	17/06/2026

**1. INTRODUCTION**

The Enterprise Risk Management Process (“the Process”) should be read in conjunction with the ERM Policy and ERM Framework.

**2. COUNCILS APPROACH**

Council will follow the Australian Standard for risk management to address business risks.<sup>1</sup> This approach involves six key stages:

- Communicate and Consult – engage with internal and external stakeholders.
- Establish the Context – define the scope and boundaries of the risk environment.
- Risk Assessment – identify, analyse, and evaluate risks.
- Treat Risks – implement and review controls to mitigate risks.
- Monitoring and Review – regularly review risks and conduct audits.
- Recording and Reporting – document and communicate risk outcomes.

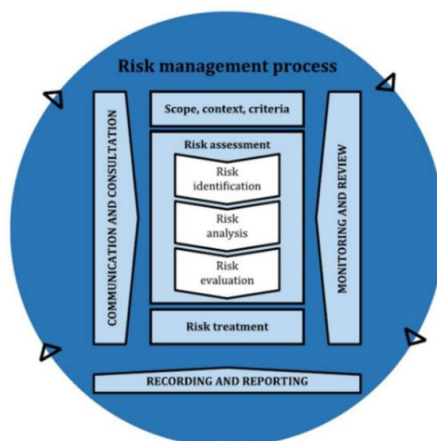


Figure 1 - Summary of Council’s Risk Management Process

**3. COMMUNICATE AND CONSULT**

Communication and consultation are essential to effective risk management and must occur at every stage of the process. Engagement with stakeholders should prioritise two-way dialogue, rather than a one-way flow of information from decision-makers.

While experts and non-experts may have different perspectives, both views can add value to the process. To reduce ambiguity and avoid duplication, risk assessments and treatment planning should be conducted

<sup>1</sup> See Australian Standard AS ISO 31000:2018 Risk management - Guidelines

Enterprise Risk Management Process

collaboratively, with key stakeholders involved. Any uncertainties should be discussed openly to establish clear assumptions, consistent measurements, and appropriate mitigation strategies.

Ongoing communication and consultation with stakeholders are critical at each step of the risk management process. This engagement must emphasise active participation and feedback, rather than simply informing stakeholders of decisions.

The Manager Information Systems & Governance is available to support employees throughout the process, including risk assessments, development of treatments, and reporting.

Any changes to the Enterprise Risk Management (ERM) Framework that affect the process will be communicated to all relevant stakeholders.

**4. ESTABLISH THE CONTEXT**

This step adds value to the risk management process by establishing alignment, planning, understanding, and preparation. It involves defining Council’s scope for risk management and setting the criteria against which risks will be assessed. It also considers factors that may influence or significantly impact Council’s ability to achieve its objectives.

Establishing the context requires an understanding of Council’s operations and activities, as well as the internal and external environments in which they occur. The context, whether internal or external, relates to the conditions under which Council seeks to achieve specific objectives and includes:

External context

- Cultural, social, political, legal, regulatory, financial, technological, economic, and environmental factors at local, state, national, and international levels
- Key drivers and trends that may affect Council objectives
- Relationships with external stakeholders, including their perceptions and expectations

Internal context

- Governance arrangements, organisational structure, roles, and responsibilities
- Corporate and operational plans, policies, objectives, and supporting strategies
- Organisational capabilities, including resources, knowledge, systems, and technology
- Relationships with internal stakeholders, including their perceptions and values
- Information systems and decision-making processes

The risk management context also considers the goals, objectives, strategies, scope, and parameters of Council activities where uncertainty may arise or where the risk management process is applied. This includes assessing the potential benefits, costs, and opportunities of risk management activities, as well as the resources required. Establishing risk criteria is a key component of this step.

**5. RISK ASSESSMENT**

Risk assessment is the overall process of identifying, analysing, and evaluating risks. The ERM process outlines how risk assessment and treatment are carried out and includes:

- A Risk Rating Matrix to support consistent risk evaluation
- Risk consequence and likelihood matrix tables
- Guidance on developing and implementing control measures and treatment plans

**5.1 RISK IDENTIFICATION**

Risk identification is the process of recognising the key risks that may affect Council. This involves considering potential sources of risk, possible hazards, underlying causes, and areas of exposure. Where a risk is identified with a likelihood of occurring within three months, Managers must promptly complete a risk assessment and, where necessary, develop a treatment plan for presentation at an ordinary Council meeting.

Enterprise Risk Management Process

Risk identification is conducted within the context of specific activities, procedures, or processes. Council focuses on effectively managing key material risk categories and types:

Risk Category	Risk Type
Environmental	Financial Risk
Financial	Human Resources
Health and Safety	Information Technology
Infrastructure and Assets	Macro Risk
Legal and Regulatory	Operational Risk
Political and Reputational	Regulatory
Service Delivery and IT	Strategic Risk

A systematic and comprehensive approach is essential when identifying risks. The Enterprise Risk Register is updated quarterly to reflect risks identified during operations in the previous quarter. Key questions to guide risk identification include:

- What could happen?
- How could it happen?
- When could it happen?
- Where could it happen?
- Why could it happen?
- What would be the impact?

Identifying potential causes of risk is also important, as this supports the development of appropriate treatments in later stages. Causes may include commercial relationships, financial activities, operational issues, political influences, human behaviour, natural events, business interruptions, management practices, technology or technical issues, and legal relationships.

A comprehensive list of risks should be developed, covering events that may create, enhance, prevent, degrade, accelerate, or delay the achievement of Council’s objectives. This process should also consider risks associated with not pursuing opportunities, as well as risks beyond Council’s direct control.

While risk identification and analysis often focus on negative impacts, the same approach can also be used to identify and prioritise opportunities that may deliver positive outcomes. Recognising these opportunities can support better decision-making and improved achievement of Council objectives.

**5.2 RISK ANALYSIS**

Once risks have been identified, they can be analysed. Risk analysis involves applying predetermined criteria to assess the level of risk by considering both the **likelihood** of the event occurring and its potential **consequences**. This process enables the determination of the inherent risk level using the Risk Rating Matrix.

The methodology for analysing risks involves four key steps:

**1. Identify existing controls**

Consider the controls currently in place to reduce the risk. These may include policies, processes, procedures, mechanisms, practices, or other actions that influence the likelihood or consequences of the risk.

**2. Assess likelihood**

Likelihood refers to the probability of the risk event occurring. Ratings from 1 to 5 (ranging from rare to almost certain), as defined in the *Likelihood Rating Matrix*, are used to estimate this probability.

**3. Assess consequences**

Consequences represent the potential impact on Council’s objectives. These are evaluated across relevant consequence categories, considering the most likely severity. Ratings range from 1 to 5 (insignificant to

Enterprise Risk Management Process

catastrophic), as defined in the **Risk Consequence Matrix**, with higher ratings reflecting greater impact on Council and the community.

**4. Determine the level of risk**

The overall level of risk is determined by combining the likelihood and consequence ratings using the **Risk Rating Matrix**. The resulting rating categorises the risk as low, moderate, significant, or extreme.

**5.3 LIKELIHOOD RATING MATRIX**

When assessing the likelihood of a risk, both the probability and the expected frequency of occurrence should be considered. Council applies defined likelihood ratings to ensure consistency in how risks are evaluated.

Rating	Likelihood	Description	Quantification
1	Rare	The event may occur but only in exceptional circumstances. No past event history	Once every 50 years
2	Unlikely	The event could occur in some circumstances. No event history.	Once every 20 years
3	Possible	The event may occur at some time. Some past warning signs or previous event history	Once every 5 years
4	Likely	The event will probably occur. Some recurring past event history.	Once a year
5	Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history	Once every 6 months or more

**5.4 RISK CONSEQUENCE MATRIX**

The consequence assessment evaluates the impact of a risk event. This impact can be measured in various ways, such as financial loss or gain, environmental effects (including the effort required to remediate), or other relevant outcomes.

Council will apply defined consequence ratings to ensure consistent evaluation, based on the seven identified material risk categories.

Refer Appendix A for **Risk Consequence Matrix**.

Enterprise Risk Management Process

**5.5 RISK RATING MATRIX**

Inherent risk represents the overall level of risk before any additional treatments are applied. It is determined by combining the likelihood and consequence ratings.

The level of inherent risk informs how each risk will be managed and prioritised. Council uses a Risk Rating Matrix to classify inherent risk levels and support consistent decision-making:

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	6 Moderate	7 Significant	8 Extreme	9 Extreme	10 Extreme
	Likely	4	5 Moderate	6 Moderate	7 Significant	8 Extreme
Possible		3	4 Low	5 Moderate	6 Moderate	7 Significant
	Unlikely	2	3 Low	4 Low	5 Moderate	6 Moderate
Rare		1	2 Low	3 Low	4 Low	5 Moderate

**5.6 RISK EVALUATION**

Risk evaluation involves determining whether identified risks are acceptable or require further action. Council applies the principle of “As Low As Reasonably Practicable” (ALARP) when assessing risk acceptability.

A risk is considered ALARP when the risk owner can demonstrate that the cost, time, or effort required to reduce the risk further would be grossly disproportionate to the benefit gained. This recognises that completely eliminating risk is often impractical, as doing so could require excessive resources with minimal additional benefit to Council or the community.

The purpose of risk evaluation is to support decision-making following risk analysis, specifically:

- identifying which risks require further treatment
- determining the priority for implementing treatment actions

Where managing a risk provides a clear business benefit, additional controls may be required, and a risk treatment plan should be developed.

In general:

- Extreme and Significant risks require further treatment
- Moderate and Low risks are assessed in context to determine whether treatment is necessary

Risk evaluation involves comparing the assessed risk level against Council’s priorities and requirements, with treatment strategies varying according to the level of inherent risk:

**Extreme** – Requires immediate action due to potentially severe consequences. Typically involves detailed analysis and decision-making at the senior management level.

**Significant** – Requires prompt action and senior management attention due to potential organisational impact.

**Moderate** – Managed through routine or targeted procedures, with clear management responsibility assigned.

Enterprise Risk Management Process

**Low** – Monitored and reviewed periodically, generally managed through standard procedures.

Risks that affect multiple areas of Council must be communicated across relevant departments, with those stakeholders involved in the analysis and evaluation process to ensure a coordinated, organisation-wide approach.

If a risk rating is considered inaccurate, it should be reviewed, adjusted, and clearly documented. The outcome of the evaluation process may result in a prioritised list of risks requiring further action. Risks deemed acceptable should continue to be monitored and periodically reviewed.

**5.7 REVIEW AND GOVERNANCE REQUIREMENTS**

**Moderate and Low risks**

Reviewed annually by the responsible officer, with outcomes reported to the relevant Director. Formal treatment plans are generally not required.

**Extreme and Significant risks**

Subject to detailed analysis of controls to determine residual risk. These risks are actively managed by the CEO (or delegated authority), with treatment plans developed where needed. The CEO reports on these risks to Council, with any escalation in extreme risks immediately reported to the Mayor, and other significant changes reported to Council as soon as practicable.

Council recognises that eliminating all risk is neither practical nor in the best interests of stakeholders. Risk evaluation therefore also considers whether existing controls are sufficient and whether risks are being managed appropriately.

**5.8 FURTHER CLASSIFICATION OF RISKS**

Risks may also be grouped into the following classes:

**Generally Acceptable (GA)**

Low risks with minimal impact or low likelihood. These pose little threat and may require minimal or no action.

**As Low As Reasonably Practicable (ALARP)**

Includes low and moderate risks that are tolerable. Activities may proceed while managing these risks through reasonable controls.

**Generally Unacceptable (GU)**

Includes significant and extreme risks. These are high priority, with serious potential impacts, and must be addressed promptly.

**6. TREAT THE RISKS**

Risk treatment involves identifying and selecting appropriate measures to address unacceptable risks, evaluating available options, developing treatment plans, and implementing them effectively.

It is a cyclical process that includes:

- Assessing potential treatment options
- Determining whether the resulting (residual) risk is acceptable
- Developing additional treatments if the risk remains unacceptable
- Evaluating the effectiveness of implemented treatments

Risk treatments can take several forms, including:

- Preventative – measures designed to stop the risk from occurring
- Detective – controls that identify and report risks or issues as they arise
- Corrective – actions taken to respond to incidents, recover, and prevent recurrence
- Recovery-focused – processes aimed at reducing the impact of a risk by enabling efficient recovery

## Enterprise Risk Management Process

- Directive – changes to policies, procedures, or guidelines to manage risk
- Deterrent – measures that discourage behaviours or conditions that could lead to risk

Treatment plans should clearly outline the priority and sequence of actions required. Where multiple treatment options are available, a cost-benefit analysis can help determine the most effective and practical solution.

For risks classified as extreme, treatment plans may require approval from the Executive Management Team and the Audit Committee to ensure appropriate oversight and management.

### **7. MONITOR AND REVIEW OF RISKS**

---

The Risk Register is reviewed and updated annually, or more frequently if new or changed risks are identified through Council's reporting processes. Once updates have been reviewed and endorsed by the relevant members of the Senior Management Team, the Audit Committee reviews the Risk Register before it is presented to Council for adoption.

Monitoring and review ensure that changes in context and priorities are managed effectively, and that emerging risks are identified in a timely manner. This includes:

- Reviewing the effectiveness and adequacy of existing controls, and identifying any changes in the risk environment
- Learning from successes and failures, including analysis of root causes and control effectiveness
- Continuously improving the risk management process
- Undertaking audits and line management reviews

All risk assessments and treatment activities must be conducted in accordance with the ERM Process, and all relevant documentation must be stored in Council's electronic recordkeeping system. The Manager Information Systems & Governance is responsible for consolidating all risks into the Risk Register for ongoing monitoring.

Risk reports should, where possible, be presented to Council through the Audit Committee. The Manager Information Systems & Governance will report at least annually on:

- Risks classified as Significant or Extreme
- Risks identified as requiring treatment
- Updates to previously adopted risks, including any new, amended, or removed risks since the last report
- All risks assessed as ALARP (tolerable)

Council is responsible for providing direction on the continued acceptance of identified risks, as well as endorsing the associated controls and treatment strategies.

### **8. RECORDING AND REPORTING**

---

Recording and reporting are key components of Council's governance framework and aim to:

- Share risk management activities and outcomes across the organisation
- Support informed decision-making
- Enhance future risk management practices
- Facilitate engagement with relevant stakeholders

When developing reporting activities, the following factors should be considered:

- The specific information needs of stakeholders
- The cost, frequency, and timeliness of reporting
- Appropriate methods of communication
- The relevance of information to Council's objectives and decision-making processes

All decisions regarding the creation, retention, and storage of records must comply with Council's *Records Management Policy*.

Appendix A – Risk Consequence Matrix

		Consequences				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Risk Category	<b>Health &amp; Safety</b>	Staff issue causes negligible impact. Injuries require first aid or non-treatment of injuries.	General morale and attitude problems. Injury involving lost time in the workplace.	Widespread staff issues cause failure to deliver several minor strategic objectives.	Staff issues cause widespread failure to deliver essential services. Temporary disability or hospital admission < 3 days.	Death or permanent disability or long term hospital admissions.
	<b>Environmental</b>	Minor adverse event that can be remedied immediately.	Isolated instances of environmental damage requiring effort to fix in the short term.	Adverse events that cause widespread damage but reversible in the short to medium term. May incur cautionary notice or infringement notice.	Significant adverse event causing widespread damage which may be reversed through appropriate remedial action in the medium term. Penalties may apply.	Major adverse event requiring continual long term remedial action. Significant penalties may apply.
	<b>Financial</b>	Financial impact (expenditure or revenue) <\$50,000. Budget variation manageable in the short term.	Financial impact (expenditure or revenue) between Budget variation manageable without impact on bottom line of budget absorbed over current financial year.	Financial impact (expenditure or revenue) between \$250,000 - \$500,000 impact on budget beyond current financial year but manageable within next financial year.	Financial impact (expenditure or revenue) between \$500,000 – 1 Million. Impact on budget with recovery over proceeding two or three financial years.	Financial impact (expenditure or revenue) >\$1 million on budget with recovery over three or more financial years.
	<b>Service delivery/ IT</b>	Interruption to a service not requiring any further remedial action and with minimal impact on customers.	Interruption to a service requiring further remedial action and with moderate impact on customers.	Interruption to core business function or essential service with significant customer impact for up to 48 hours.	Interruption to core business function or essential service for 2-7 days.	Interruption to core business function or essential service greater than 7 days.
	<b>Infrastructure &amp; Assets</b>	Some damage where repairs are required however facility or infrastructure is still operational.	Short term loss or damage where repairs required to allow the infrastructure to remain operational using existing internal resources.	Short to medium term loss of key assets and infrastructure where repairs required to allow the infrastructure to remain operational. Cost outside of budget allocation.	Widespread, short term to medium term loss of key assets and infrastructure. Where repairs required to allow the infrastructure to remain operational. Cost significant and outside of budget allocation.	Widespread, long term loss of substantial key assets and infrastructure. Where infrastructure requires total rebuild or replacement.
	<b>Legal/ Compliance</b>	Dispute resolved through internal process or expertise.	Dispute resolved through legal advice.	Corporation directed to undertake specific activities to remedy breaches in legislation that may require the involvement of legal firms.	Deliberate breach or gross negligence/formal investigations from third party (Ministerial involvement, Ombudsman or QCCC).	Major breach of legislation resulting in major corporation penalties, fines, QCCC investigation that may result in legal action against corporation staff or class action.
	<b>Political/ Reputational</b>	Political activity that requires minor changes in operations issue may result in a number of adverse local complaints.	Political activity that requires changes in operations issues may attract limited media coverage.	Political activity that requires changes in operations with budget and resource implications issue may attract regional and state media coverage through various mediums with minimal consequence.	Political activity that requires changes in operations with significant ongoing budget or resource implications issue may attract significant State and National media coverage with some effect on Councils reputation.	Political activity that results in irreparable damage Prolonged adverse media attention. Staff and Elected members forced to resign.



**Enterprise Risk Management Framework**

Policy Type	Governance Framework	Version:	4.0
Responsible Officer	Manager Information Systems & Governance	Date Approved:	17/06/2026
Review Officer:	Director Corporate & Community Services	Review Due:	17/05/2028
Author:	Manager Information Systems & Governance	Commencement:	17/06/2026

**1. PURPOSE**

The purpose of the Framework is to establish a consistent, organisation-wide approach to the effective management of risk.

Enterprise Risk Management (ERM) includes:

- Applying and maintaining an understanding of the level of risk Council is willing to accept;
- Developing and implementing proactive strategies to identify, control, treat, and manage risks;
- Promoting and embedding a positive risk management culture across Council, integrated into day-to-day operations and organisational activities;
- Strengthening corporate governance practices to support informed decision-making, priority setting, planning, budgeting, and reporting;
- Improving operational effectiveness and efficiency, and enhancing the communication of risk across the organisation; and
- Establishing clear roles, responsibilities, and accountabilities for risk management throughout Council.

**2. INTRODUCTION**

As defined in *AS ISO 31000:2018 Risk Management – Guidelines* (“the Australian Standard”), risk is the effect of uncertainty on objectives. Risk management is the coordinated approach that integrates strategy, processes, culture, technology, standards, and knowledge to identify, analyse, evaluate, treat, monitor, review, and communicate uncertainties faced by an organisation. In practical terms, risk management provides a suite of tools to identify and mitigate uncertainty that may affect the achievement of Council’s strategic and operational objectives.

ERM, however, goes beyond traditional risk management. It represents a structured and coordinated approach to aligning strategy, processes, people, technology, and knowledge to effectively manage risk across the organisation.

Risk is inherent in all Council activities, including its business operations, programs, services, projects, processes, and decision-making. ERM seeks to remove traditional silos or barriers by embedding consideration of risk not only as the potential for loss, but also as an event that may present opportunities with both positive and negative outcomes. Accordingly, Council is committed to consistent, efficient, and effective risk management practices, including sharing risk information across the organisation to support effective resource allocation and minimise duplication of effort.

ERM requires Council to consider the broader risk landscape and the interconnected processes that flow from it. Responsibility for managing risk rests with Councillors, Council employees, contractors, volunteers, and suppliers.

The Enterprise Risk Management Framework (“the Framework”) should be read in conjunction with the ERM Policy and ERM Process. The implementation of the Framework will:

## Enterprise Risk Management Framework

- Ensure a consistent and best-practice approach to risk management across the organisation;
- Establish a structured and systematic process for identifying, analysing, evaluating, managing, treating, monitoring, reviewing, and communicating risks; and
- Promote the integration of risk management into Council's governance, planning, management, reporting, policies, operations, values, and organisational culture.

### 2.1 COUNCIL'S MISSION

To promote the prosperity and liveability of our communities by providing cost-effective services, fostering collaborative partnerships and maintaining accountable governance.

### 2.2 COUNCIL'S VALUES

Council has established a set of values which are implicit in our work practices, including risk management, and guide us in servicing our community:

#### **Sustainable**

We operate in an efficient and effective businesslike manner to ensure long-term sustainability by optimising customer service levels whilst managing community expectations.

#### **United team**

Our people work respectfully and collaboratively to achieve Council's goals with every decision being made based on what is best for the whole organisation.

#### **Customer focussed**

The community are our customers and we are here to serve our community in everything we do.

#### **Community Partnerships**

We build partnerships with the community to deliver better outcomes.

#### **Ethical Conduct**

We operate fairly, with integrity and open, honest, transparent and accountable behaviour and consistent decision-making.

#### **Striving to be better**

We strive to improve Council's service and enthusiastically pursue innovative ways of providing services simply and effectively.

#### **Skilled workforce**

We ensure our workforce is equipped with the skills and knowledge needed for today and into the future.

### 2.3 INTEGRATION WITH CORPORATE AND OPERATIONAL PLANNING

Management will apply the Framework to identify and assess risks associated with delivering the Corporate Plan activities and achieving Operational Plan key performance indicators, thereby using ERM to support and enable the achievement of Council's strategic and operational objectives

Council's strategic priorities are:

#### **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.

Enterprise Risk Management Framework

**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.

The following figure illustrates how strategic and operational planning and risk management processes are aligned and integrated.

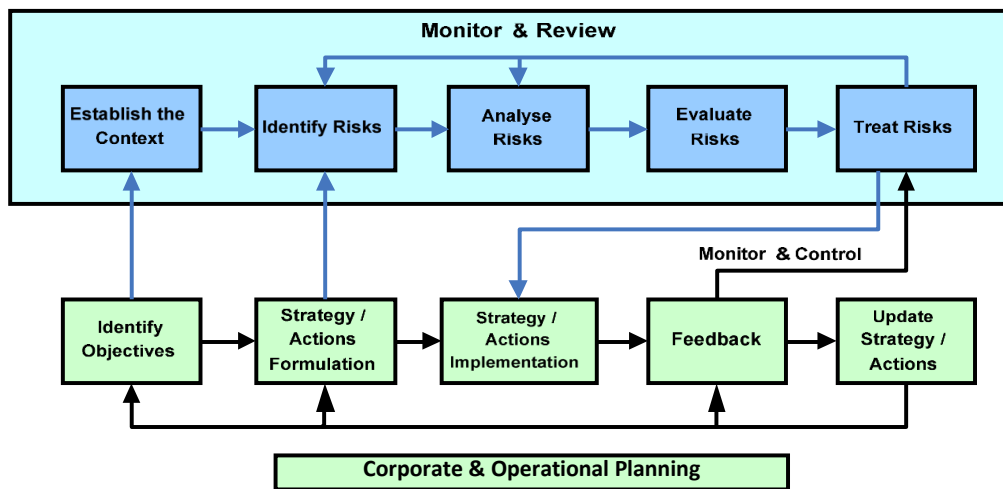


Figure 1 - Linking Corporate and Operational Planning with Risk Management

**3. RISK MANAGEMENT PRINCIPLES**

The Framework is based on the following risk management principles as adapted from the Australian Standard:

**Integrated** - Risk management is integral part of all organisational activities.

**Structured and comprehensive** - A structured and comprehensive approach to risk management contributes to consistent and measurable results.

**Customised** - The risk management framework and process are tailored and proportionate to the organisation's internal and external context and aligned with its objectives.

**Inclusive** - Timely and appropriate involvement of stakeholders ensures their knowledge, views, and perspectives are considered, leading to improved awareness and more informed decision-making.

**Dynamic** - Risks may emerge, evolve, or disappear as the organisation's internal and external context changes. Risk management processes anticipate, identify, and respond to these changes in a timely and appropriate manner.

**Best Available Information** - Risk management is informed by historical and current data, as well as future expectations. It recognises and accounts for any limitations and uncertainties in this information. Relevant information is to be timely, clear, and accessible to stakeholders.

Enterprise Risk Management Framework

**Human and cultural factors** - Human behaviour and organisational culture significantly influence all aspects of risk management at each level and stage.

**Continual improvement** - Risk management is continuously enhanced through learning, experience and ongoing review.

**4. RISK MANAGEMENT PROCESS**

Risk management is a core management tool that is embedded in Council’s culture and operational practices and aligned with its business processes. The process involves establishing the context, followed by identifying, assessing, treating, monitoring, and reviewing risks. It is communicated to stakeholders, who are consulted and actively engaged throughout the process; see Figure 2 (below), in accordance with the Australian Standard.

Council’s ERM Process provides detailed guidance on risk assessment, including Council-approved thresholds for likelihood and consequence, as well as the Risk Rating Matrix used to determine the overall rating for each identified risk.

The ERM Process also outlines the required treatment and escalation actions based on the inherent risk rating. For example, risks rated as Extreme require immediate action and must be reported to the CEO, whereas Low-rated risks may only require ongoing monitoring.

The establishment of context is specific to each individual risk. Relevant stakeholders may differ depending on the risk and should include individuals at various levels who are involved in delivering the service or activity concerned.

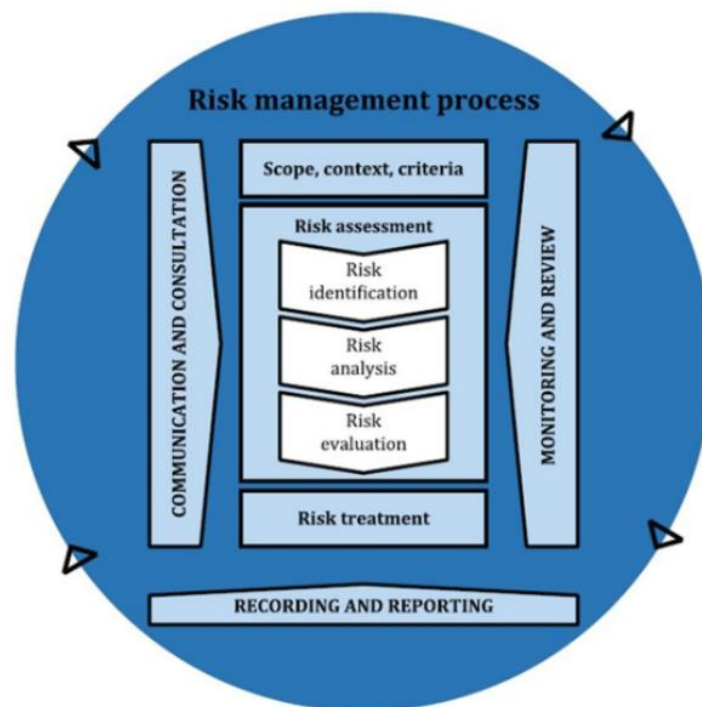


Figure 2 - Summary of Council’s Risk Management Process

Enterprise Risk Management Framework

**5. ERM STANDARDS**

---

The following standards support the ERM process and provide clear instruction to risk owners on the approach adopted by Council.

**5.1 STANDARD 1 - SUPPORT AUDIT RECOMMENDATIONS**

Risks identified through internal or external audits must be recorded in the appropriate risk register by the relevant risk owner, with support from the Governance & Compliance section. The risk owner is responsible for the final wording of the documented risk and any associated risk treatment plan.

**5.2 STANDARD 2 - LEARNING FROM INCIDENTS, SUCCESSES AND FAILURES**

Incidents, successes, and failures provide a valuable opportunity to review and update the risk register, based on the relevant outcomes. Risk owners should consider the following:

- Was the risk and its causes correctly identified?
- Why did the controls succeed or fail; were the controls appropriately identified?
- Were any control gaps identified?
- Does the risk analysis need to be revised?
- What additional risk treatment is now required?

The risk register must be updated in accordance with the Risk Assessment Process where identified during the review process.

**5.3 STANDARD 3 - RISK OWNERSHIP AND MANAGEMENT**

A risk owner is a Council employee, typically a Director and/or Manager, authorised by the CEO through this document to manage a specific risk and held accountable for its management.

For corporate risks, the CEO will appoint a Director or Manager to assume ownership and reporting responsibilities for designated risks.

At the departmental and sectional levels, Directors and Managers retain ownership of identified risks. Where appropriate, they may delegate the day-to-day management of certain risks, particularly those with a lower current risk rating, to Coordinators or Supervisors.

For risks associated with capital projects and major events, Directors and Managers will maintain overall ownership unless the CEO appoints another Council employee as the risk owner for a specific project or event. For reporting purposes, all capital project and major event risks must be recorded in the risk register by the designated risk owner.

**6. INSURANCE**

---

Council’s insurance portfolio is managed by the Finance Section. All insurance policies must be sourced through this section and not directly by individual business areas.

**6.1 INSURANCE AS A RISK MANAGEMENT TOOL**

Council must use its available resources efficiently and effectively to manage risk and minimise losses to the community and Council assets. While insurance may be used to transfer or manage the risk of financial loss, it may not always be cost-effective or appropriate for all risks.

When considering the use of insurance the following should be considered:

- Nature of the risk;

## Enterprise Risk Management Framework

- Availability of alternative risk management and mitigation strategies;
- Financial consequences of choosing not to insure; and
- Value of loss Council is willing to fund.

Responsible officers must ensure they have appropriate insurance for their specific risks. The level of insurance sourced should be based on tolerance levels, past claims experience and the availability and cost of insurance. Officers should:

- Ensure they consider all insurable risks and insure appropriately; and
- Consider Council's risk profile and determine the appropriate level of insurance required.

Preventative and mitigating measures should be considered to reduce the likelihood or impact of an adverse risk event where they are demonstrated to be cost-effective, even when the risk is insured. Regardless of whether a risk is insurable, the risk owner must document how the risk will be managed in the risk register.

### **7. RAISING AWARENESS OF RISK MANAGEMENT**

---

One way to strengthen enterprise risk management awareness among Senior Management is to place greater emphasis on specific section headings within Council reports, with risk implications addressed as a mandatory component. These sections include:

- Link to the Corporate Plan
- Consultation
- Legal and risk implications
- Policy implications
- Financial and resource implications

Council reports must identify relevant risks, particularly those assessed as Significant or Extreme. Where such risks are identified, an action item must be created to ensure the risk register is updated in a timely manner. This process also provides an opportunity to review and discuss the status of any associated risk treatment implementation plans.

### **8. RESOURCES**

---

Risk management must be adequately resourced to ensure an effective and sustainable process that promotes awareness, accountability, and ownership of Council's risk management principles. Resource considerations include:

- staffing levels, skills, experience, and capability;
- clearly defined responsibilities for each stage of the risk management process;
- organisational frameworks for managing risk;
- documented procedures and processes;
- supporting technology systems; and
- risk management training.

### **9. RESPONSIBILITIES**

---

Embedding a risk management culture across all work and business practices is the collective responsibility of Council, Council employees, contractors, volunteers, and suppliers. The specific responsibilities and accountabilities of relevant personnel or groups are outlined below:

#### **9.1 COUNCIL**

Council provides strategic direction and oversight of risk management across the organisation by:

Page 6 of 10

Enterprise Risk Management Framework

- Approving Council’s ERM Policy and Framework, risk registers, and any updates. Where meeting schedules permit, these documents are ordinarily reviewed by the Audit Committee prior to Council consideration;
- Overseeing the management of risks rated as high or very high, including reviewing the effectiveness of associated controls through quarterly risk management reports;
- Satisfying itself that risks with a high or very high current rating have been assessed as tolerable under the “as low as reasonably practicable” (ALARP) principle;
- Ensuring that lower-rated risks are appropriately managed, with effective controls and reporting mechanisms in place; and
- Approving major decisions that significantly impact Council’s risk profile or exposure.

**9.2 CHIEF EXECUTIVE OFFICER (CEO)**

The CEO is accountable to Council and has overall responsibility for protecting the organisation from unacceptable costs or losses arising from Council operations. The CEO is also responsible for developing, approving, and implementing processes to effectively manage risks that may impact the achievement of Council’s corporate and operational objectives, including Council’s ERM policy, framework, and process.

**9.3 SENIOR MANAGEMENT TEAM**

The effectiveness of ERM within Council depends on management’s awareness of, commitment to, and consistent application of risk management principles in decision-making and day-to-day operations.

The Senior Management Team (SMT), as risk owners within their respective areas of responsibility, is responsible for:

- Promoting and supporting a positive risk management culture across Council;
- Providing leadership and guidance to ensure risk management is embedded in all corporate and operational decision-making processes;
- Maintaining a clear understanding of the risk profile relevant to their area of responsibility;
- Establishing and maintaining appropriate frameworks for managing, monitoring, and reporting risks;
- Managing performance against the risk register, which is a key performance indicator and will be assessed as applicable;
- Identifying, documenting, and recording new or emerging risks resulting from changes in the work environment, and ensuring risk records are reviewed and updated on an ongoing basis;
- Maintaining awareness of the broader risk environment and, where risks extend beyond their direct control, collaborating with other risk owners to identify and prioritise risks, assign clear accountabilities, and develop coordinated solutions and outcomes. Where risks affect multiple areas, working with relevant employees to ensure risks are appropriately managed and neither over nor under-controlled; and
- Ensuring adequate resourcing and access to appropriate risk management training within their area of responsibility.

**9.4 COORDINATORS AND SUPERVISORS**

Coordinators and Supervisors are responsible for implementing risk management practices within their areas of responsibility, including internal controls, and for being accountable for the outcomes and results of those activities.

Enterprise Risk Management Framework
--------------------------------------

**9.5 ALL EMPLOYEES, VOLUNTEERS, CONTRACTORS AND SUPPLIERS**

All Council employees, volunteers, contractors, and suppliers are responsible for:

- Complying with their obligations under relevant legislation (including Workplace Health and Safety requirements) and Council's Risk Management Framework;
- Conducting themselves in a manner that does not compromise their own health and safety or that of others in the workplace;
- Providing appropriate direction, instruction, and training in relation to risk management and health and safety to any persons for whom they have supervisory responsibility or a duty of care;
- Identifying situations where risk management practices are required, ensuring those practices are documented, and advising their supervisor accordingly; and
- Taking reasonable steps to reduce the likelihood and impact of fraud and corruption within their work environment.

**9.6 AUDIT COMMITTEE**

The primary purpose of the Audit Committee is to assist Council in fulfilling its governance responsibilities, including oversight of financial management and reporting obligations under the *Financial and Performance Management Standard 2009*, the *Local Government Act 2009* (Qld), and other relevant legislation.

In fulfilling this role, the Committee will:

- Enhance Councillors' ability to exercise due care, diligence, and skill in relation to compliance with applicable laws, regulations, and policies;
- Provide advice and assurance to Council that organisational processes and procedures are robust, effective, and well managed;
- Monitor the credibility, integrity, and objectivity of Council's financial reporting;
- Ensure the independence, adequacy, and effectiveness of Council's Internal Audit function;
- Oversee the application of appropriate accounting policies and disclosure practices;
- Maintain independence from the day-to-day management and operations of Council;
- Review and monitor corporate policies, and recommend additional policies where necessary to prevent or address fraudulent or corrupt activities;
- Advise Council on the management of strategic risks; and
- Support initiatives to strengthen internal controls and minimise risks, including fraud and corruption.

**10. TRAINING**

The Manager Information Systems & Governance is responsible for ensuring adequate training is provided to employees involved in the risk management process.

Enterprise Risk Management Framework
--------------------------------------

**11. REVIEW OF ENTERPRISE RISK MANAGEMENT DOCUMENTS**

Item	Process
Enterprise Risk Management Policy	Reviewed by the SMT every two years, or earlier where there is a material change to Council. Any revisions are subject to approval by the Audit Committee and Council.
Enterprise Risk Management Framework	Reviewed every two years, with any revisions endorsed by the Audit Committee and approved by Council. It may also be reviewed at any time where opportunities for improvement are identified.
Enterprise Risk Management Process	Monitored and reviewed on an ongoing basis with revisions endorsed by the Audit Committee and approved by the EMT.
Strategic Risks (Organisational level)	The Directors and CEO are responsible for reviewing all strategic and operational risks rated as significant to extreme, including associated treatment plans. A report is to be provided to the Audit Committee annually, or sooner where material changes occur.
Operational Risks (Department level)	Managers are responsible for reviewing risks and associated treatments where task-level data has changed. Regular reviews of all significant risks must be undertaken and reported to the EMT.
Individual risks (Task level)	Monitoring and review are ongoing to ensure processes remain current and reflect up-to-date information. Reviews may be triggered by incidents where controls have failed or were not in place.

**12. RELATED DOCUMENTS**

- AS ISO 31000:2018 Risk Management – Guidelines*
- Corporate Plan (MSC)*
- Enterprise Risk Management Policy (MSC)*
- Enterprise Risk Management Process (MSC)*
- Fraud and Corruption Control Policy (MSC)*
- Fraud and Corruption Control Plan (MSC)*
- Local Government Regulation 2012 (Qld)*
- Operational Plan (MSC)*

**13. DEFINITIONS**

**Chief Executive Officer** - A person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.

**Control Owner** - The person responsible for implementing controls and monitoring existing controls to determine, document and report on control effectiveness, adequacy and changes in risk environment. In some cases, the control owner is the risk owner or the control owner would normally report to the risk owner.

Enterprise Risk Management Framework
--------------------------------------

**Council ERM** - Standards Rules providing instruction to risk owners and Council employees on specific areas of their risk management responsibilities.

**Current (Residual) Risk Rating** - The level of risk remaining after risk treatment.

**Enterprise Risk Management (ERM)** - Council's approach to risk management encompassing strategy, processes, culture, technology, standards and knowledge in identifying, analysing, evaluating, managing, treating, reviewing and communicating uncertainties encountered to achieve an appropriate balance between minimising losses and maximising opportunities in meeting its objectives.

**Enterprise Risk Management Framework** - Council's adopted systems, processes and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving ERM throughout Council. The framework provides an expression of intent on what, why and how risk is to be managed and shows how Council provides capacity to manage risk according to the intent.

**Risk** - The effect of uncertainty on objectives.

**Risk Analysis** - A process of identifying the cause and source of a risk, its positive and negative consequences, and the likelihood that those consequences can occur. The level of risk is determined through this process.

**Risk Calculator** - A tool, such as Council's Risk Rating Matrix, for ranking and displaying risks by defining ranges for consequence and likelihood.

**Risk Criteria** - Terms of Reference against which the significance of a risk is evaluated. Risk criteria are based on organisational objectives, internal and external context and can be derived from standards, laws, policies and other requirements.

**Risk Owner** - A Council employee (usually a Director and/or Manager) authorised by the CEO to manage a particular risk and is accountable for doing so.

**Risk Profile** - Description of any set of risks as defined. For example: the whole of council or only a part.

**Risk Register** - The system maintained by Council listing the identified and assessed risks.

**Risk Tolerance** - Organisation's or stakeholder's readiness to bear the risk, after risk treatment, in order to achieve its objectives.

**Risk Treatment** - The process to modify risk. Can involve taking (opportunity), avoiding, removing, changing, sharing. If the risk has a negative consequence treatment may also be referred to as risk mitigation.

**Risk Treatment Plan** - A plan detailing the process to modify risk.

**Senior Management Team** - For the purpose of implementing the ERM framework this refers to the CEO, Directors, Managers and other employees approved by the CEO to be a risk owner

**8.6 COMMUNITY MANAGEMENT OF HALLS AGREEMENT - GERAGHTY PARK HALL**

**Date Prepared:** 27 May 2026

**Author:** Coordinator Governance & Compliance

**Attachments:** Nil

---

**EXECUTIVE SUMMARY**

This report seeks approval to finalise a Community Management of Halls Management Agreement with Julatten Edna Head Library Inc, for the management of the Geraghty Park Hall facility in Julatten.

**RECOMMENDATION**

That Council approves the issue of a Management Agreement to Julatten Edna Head Library Inc for the non-exclusive community management of the Geraghty Park Hall facility located upon Lot 53 SP105907, also known as 34 Geraghty Park Road Julatten.

**BACKGROUND**

Council is in receipt of correspondence expressing interest from the Julatten Edna Head Library Inc to commence community management of the Geraghty Park Hall in Julatten ("the Hall"). The group have outlined the organisation's objectives and engaged in negotiations with Council Officers for the management of the Hall.

Engagement and negotiation processes are now complete in accordance with Council policy, and formalising and executing the Management Agreement will assist in ensuring the continued use of the facility is maximised on behalf of the greater community. Under a tenure arrangement, Julatten Edna Head Library Inc will assume the lead administrative role for bookings and access to the Hall and continue with shared responsibility for facility maintenance.

The land is reserve land for the purpose of Environmental Purposes, Recreation and Sport, with Mareeba Shire Council appointed as the Trustees. The issue of this Management Agreement is consistent with the purpose of the Reserve and the associated Land Management Plan for the Reserve.

**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.

**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**

Julatten Edna Head Library Inc to be notified of resolution and provided with the Management Agreement instrument for execution.

**8.7 FINANCIAL STATEMENTS PERIOD ENDING 31 MAY 2026**

**Date Prepared:** 2 June 2026

**Author:** Manager Finance

- Attachments:**
1. **Financial Statements May 2026** [↓](#)
  2. **Interim Audit Report 2026** [↓](#)

**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with an overview of financial matters for the period 1 July 2025 to 31 May 2026.

**RECOMMENDATION**

That Council:

1. receives the Financial Report for the period ending 31 May 2026;
2. receives the Interim Audit Report 2026; and
3. commits to fund its co-contribution towards the project submitted for consideration under the Disaster Ready Fund (DRF).

**BACKGROUND**

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

For the period ending 31 May 2026, the actual results are in line with the year-to-date budget. There are no issues or concerns to discuss or highlight at this stage.

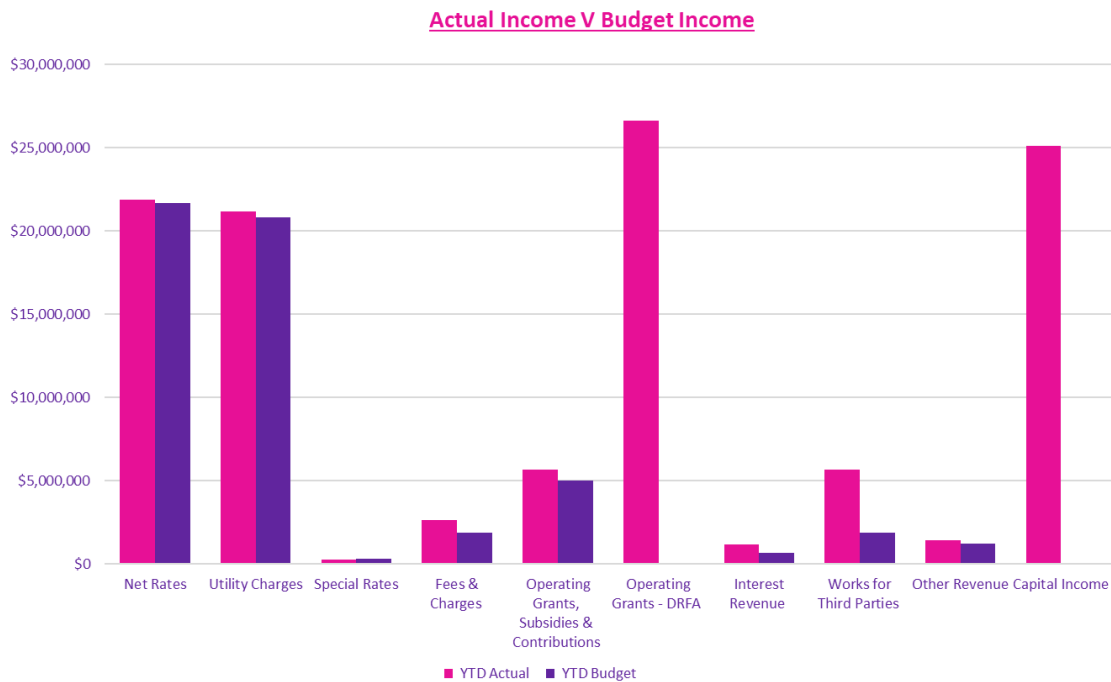
The budgeted figures reflect the 2025/26 Budget as adopted by Council at the 16 July 2025 meeting.

<i>May 2026 – Snapshot</i>	Actuals YTD	Budget YTD
Council Operating Income	\$ 60,003,646	53,525,118
Council Operating Expenditure	\$ 51,917,775	49,287,648
<b>Council Operating Surplus/(Deficit)</b>	<b>\$ 8,085,871</b>	<b>4,237,470</b>
Disaster Recovery Funding Arrangement (DRFA) - Surplus/(Deficit)	\$ 2,115,046	-
<b>Total Operating Surplus/(Deficit)</b>	<b>\$ 10,200,917</b>	<b>4,237,470</b>
Total Capital Income	\$ 25,104,421	-

Income Analysis

Total income for the period ending 31 May 2026 is **\$111,736,069** (which includes \$25,104,421 in capital income and \$26,628,002 in Disaster Recovery Funding Arrangements (DRFA) income) compared to the year-to-date budget of **\$53,525,118**. The variance is primarily due to capital, third party works and DRFA income which are not budgeted for as the amounts are typically unknown at the time the budget is adopted.

The following graph shows actual income against budget for the period ending 31 May 2026:



Income	Actuals YTD	Budget YTD	Note
Net Rates	\$ 21,878,072	21,710,468	1
Utility Charges	\$ 21,174,468	20,838,127	2
Special Rates	\$ 291,144	325,982	3
Fees & Charges	\$ 2,667,068	1,882,041	4
Operating Grants, Subsidies & Contributions	\$ 5,669,059	4,998,864	5
Operating Grants - DRFA	\$ 26,628,002	-	6
Interest Revenue	\$ 1,205,085	685,666	7
Works for Third Parties	\$ 5,669,343	1,870,000	8
Other Revenue	\$ 1,449,407	1,213,970	9
Capital Income	\$ 25,104,421	-	10
<b>Total Income</b>	<b>\$ 111,736,069</b>	<b>53,525,118</b>	

Notes:

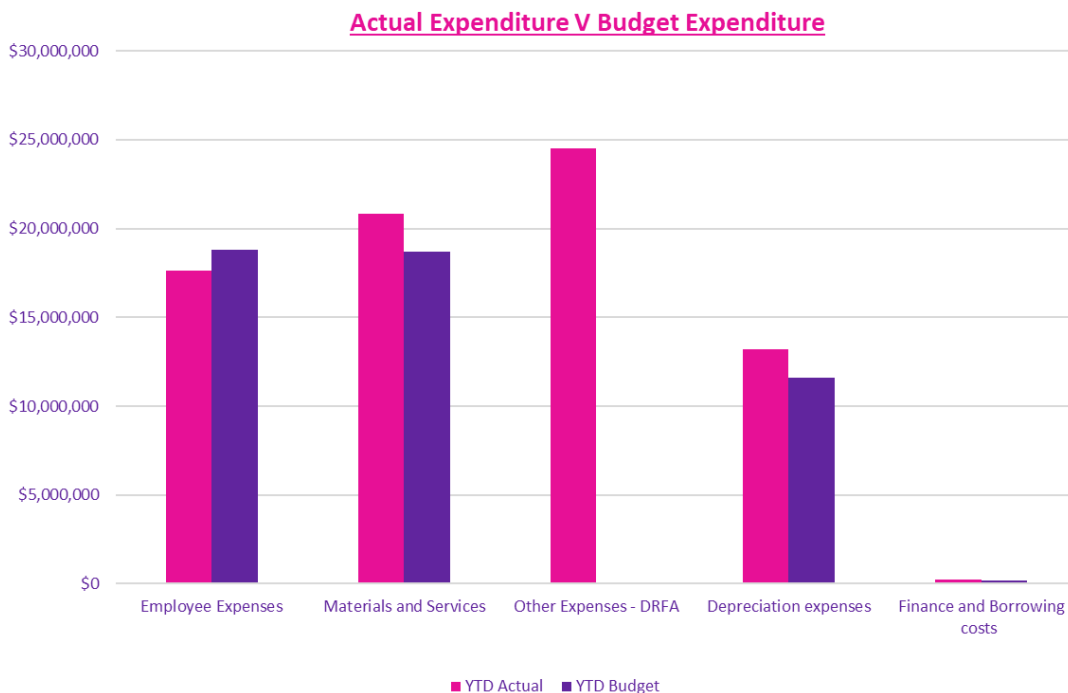
1. The rates notices for the half year ending 30 June 2026 were issued on 9 February with a discount date of 13 May.
2. Contributing to the favourable variance in utility charges are the higher than anticipated charges for residential water consumption, wastewater and waste domestic collections.
3. Income from special charges is slightly lower than anticipated mainly due to extractive industry special charge being based on their annual extraction volume.

4. Fees from local laws, building and plumbing applications, water and wastewater fees and cemeteries are trending higher than budget. Also contributing to the variance are \$85,000 of 2026/27 food licences issued in April and \$57,000 of 2026/27 animal registrations received in May. As this revenue belongs to the next financial year, it will be adjusted accordingly prior to the end of this financial year.
5. Due to the discretionary nature of grant funding, it is unknown what funds are available when the budget is prepared. The budgeted grant funding are all in line with expectations.
6. Disaster Recovery Funding Arrangements (DRFA) restoration works is revenue that is not budgeted for and expenditure will offset this revenue.
7. Interest income is tracking above budget due to higher than anticipated interest rates and the disciplined investment policy of council.
8. Third party works are not budgeted for and this amount includes Road Maintenance Performance Contract (RMPC) income received. There will be expenditure to offset this revenue.
9. Rental income has exceeded the annual budget for Aerodrome leases, as some of this revenue belongs to next financial year, it will be adjusted accordingly prior to the end of this financial year.
10. Capital income represents interest on constrained works, capital grants and developer contributions received.

Expenditure Analysis

Total expenses for the period ending 31 May 2026 amount to **\$76,430,731** (which includes **\$24,512,956** in DRFA expenditure), compared to the year-to-date budget of **\$49,287,648**.

The graph below shows actual expenditure against budget for the period ending 31 May 2026:



<i>Expenses</i>		Actual YTD	Budget YTD	Note
Employee Expenses	\$	17,637,820	18,816,627	1
Materials and Services	\$	20,841,369	18,679,075	2
Other Expenses - DRFA	\$	24,512,956	-	3
Depreciation Expenses	\$	13,190,123	11,591,892	4
Finance and Borrowing Costs	\$	248,463	200,054	5
<b>Total Expenses</b>	<b>\$</b>	<b>76,430,731</b>	<b>49,287,648</b>	

Notes:

1. There are no significant issues in employee expenses identified. The variance in employee expenses is due to a timing issue between fortnightly pay processing and report preparation, staff vacancies and staff working on capital projects.
2. The majority of the variance in materials and services is due to expenditure on unbudgeted RMPC and third party works.
3. Expenditure incurred for the DRFA restoration works are not budgeted for. This expenditure will be offset against income.
4. Actual depreciation is higher than budget due to valuation movements (road assets) and new capitalisations since the budget was adopted. Depreciation adjustments will be undertaken at year end.
5. Bank charges are higher than budget allocation due to increasing fees on electronic funds and payment options offered by council.

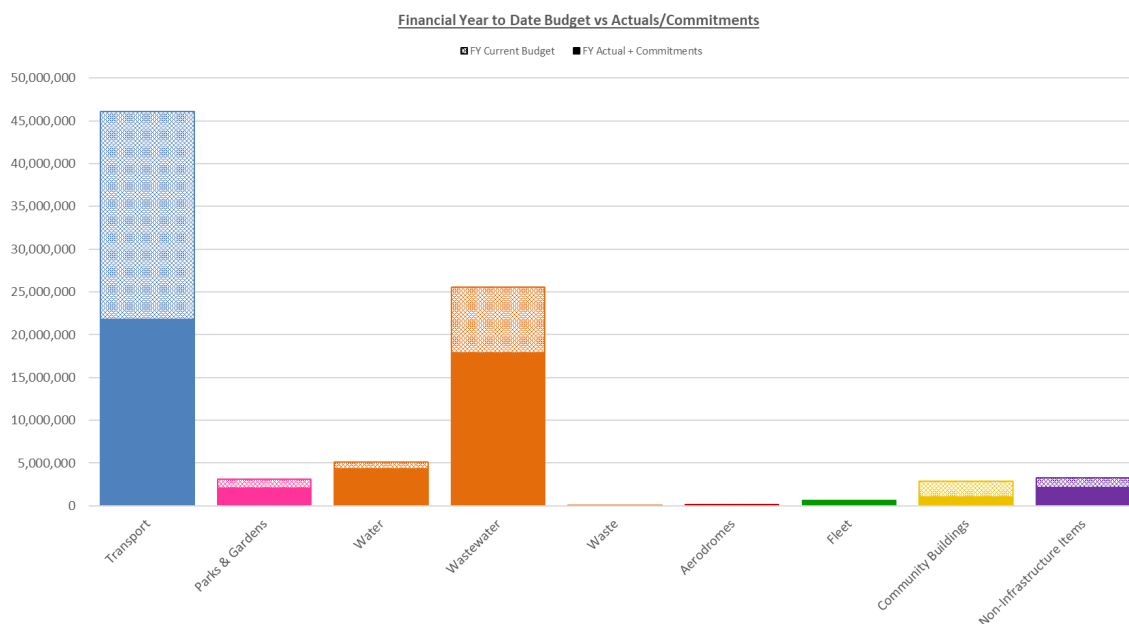
Vandalism Expenses

For the period to May, a total of **\$32,933** has been spent on repairs and maintenance due to vandalism. These costs are not budgeted and include employee expenses as well as materials and services.

Capital Expenditure

Total capital expenditure of **\$50,059,742** (including commitments) has been incurred for the period ending 31 May 2026, against the revised 2025/26 annual capital budget of **\$86,843,551**. 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 2026/27. A report will be presented to Council in August.



Loan Borrowings

Council's loan balance is **\$5,780,382** as at 31 May 2026.

Rates and Charges

The total rates and charges receivable as at 31 May 2026 are **\$2,554,304** which is broken down as follows:

Status	May 2026		May 2025	
	No. of properties	Amount	No. of properties	Amount
Valueless Land	3	\$19,304	3	\$9,079
Payment Arrangement	262	\$176,546	251	\$165,880
Collection House	405	\$1,778,447	450	\$1,299,811
Exhausted – Awaiting Sale of Land	10	\$410,533	11	\$356,603
Exhausted – Mining Leases	4	\$66,439	10	\$915,512
Sale of Land	-	-	12	\$184,118
Other (includes supplementary rates)	262	\$103,035	191	\$170,105
<b>TOTAL</b>	<b>946</b>	<b>\$2,554,304</b>	<b>928</b>	<b>\$3,101,108</b>

The Rate Notices for the period ending 30 June 2026 were issued on 9 February 2026 with the discount (due) date being 13 May 2026.

Collection House collected \$209,780 for the month of May 2026.

Sundry Debtors

The total outstanding for Sundry Debtors as at 31 May 2026 was **\$350,956** which is made up of the following:

Current	30 days	60 days	90 + days
\$303,979	\$38,787	\$1,290	\$6,900
86.61%	11.05%	0.37%	1.97%

Procurement

There were no emergency purchase orders for the month of May 2026.

2026 Interim Audit Report

Auditors were onsite from 13 to 17 April to conduct the preliminary audit. The report is attached. No significant issues were identified.

Disaster Ready Fund

Funding has become available for projects that address disaster resilience and risk reduction under the Australian Government Disaster Ready Fund and Council intends lodging an application. This funding requires a co-contribution of 50%. If Council is successful with its application its co-contribution will be funded from its reserves.

**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

**Budgeted Income Statement by Fund 2025/26 Budget**

<b>Consolidated</b>			
	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>2025/26 Budget</b>
<b>Revenue</b>			
Rates and utility charges	45,822,133	45,337,076	45,337,076
Less Discounts and Pensioner Remissions	(2,478,448)	(2,462,499)	(2,462,499)
<b>Net Rates and Utility Charges</b>	<b>43,343,685</b>	<b>42,874,577</b>	<b>42,874,577</b>
Fees and Charges	2,667,404	1,882,041	2,025,000
Operating Grants and Subsidies	5,477,055	4,824,864	9,220,544
Operating Grants and Subsidies - DRFA	26,628,002	-	-
Operating Contributions	192,004	174,000	174,000
Interest Revenue	1,205,085	685,666	748,000
Works for Third Parties	5,669,007	1,870,000	2,040,000
Other Revenue	1,449,406	1,213,970	1,338,565
<b>Total Operating Revenue</b>	<b>86,631,648</b>	<b>53,525,118</b>	<b>58,420,686</b>
<b>Expenditure</b>			
Employee Expenses	17,637,820	18,816,627	20,543,816
Materials and Services	20,841,369	18,679,075	20,206,091
Other Expenses - DRFA	24,512,956	-	-
Depreciation expense	13,190,123	11,591,892	12,645,712
Finance and Borrowing costs	248,463	200,054	234,952
<b>Total Operating Expenses</b>	<b>76,430,731</b>	<b>49,287,648</b>	<b>53,630,571</b>
<b>Operating Surplus/(Deficit)</b>	<b>10,200,917</b>	<b>4,237,470</b>	<b>4,790,115</b>
<b>Capital Income</b>			
Capital Contributions	650,171	-	-
Capital Grants and Subsidies	24,065,025	-	15,642,392
Capital Income Other	-	-	-
Interest on Contributions/Reserves	2,831,086	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	(2,441,861)	-	180,000
<b>Total Capital Income</b>	<b>25,104,421</b>	<b>-</b>	<b>15,822,392</b>
<b>Net Result</b>	<b>35,305,338</b>	<b>4,237,470</b>	<b>20,612,507</b>

**Budgeted Income Statement by Fund 2025/26 Budget**

<b>General</b>			
	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>2025/26 Budget</b>
<b>Revenue</b>			
Rates and utility charges	24,491,713	24,343,570	24,343,570
Less Discounts and Pensioner Remissions	(2,478,448)	(2,460,549)	(2,460,549)
<b>Net Rates and Utility Charges</b>	<b>22,013,265</b>	<b>21,883,021</b>	<b>21,883,021</b>
Fees and Charges	1,594,910	1,183,083	1,262,500
Operating Grants and Subsidies	5,157,660	4,699,974	8,925,394
Operating Contributions	-	-	-
Interest Revenue	526,704	474,833	518,000
Works for Third Parties	5,645,828	1,870,000	2,040,000
Other Revenue	1,275,776	1,030,720	1,141,565
<b>Total Operating Revenue</b>	<b>36,214,143</b>	<b>31,141,631</b>	<b>35,770,480</b>
<b>Expenditure</b>			
Employee Expenses	15,678,144	16,567,467	18,086,687
Materials and Services	10,868,777	8,074,608	8,635,678
Depreciation expense	9,209,605	8,005,768	8,733,577
Finance and Borrowing costs	164,044	131,121	143,041
<b>Total Operating Expenses</b>	<b>35,920,570</b>	<b>32,778,964</b>	<b>35,598,983</b>
<b>Operating Surplus/(Deficit)</b>	<b>293,573</b>	<b>(1,637,333)</b>	<b>171,497</b>
<b>Capital Income</b>			
Capital Contributions	649,807	-	-
Capital Grants and Subsidies	10,275,385	-	12,478,691
Capital Income Other	-	-	-
Interest on Contributions/Reserves	2,284,062	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	(1,446,452)	-	180,000
<b>Total Capital Income</b>	<b>11,762,802</b>	<b>-</b>	<b>12,658,691</b>
<b>Net Result</b>	<b>12,056,375</b>	<b>(1,637,333)</b>	<b>12,830,188</b>

**Budgeted Income Statement by Fund 2025/26 Budget**

<b>Disaster Recovery Funding</b>			
	Actual YTD	Budget YTD	2025/26 Budget
<b>Revenue</b>			
Rates and utility charges	-	-	-
Less Discounts and Pensioner Remissions	-	-	-
<b>Net Rates and Utility Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fees and Charges	-	-	-
Operating Grants and Subsidies	26,628,002	-	-
Operating Contributions	-	-	-
Interest Revenue	-	-	-
Works for Third Parties	-	-	-
Other Revenue	-	-	-
<b>Total Operating Revenue</b>	<b>26,628,002</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>			
Employee Expenses	577,412	-	-
Materials and Services	23,935,544	-	-
Depreciation expense	-	-	-
Finance and Borrowing costs	-	-	-
<b>Total Operating Expenses</b>	<b>24,512,956</b>	<b>-</b>	<b>-</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,115,046</b>	<b>-</b>	<b>-</b>
<b>Capital Income</b>			
Capital Contributions	-	-	-
Capital Grants and Subsidies	5,580,318	-	-
Capital Income Other	-	-	-
Interest on Contributions/Reserves	-	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-
<b>Total Capital Income</b>	<b>5,580,318</b>	<b>-</b>	<b>-</b>
<b>Net Result</b>	<b>7,695,364</b>	<b>-</b>	<b>-</b>

**Budgeted Income Statement by Fund 2025/26 Budget**

<b>Waste</b>			
	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>2025/26 Budget</b>
<b>Revenue</b>			
Rates and utility charges	5,127,225	5,064,507	5,064,507
Less Discounts and Pensioner Remissions	-	-	-
<b>Net Rates and Utility Charges</b>	<b>5,127,225</b>	<b>5,064,507</b>	<b>5,064,507</b>
Fees and Charges	682,323	553,208	603,500
Operating Grants and Subsidies	313,640	124,890	208,150
Operating Contributions	59,098	54,000	54,000
Interest Revenue	186,068	73,333	80,000
Works for Third Parties	17,971	-	-
Other Revenue	142,452	151,250	165,000
<b>Total Operating Revenue</b>	<b>6,528,777</b>	<b>6,021,188</b>	<b>6,175,157</b>
<b>Expenditure</b>			
Employee Expenses	126,633	162,270	177,117
Materials and Services	4,157,637	5,486,615	6,056,398
Depreciation expense	223,380	220,977	241,066
Finance and Borrowing costs	-	-	-
<b>Total Operating Expenses</b>	<b>4,507,650</b>	<b>5,869,862</b>	<b>6,474,581</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,021,127</b>	<b>151,326</b>	<b>(299,424)</b>
<b>Capital Income</b>			
Capital Contributions	-	-	-
Capital Grants and Subsidies	-	-	-
Capital Income Other	-	-	-
Interest on Contributions/Reserves	164,209	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-
<b>Total Capital Income</b>	<b>164,209</b>	<b>-</b>	<b>-</b>
<b>Net Result</b>	<b>2,185,336</b>	<b>151,326</b>	<b>(299,424)</b>

**Budgeted Income Statement by Fund 2025/26 Budget**

<b>Wastewater</b>			
	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>2025/26 Budget</b>
<b>Revenue</b>			
Rates and utility charges	6,829,358	6,736,656	6,736,656
Less Discounts and Pensioner Remissions	-	-	-
<b>Net Rates and Utility Charges</b>	<b>6,829,358</b>	<b>6,736,656</b>	<b>6,736,656</b>
Fees and Charges	251,326	69,667	76,000
Operating Grants and Subsidies	-	-	-
Operating Contributions	-	-	-
Interest Revenue	196,435	91,667	100,000
Works for Third Parties	-	-	-
Other Revenue	-	-	-
<b>Total Operating Revenue</b>	<b>7,277,119</b>	<b>6,897,990</b>	<b>6,912,656</b>
<b>Expenditure</b>			
Employee Expenses	644,821	694,492	758,043
Materials and Services	2,020,732	1,843,023	1,999,376
Depreciation expense	1,946,082	1,807,357	1,971,662
Finance and Borrowing costs	84,419	68,933	91,911
<b>Total Operating Expenses</b>	<b>4,696,054</b>	<b>4,413,805</b>	<b>4,820,992</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,581,065</b>	<b>2,484,185</b>	<b>2,091,664</b>
<b>Capital Income</b>			
Capital Contributions	364	-	-
Capital Grants and Subsidies	7,058,182	-	1,949,000
Capital Income Other	-	-	-
Interest on Contributions/Reserves	250,781	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	(702,904)	-	-
<b>Total Capital Income</b>	<b>6,606,423</b>	<b>-</b>	<b>1,949,000</b>
<b>Net Result</b>	<b>9,187,488</b>	<b>2,484,185</b>	<b>4,040,664</b>

**Budgeted Income Statement by Fund 2025/26 Budget**

<b>Water</b>			
	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>2025/26 Budget</b>
<b>Revenue</b>			
Rates and utility charges	9,217,886	9,036,964	9,036,964
Less Discounts and Pensioner Remissions	-	-	-
<b>Net Rates and Utility Charges</b>	<b>9,217,886</b>	<b>9,036,964</b>	<b>9,036,964</b>
Fees and Charges	138,845	76,083	83,000
Operating Grants and Subsidies	5,755	-	87,000
Operating Contributions	-	-	-
Interest Revenue	199,047	45,833	50,000
Works for Third Parties	5,208	-	-
Other Revenue	31,178	32,000	32,000
<b>Total Operating Revenue</b>	<b>9,597,919</b>	<b>9,190,880</b>	<b>9,288,964</b>
<b>Expenditure</b>			
Employee Expenses	1,188,222	1,392,398	1,521,969
Materials and Services	3,725,895	3,180,883	3,415,789
Depreciation expense	1,747,436	1,499,073	1,635,352
Finance and Borrowing costs	-	-	-
<b>Total Operating Expenses</b>	<b>6,661,553</b>	<b>6,072,354</b>	<b>6,573,110</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,936,366</b>	<b>3,118,526</b>	<b>2,715,854</b>
<b>Capital Income</b>			
Capital Contributions	-	-	-
Capital Grants and Subsidies	1,151,140	-	1,214,701
Capital Income Other	-	-	-
Interest on Contributions/Reserves	106,936	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	(292,505)	-	-
<b>Total Capital Income</b>	<b>965,571</b>	<b>-</b>	<b>1,214,701</b>
<b>Net Result</b>	<b>3,901,937</b>	<b>3,118,526</b>	<b>3,930,555</b>

**Budgeted Income Statement by Fund 2025/26 Budget**

<b>Benefited Area</b>			
	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>2025/26 Budget</b>
<b>Revenue</b>			
Rates and utility charges	155,951	155,379	155,379
Less Discounts and Pensioner Remissions	-	(1,950)	(1,950)
<b>Net Rates and Utility Charges</b>	<b>155,951</b>	<b>153,429</b>	<b>153,429</b>
Fees and Charges	-	-	-
Operating Grants and Subsidies	-	-	-
Operating Contributions	132,906	120,000	120,000
Interest Revenue	96,831	-	-
Works for Third Parties	-	-	-
Other Revenue	-	-	-
<b>Total Operating Revenue</b>	<b>385,688</b>	<b>273,429</b>	<b>273,429</b>
<b>Expenditure</b>			
Employee Expenses	-	-	-
Materials and Services	68,328	93,946	98,850
Depreciation expense	63,620	58,717	64,055
Finance and Borrowing costs	-	-	-
<b>Total Operating Expenses</b>	<b>131,948</b>	<b>152,663</b>	<b>162,905</b>
<b>Operating Surplus/(Deficit)</b>	<b>253,740</b>	<b>120,766</b>	<b>110,524</b>
<b>Capital Income</b>			
Capital Contributions	-	-	-
Capital Grants and Subsidies	-	-	-
Capital Income Other	-	-	-
Interest on Contributions/Reserves	25,098	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-
<b>Total Capital Income</b>	<b>25,098</b>	<b>-</b>	<b>-</b>
<b>Net Result</b>	<b>278,838</b>	<b>120,766</b>	<b>110,524</b>



2026 INTERIM REPORT

**Mareeba Shire Council**

03 June 2026





OFFICIAL

Cr Angela Toppin  
Mayor  
Mareeba Shire Council

Dear Cr Toppin

### 2026 Interim report for Mareeba Shire Council

The purpose of this report is to update you on the progress of the Queensland Audit Office's (QAO) external audit on your financial statements for the financial year ending 30 June 2026.

We recently completed our first interim phase of testing, which focused on gaining assurance over your council's key financial processes up to 28 February 2026. These procedures focused on confirming if key controls operate effectively, transactions are accurate, and accounting estimates are appropriately treated. We also consulted management on significant or emerging matters affecting the financial statements.

The audit is progressing in line with the original external audit plan and timelines, with no delays or changes to the scope of our audit or cost.

### Key observations arising from our audit

In this phase, we performed the planning and risk assessment procedures for the audit engagement, assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively and performed test of details procedures over journals, property plant and equipment, expenditure and payroll processes.

We identified 2 deficiencies during our audit of procurement and property, plant and equipment processes. These issues did not require us to perform additional audit procedures and will not impact our timelines. While this issue does not currently affect our overall audit opinion, addressing it is important for strengthening your council's financial management and for demonstrating good stewardship of public resources. Your management's responses and their proposed time frames for rectifying the issue is detailed in [section 2](#) of this report.

### Other emerging matters.

During this phase, no new matters or difficulties have arisen that require management's attention. The audit is progressing as planned, and there are currently no new issues that are expected to affect the financial statements or our overall audit approach.

### Next steps

We will discuss this report with your Director Corporate & Community Services and Manager Finance. We will also present this report to the Audit Committee on 11 August 2026, providing it with an overview of our findings, recommendations, and any emerging matters.

During our next phases of testing in June and August 2026, we will follow up with your management on their corrective actions for the audit issues we identified. During that testing, our audit will focus on asset valuations, additional testing and year end reporting.

Please note, as per section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

I thank your team for their positive engagement over our interim testing. If you have any questions or would like to discuss this report, please contact me on 4722 9589 or Syed Mansoor on 4722 9598.

Yours sincerely

A handwritten signature in black ink that reads "Tracey Mayhew".

Tracey Mayhew  
Partner

Enc.

cc. Mr Peter Franks, Chief Executive Officer  
Mr John Andrejic, Chair of the Audit Committee

Queensland Audit Office  
Level 13, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
Web [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 Queensland Audit Office (QAO)

SENSITIVE

2026 Interim report

## 1. Areas of audit focus

In our external audit plan, we identified those items and areas with highest risk of material misstatement, based on both likelihood and financial impact. The table below outlines these areas of audit focus and our progress in addressing these risks.

Description	Inherent risk	Control reliance	Audit Progress
<p><b>Valuation of infrastructure assets</b></p> <ul style="list-style-type: none"> <li>MSC recognises its infrastructure assets at fair value based on complex and subjective valuation methodologies.</li> <li>Revaluations undertaken utilising the cost approach involves significant estimates, assumptions and judgements.</li> <li>Given the quantum of this balance and the judgement involved in this process, it is considered to carry a significant risk.</li> </ul>	Significant	N	<p>We have updated our understanding of all key risks, process and controls relating to the valuation of property, plant and equipment. We have not identified any issues to date on which to report. In addition to this we have performed transactional testing over assets and noted 1 finding disclosed in Section 2.</p> <p>We will undertake testing over the valuation of infrastructure assets, accuracy of depreciation, transaction testing over asset additions, disposals, capitalisation and work in progress at year end.</p>
<p><b>Revenue recognition and related contract assets and liabilities</b></p> <ul style="list-style-type: none"> <li>Council receives a significant number of grants each year.</li> <li>These grants have several conditions attached and are complex to account for.</li> <li>There may be incentive to manipulate the recognition between recurrent and capital grants to improve financial sustainability ratios.</li> <li>Presumed fraud risk on sales revenue and other revenue streams; rebutted on others</li> </ul>	High	Y	<p>During our interim audit procedures over revenue, we:</p> <ul style="list-style-type: none"> <li>Assessed the design and implementation of controls relating to recognition of grant income, sales revenue and rates, levies and other charges.</li> <li>Tested the operating effectiveness of controls over rates, levies and other charges</li> <li>Assessed management’s processes and controls to ensure revenue has been recognised in accordance with relevant accounting standards.</li> </ul> <p>No exceptions or issues were identified for reporting from the results of these procedures.</p> <p>We will undertake testing over the remainder of revenue as part of the final visit in August 2026.</p>
<p><b>Occurrence, validity and classification of expenditure</b></p>	Moderate	Y	<p>We performed the following:</p> <ul style="list-style-type: none"> <li>Assessed the design and implementation of controls relating to expenditure and procurement including tenders and contracts.</li> <li>Tests of controls over procurement and contract management, and assessment of compliance with legislative requirements and council policies.</li> </ul>

SENSITIVE

2026 Interim report

Description	Inherent risk	Control reliance	Audit Progress
<ul style="list-style-type: none"> <li>Council spend on materials and services represents a significant proportion of total expenses. A large supplier base and volume of projects increases risks associated with vendor fraud attacks and compliance with legislative requirements that guide tendering and probity processes.</li> <li>Incorrect classification of operating and capital expenditure impacts on budget management and can result in incorrect reporting of financial results and key ratios.</li> <li>Value for money of contracts entered into.</li> </ul>			<p>We will undertake testing over the remainder of expenditure as a part of the final visit in August 2026.</p>
<p><b>Managing conflicts of interest and disclosure of related party transactions</b></p> <ul style="list-style-type: none"> <li>Council is required to disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements</li> <li>Council may not have established relevant systems and internal controls to effectively identify, capture and record related party transactions</li> <li>Public interest in related party transactions of Councils.</li> </ul>	<p>Moderate</p>	<p>N</p>	<p>During our interim audit procedures over related party transactions and conflicts of interests, we:</p> <ul style="list-style-type: none"> <li>Obtained and reviewed Council assessment of related parties.</li> <li>Considered assessment of officers considered Key Management Personnel.</li> <li>Reviewed register of interests and checked annual compliance requirements for councillors and Key Management Personnel</li> <li>Evaluate controls in place to authorise and approve significant transactions and arrangements with related parties.</li> </ul> <p>During our final visit in August 2026 we will check completeness of related parties and disclosure of related parties transactions within the financial statements.</p>

## Public sector audit objectives

The *Auditor-General Act 2009* and *Auditor-General Auditing Standards* provide the overarching public sector audit objectives we apply to our financial audits. While our audit focus may change year-to-year, we assess the broader public sector objectives of probity, propriety, and compliance, to give parliament assurance that there is appropriate stewardship over public sector entities.

SENSITIVE

2026 Interim report

The areas and results we have tested to date include compliance with policies and delegated authority, management of conflicts of interest, and value for money considerations for procurement contracts and tenders.

## 2. Status of audit issues

### Internal control issues



The following table identifies the number of deficiencies in internal controls, and other matters we have identified. For more information and detail on our rating definitions, please see the webpage here: [www.qao.qld.gov.au/information-internal-controls](http://www.qao.qld.gov.au/information-internal-controls) or scan the QR code.

Ratings	Significant deficiencies <b>S</b>	Deficiencies <b>D</b>	Other matters* <b>O</b>
<b>Description</b>	A serious internal control issue that requires immediate action by management due to risk of material misstatement, financial loss, or non-compliance.	An internal control weakness that management is expected to address promptly to prevent misstatements or non-compliance.	A recommendation to improve internal control efficiency or effectiveness, with implementation at management's discretion.
New issues raised in this report	-	2	-
Matters previously reported – work in progress or resolved pending audit clearance	-	2	-
Matters previously reported – resolved in this report	-	3	-

Note: \*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at 30 April 2026. It includes a response from management.

#### **D** Deficiency

##### 26IR-1 Incorrect Disposal of Property, Plant and Equipment

###### Observation

During our testing of property, plant and equipment disposed during the year, we noted one instance where the asset was derecognised despite still being held by the Council. Asset PF-000741 (Dual Control/Dual Engine Streetsweeper) was recorded as disposed on 01 November 2025, but the asset remains physically on-site, and the sale has not yet been finalised. The disposal was recorded in anticipation of the auction, prior to completion of the sale.

###### Implication

This results in premature derecognition of the asset from the Fixed Asset Register and indicates a control weakness in the timing of disposal recognition. While the financial impact is limited to the residual value of

SENSITIVE

2026 Interim report

\$100,000, there is a risk of misstatement in asset balances if such instances are not appropriately identified and corrected.

QAO recommendation

Council should ensure that assets are only derecognised once the disposal of asset has concluded, and the risks and rewards of the assets have been transferred to the buyer.

Management response

Council acknowledges this was an error, as the asset was disposed of prematurely at the time the new asset was capitalised. The asset was subsequently sold and removed from Council premises on 27 May 2026.

To address this, a formal disposal form is in place and will be consistently applied going forward. In addition, we will strengthen the capitalisation process by introducing an additional review step to ensure any associated asset disposals for fleet are appropriately identified, assessed, and recorded.

Responsible officer: Manager Finance

Status: Resolved pending audit clearance

Action date: 30 April 2026

**D Deficiency**

**25IR-2 Expenditure and Procurement cycle gaps**

Observation

During our evaluation of the expenditure and procurement process cycle, we noted that the Council's policy allows designated staff to raise the purchase requisitions, generate purchase orders and place the orders with the suppliers, if within their delegation. A secondary review is not required prior to the order being sent to the supplier except in instances where there is a variation to the order. The invoices received are shared with the same staff member for goods receipt and payment approval.

There is no transaction level checks for the validity or appropriateness of expenditure by accounts payable at the time of processing the payment, however we note that the Procurement Officer reviews/scrutinises and reports to management at transaction level on a monthly basis to highlight any instances of non-compliance with Council policies. Based on the scope of review, no procedures are performed over the detail of orders below \$5,000.

Whilst we did not identify any instances of non-compliance with Council's procurement policy from our testing, the value of purchase orders under \$5,000 raised during first eight months of the year was \$3.1 million (3,444 orders) of which \$2.7 million were not reviewed by another person prior to ordering and receiving goods/services, indicating lack of segregation of duties, and no compensating detective control, but rather reliance on post transaction review.

Implication

Noting the high level of scrutiny at transaction level post goods/services receipt to detect Council policy breaches, a lack of segregation of duties at time of ordering and receiving goods/services creates a control gap and increases risk of fraud due to the opportunity being created for fraud to occur at the outset.

QAO recommendation

Where practicable, Council should implement controls and checks to enhance segregation of duties, to prevent any unauthorised purchases taking place on all purchases including those below \$5,000.

SENSITIVE

2026 Interim report

Periodic review of Council's delegation matrix and procurement processes is recommended to ensure that processes remain aligned with Councils risk appetite.

---

Management response

Management acknowledges the audit recommendation, notwithstanding that the existing process has been consistently applied over a number of years with a particularly strong focus on review and reporting. To date, monthly management reports (including orders below \$5,000) have not identified any misuse of delegation, fraud or heightened risk.

An internal audit review was undertaken in February 2026 with the following primary objectives - to assess compliance and control effectiveness of procurement processes, identify improvement opportunities, and suggest actions to strengthen key internal controls that minimise risk to an acceptable level (per Council's Risk Management Framework). The findings of this review were reported to Council's Audit Committee on 10 March 2026 and noted the following conclusion:

Since the previous Internal Audit Review in 2022, Council has made tangible improvements in its procurement practices and compliance, including stronger policy awareness, enhanced oversight mechanisms, and improved monitoring of procurement activity. These improvements have contributed to a more mature, consistent and effective internal control environment.

Based on our examination of Council records and the procedures we performed, it was evident that, Council's:

- Procurement processes and internal controls were suitably designed
- Expected procedures and practices were observed by officers with a high degree of consistency
- Levels of awareness of policy requirements across operational areas had increased
- Engagement between operational, procurement and finance teams had matured to be more effective and responsive.
- Oversight and monitoring activities have been extended and are performed consistently. Key compliance controls, including monthly PO audits and Accounts Payable checks, are operating effectively and provide a reasonable level of assurance.

No systemic process deficiencies or internal control shortcomings were identified at the time of fieldwork that could expose Council to significant risk. Commentary below reflects improvement opportunities to existing procures, practices and analysis.

Management believes a range of controls have been established to mitigate risk, including delegation limits, system controls, legislative requirements, and management oversight. System limitations ensure that Purchase Requisitions and Purchase Orders can only be raised within approved financial delegations, which are formally documented and subject to regular review. Additionally, all expenditure is constrained by approved budgets, with monthly reviews, undertaken by Finance and budget holders, to assess actual expenditure against budget and investigate any anomalies identified.

Furthermore, all new creditors are subject to independent verification of bank details prior to being established within the system and providing goods/services.

Council's current policy position with regard to Procurement, balances operational efficiencies with mitigating controls and organisational risk, and to date, management has had no reason to doubt the effectiveness of this approach.

---

Responsible officer: Manager Finance

Status: Resolved pending audit clearance

---

SENSITIVE

2026 Interim report


## Matters previously reported

This section provides an update on the status of matters previously reported on internal controls and financial reporting issues.

Ref.	Rating	Issue	Status
25CR-1	<b>D</b>	<p><b>Deficiencies in the property, plant and equipment accounting processes</b></p> <p>We identified the following deficiencies in the accounting for property, plant, and equipment:</p> <ul style="list-style-type: none"> <li>- Numerous completed projects continue to remain in the work-in-progress (WIP) account long after being brought into use. This delays their transfer to the appropriate asset class, the disposal of any replaced assets (where applicable), and the commencement of depreciation.</li> <li>- No reassessment of remaining useful life or value for certain infrastructure assets impacted by significant events. Specifically, Council did not reassess the remaining useful life or fair value of the old Gamboola Crossing assets (carrying value: \$3m) after they were impacted by a weather event. These assets remained recorded at their previous fair value despite clear indicators that their condition and future useful life had changed.</li> </ul>	<p>Work in progress</p> <p>Responsible officer: Manager Finance</p> <p>Action date: 30 June 2026</p>
25CR-2	<b>D</b>	<p><b>Bank signatories not updated to reflect staffing changes</b></p> <p>Bank signatory records had not been updated to reflect recent staffing changes. Specifically, a terminated employee remained listed as an authorised signatory on Council’s term deposit accounts.</p> <p>Retaining former employees as authorised signatories poses a risk of unauthorised access to Council funds.</p> <p>We recommend that Council review and update signatory records for all financial accounts, including term deposits, following relevant staffing changes.</p> <p>Additionally, we recommend that Council implement a process for periodic review of bank signatories and a process on termination to remove terminated employees as signatories.</p>	<p>Resolved</p> <p>Council has checked all bank accounts and term deposits to ensure only current employees are signatories and investments always require set up with two authorisers.</p>
25CR-3	<b>D</b>	<p><b>Inappropriate password lockout</b></p> <p>Our review of Council’s IT environment identified the account lockout threshold is configured to allow up to 50 unsuccessful login attempts, which is significantly higher than industry best practice.</p> <p>The current password configuration increases the risk of unauthorised access through brute-force attacks, potentially compromising financial systems.</p>	<p>Resolved</p> <p>Council has updated the configurations reducing the overall attempts from 50 to 10.</p>
25CR-4	<b>D</b>	<p><b>No change management policy</b></p> <p>Our review of Council’s IT environment identified Council has not yet developed a formal change management policy for IT systems.</p>	<p>Resolved</p> <p>Policy endorsed by EMT on 17/02/2026 and available in Council’s SharePoint Policy Library.</p>

SENSITIVE

2026 Interim report

Ref.	Rating	Issue	Status
		<p>The absence of a formal change management policy may result in undocumented changes to systems supporting financial reporting.</p> <p>Council should develop and implement a formal change management policy to ensure IT system changes are appropriately reviewed, approved, and documented.</p>	
24CR-2		<p><b>Activities of privileged users are not monitored or reviewed</b></p> <p>Council does not have appropriate controls in place to monitor and detect unauthorised activities or transactions that could be made in its financial reporting system. Of particular risk, are those that may be made by users with high levels of system access (known as privileged users).</p> <p>We also observed that council does not maintain a centralised record of all changes to applications and the IT environment.</p>	<p>Work in progress</p> <p><i>2025 interim update:</i></p> <p>Council has identified payroll and accounts payable as potential high-risk areas and has implemented monthly reports logging changes which are reviewed by an independent person.</p> <p>In addition to this Council will implement a monthly report identifying system changes to delegations and new user accounts which will be reviewed by an independent person.</p> <p>Responsible officer: Manager Information Systems &amp; Governance</p> <p>Action date: 30 June 2025</p> <p>Revised action date: 30 June 2026</p>

SENSITIVE

2026 Interim report

### 3. Key financial audit milestones

The following table details the status of milestones for key financial reporting and audit deliverables.

We enjoyed working on-site with your team during our interim audit visit and we have agreed to work on-site with your finance team for the final audit visit. Working together in-person helps us ensure an efficient and timely audit process.

Planning	Agreed date	Completed date
QAO issues external audit plan to client	20 February 2026	20 February 2026
Interim		
QAO interim testing visit	13-17 April 2026	17 April 2026
QAO issues interim report outlining preliminary audit findings to client	8 May 2026	03 June 2026
MSC issues position papers on known accounting to audit	12 June 2026	Not yet due
QAO feedback on position papers to client	30 June 2026	Not yet due
MSC issues proforma financial statements to audit	12 June 2026	19 March 2026
QAO issues feedback on proforma financial statements to client	30 June 2026	1 May 2026
MSC issues asset valuations to audit	12 June 2026	Not yet due
QAO audit reviews asset valuations	30 June 2026	Not yet due
Final		
QAO year-end visit	17-27 August 2026	Not yet due
MSC complete draft financial statements to audit	14 August 2026	Not yet due
QAO issues feedback on draft financial statements to client	8 September 2026	Not yet due
QAO issues closing report summarising the audit findings to client	22 September 2026	Not yet due
Audit committee clearance	6 October 2026	Not yet due
MSC's management signs financial statements	6 October 2026	Not yet due
QAO issues audit report including our audit opinion to client	9 October 2026	Not yet due
QAO issues final management report outlining the final audit findings to client	9 October 2026	Not yet due

Key:  Deliverables prepared by the Council's management.

If there are any issues/concerns in meeting these time frames, which were agreed at the planning phase, please discuss this with me and engagement manager Syed Mansoor.



[qao.qld.gov.au/reports-resources/reports-parliament](https://qao.qld.gov.au/reports-resources/reports-parliament)

Suggest an audit topic

Contribute to an audit in progress

Subscribe to news and our blog

Connect with QAO on LinkedIn

Martin Luwiga  
 Queensland Audit Office  
 T: 07 3149 6184  
 E: [martin.luwiga@qao.qld.gov.au](mailto:martin.luwiga@qao.qld.gov.au)

Tracey Mayhew  
 Crowe Audit Australia  
 T: 07 4722 9559  
 E: [tracey.mayhew@crowe.com.au](mailto:tracey.mayhew@crowe.com.au)

T: (07) 3149 6000  
 E: [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
 W: [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 53 Albert Street, Brisbane Qld 4000  
 PO Box 15396, City East Qld 4002



**8.8 OPERATIONAL PLAN 2026/2027**

**Date Prepared:** 10 June 2026

**Author:** Director Corporate and Community Services

**Attachments:** 1. Operational Plan 2026/2027 [↓](#)

---

**EXECUTIVE SUMMARY**

The *Local Government Regulation 2012* requires that each local government must prepare an annual Operational Plan that is to be adopted prior to, or at the same time as, the adoption of the annual budget.

This report presents the proposed Operational Plan for the 2026/2027 financial year.

**RECOMMENDATION**

That the Operational Plan for the 2026/2027 financial year, as attached, be adopted.

**BACKGROUND**

Council is required by legislation to adopt an annual Operation Plan. The Operational Plan must be consistent with the annual budget and show how the local government will progress the implementation of the five (5) year Corporate Plan during the period of the annual Operational Plan and manage operational risks.

The Operational Plan attached hereto shows those projects and activities that are intended to be progressed during the next 12 months (1 July 2026 to 30 June 2027).

**RISK IMPLICATIONS****Political and Reputational**

The Operational Plan will ensure that Council will achieve the strategic outcomes desired in the adopted 2024 - 2028 Corporate Plan.

**Legal and Compliance**

The adoption of the Operational Plan is a requirement of the *Local Government Regulation 2012*.

**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Preparation of an annual Operational Plan is a requirement of the *Local Government Regulation 2012*. The plan includes a section showing how identified operational risks will be managed during the period of the Operational Plan.

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

The Operational Plan is to be consistent with the Council's budget and refers to capital projects that will be carried out during the 2026/2027 financial year.

**Operating**

A number of the projects/activities listed in the Operational Plan will be undertaken via Council's operational budget.

**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**

Once adopted, the projects/activities listed in the Operational Plan will be progressed during the 2026/2027 financial year and reports on progress submitted to Council on a quarterly basis.



# OPERATIONAL PLAN

## 2026/2027



THIS PAGE INTENTIONALLY LEFT BLANK

**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

**CONTENTS**

**SECTION 1: ABOUT THE OPERATIONAL PLAN.....4**  
**SECTION 2: MANAGING OPERATIONAL RISK.....5**  
    RISK MANAGEMENT POLICY OBJECTIVES.....5  
    RISK MANAGEMENT PRINCIPLES.....6  
**SECTION 3: 2026/2027 OPERATIONAL PLAN PROJECTS .....7**

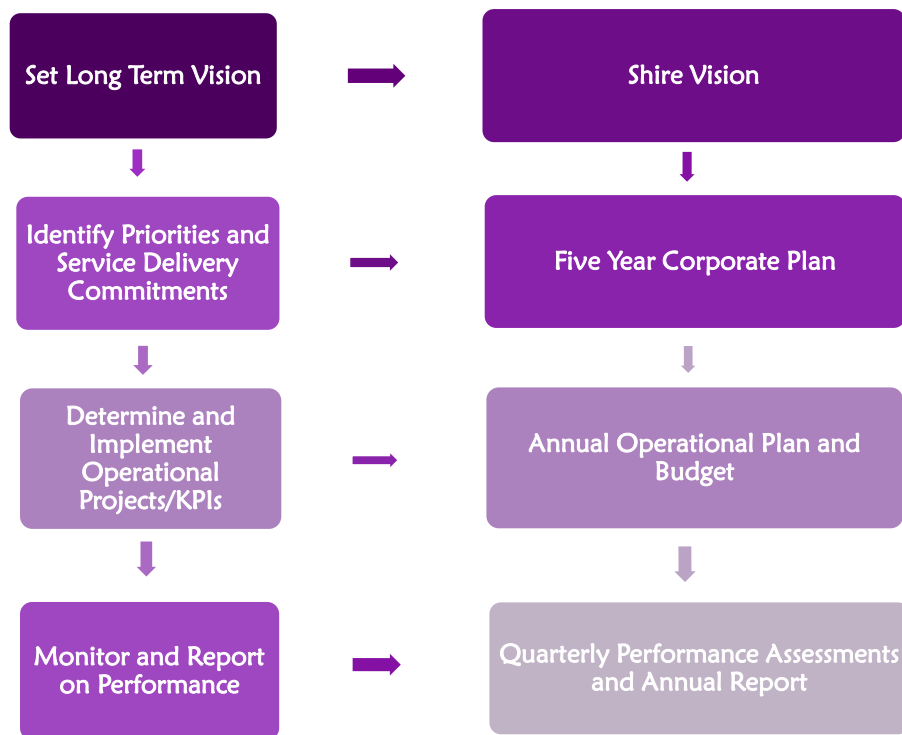


**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

**SECTION 1: ABOUT THE OPERATIONAL PLAN**

The Mareeba Shire Council Operational Plan 2026/27 is a key plan for the shire, as it translates our priorities and services, set out in our five-year Corporate Plan, into measurable actions for the financial year. Progress is regularly reported during the year to Council. A performance report is presented to Council and the community every three months as well as an Annual Report. These reports include information on the delivery of key projects and achievement of performance targets as per the relevant financial year's Operational Plan.

The diagram below represents the strategic planning framework used by Council and illustrates where the Operational Plan fits within that framework:



**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

## **SECTION 2: MANAGING OPERATIONAL RISK**

---

Identified operational risks will be managed in accordance with Council's adopted Enterprise Risk Management Policy and Enterprise Risk Management Framework, having regard to the nature of the risks and the likelihood and consequence ratings applied to them as determined by the risk analysis process.

### **RISK MANAGEMENT POLICY OBJECTIVES**

- Align Council's risk management activities with its strategic objectives, as outlined in the Corporate and Operational Plans (ERM Framework);
- Promote the use of risk management principles as a strategic tool to support informed decision-making across Council (ERM Framework);
- Foster and embed a strong risk management culture throughout Council (ERM Policy and Framework);
- Minimise or eliminate potential adverse impacts from Council services and infrastructure on the community, visitors, and the environment (ERM Policy, Process, and Framework);
- Identify and capitalise on opportunities that benefit Council (ERM Framework);
- Protect Council's employees, contractors, committees, volunteers, assets, financial sustainability, property, reputation, and information (ERM Policy, Process, and Framework); and
- Maintain and continually improve the safety, reliability, and quality of Council services within its capabilities and controls (ERM Policy, Process, and Framework).

**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

**RISK MANAGEMENT PRINCIPLES**

Management and employees must assume responsibility for Enterprise Risk Management (ERM) facilitated by the following guiding principles:

- **Integrated** - Risk management is integral part of all organisational activities.
- **Structured and comprehensive** - A structured and comprehensive approach to risk management contributes to consistent and measurable results.
- **Customised** - The risk management framework and process are tailored and proportionate to the organisation's internal and external context, and aligned with its objectives.
- **Inclusive** - Timely and appropriate involvement of stakeholders ensures their knowledge, views, and perspectives are considered, leading to improved awareness and more informed decision-making.
- **Dynamic** - Risks may emerge, evolve, or disappear as the organisation's internal and external context changes. Risk management processes anticipate, identify, and respond to these changes in a timely and appropriate manner.
- **Best Available Information** - Risk management is informed by historical and current data, as well as future expectations. It recognises and accounts for any limitations and uncertainties in this information. Relevant information is to be timely, clear, and accessible to stakeholders.
- **Human and cultural factors** - Human behaviour and organisational culture significantly influence all aspects of risk management at each level and stage.
- **Continual improvement** - Risk management is continuously enhanced through learning, experience and ongoing review.

Mareeba Shire Council  
OPERATIONAL PLAN 2026/2027

SECTION 3: 2026/2027 OPERATIONAL PLAN PROJECTS

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	
Long-term Financial Plan	FG 1	Effective and sustainable financial management	Finance	<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>	
Comprehensive Asset Revaluations:	FG 1	Effective and sustainable financial management	Finance	<ul style="list-style-type: none"> <li>Comprehensive revaluations</li> </ul>	
<ul style="list-style-type: none"> <li>Bridges</li> </ul>	TI 2	Sustainable Infrastructure for the future			
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>	
Information Systems Strategy implementation	FG 2	Effective business management	Information Systems & Governance	<ul style="list-style-type: none"> <li>Continue to provide further system enhancements</li> <li>Continue migration of Property &amp; Rating suite to CiAnywhere</li> </ul>	

**Mareeba Shire Council  
OPERATIONAL PLAN 2026/2027**

<b>Financial Sustainability and Governance</b>					
<b>“A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.”</b>					
<b>Project</b>	<b>Corporate Plan Ref</b>	<b>Corporate Plan Goal</b>	<b>Business Section</b>	<b>Performance Measures</b>	
Sustainable Workforce	<b>FG 3</b>	A skilled and sustainable workforce	Human Resources	<ul style="list-style-type: none"> <li>• Training and development to improve efficiencies and ensure workplace safety</li> </ul>	
Workforce Management	<b>FG 3</b>	A skilled and sustainable workforce	Human Resources	<ul style="list-style-type: none"> <li>• Enhance recruitment software as necessary to improve applicant and employer experience</li> </ul>	
Cybersecurity Enhancements	<b>FG 4</b>	Effective governance	Information Systems & Governance	<ul style="list-style-type: none"> <li>• Continue to monitor security measures as defined by the ACSC Essential 8</li> <li>• Renew incident response partnership</li> <li>• Continue cyber awareness and response training</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>	
Accountable Decision Making	<b>FG 4</b>	Effective governance	All	<ul style="list-style-type: none"> <li>• Fulfil Audit Committee objectives including implementation of Internal Audit Plan</li> <li>• Achieve External Audit compliance</li> <li>• Prepare and present Annual Report in line with statutory and regulatory requirements</li> </ul>	

**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

<b>Community and Culture</b>					
<b>“An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.”</b>					
<b>Project</b>	<b>Corporate Plan Ref</b>	<b>Corporate Plan Goal</b>	<b>Business Section</b>	<b>Performance Measures</b>	
Arts Connection to Tourism	CC 2	A vibrant and healthy community	Customer & Community	<ul style="list-style-type: none"> <li>Promote public art trail</li> <li>Implement Regional Art Development Fund (RADF) community grant round</li> <li>Implement arts sector capability building activities through RADF</li> </ul>	
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>	
Community Safety	CC 2	A vibrant and healthy community	Customer & Community	<ul style="list-style-type: none"> <li>Advocate for community safety</li> </ul>	
Disaster Resilience	EG 2	Effective strategic partnerships	Office of the CEO		
	CC 3	A resilient community	Customer & Community	<ul style="list-style-type: none"> <li>Promote resilience through Get Ready initiatives</li> <li>Support LDMMG</li> </ul>	
			Office of the CEO		

**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

<b>Transport and Infrastructure</b>					
<b>“The provision of quality infrastructure to service our growing community using sound asset management principles.”</b>					
<b>Project</b>	<b>Corporate Plan Ref</b>	<b>Corporate Plan Goal</b>	<b>Business Section</b>	<b>Performance Measures</b>	
Review Asset Management Plans across asset classes	<p><b>TI 1</b></p> <p><b>TI 2</b></p> <p><b>LE 1</b></p> <p><b>FG 1</b></p>	<p>Safe, reliable and resilient infrastructure</p> <p>Sustainable Infrastructure for the future</p> <p>Attractive and accessible public facilities</p> <p>Effective and sustainable financial management</p>	<p>Assets &amp; Projects</p> <p>Technical Services</p> <p>Finance</p> <p>Works</p>	<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 maintenance prioritisation 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> <li>• Finalise interim amendment of LGIP and incorporate into LTAMP</li> </ul>	
Restoration of assets damaged by disasters	<b>TI 1</b>	Safe, reliable and resilient infrastructure	Disaster Recovery Works	<ul style="list-style-type: none"> <li>• Rectify disaster impacted infrastructure assets in accordance with funding guidelines and approvals</li> <li>• Seek Betterment opportunities where possible</li> </ul>	
Secure Water Supply	<b>TI 1</b>	Safe, reliable and resilient infrastructure	Water & Waste	<ul style="list-style-type: none"> <li>• Continue implementation of water treatment and reticulation asset renewal projects</li> </ul>	

**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

<b>Transport and Infrastructure</b>					
<b>“The provision of quality infrastructure to service our growing community using sound asset management principles.”</b>					
<b>Project</b>	<b>Corporate Plan Ref</b>	<b>Corporate Plan Goal</b>	<b>Business Section</b>	<b>Performance Measures</b>	
Roads Strategy	<b>TI 1</b>	Safe, reliable and resilient infrastructure	Works Assets & Projects Technical Services	<ul style="list-style-type: none"> <li>Finalise preparation and implementation of Roads Strategy</li> </ul>	
	<b>TI 2</b>	Sustainable Infrastructure for the future			
	<b>EG1</b>	Sustainable economic development and growth			
Mareeba CBD Blueprint	<b>TI 1</b>	Safe, reliable and resilient infrastructure	Assets & Projects	<ul style="list-style-type: none"> <li>Continue to progress development of Mareeba CBD Blueprint</li> <li>Source funding opportunities to implement initiatives per construction ready designs</li> </ul>	
	<b>TI 2</b>	Sustainable Infrastructure for the future			
	<b>LE 1</b>	Attractive and accessible public facilities			
	<b>EG1</b>	Sustainable economic development and growth			

**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

<b>Liveability and Environment</b>					
<b>“Improve the liveability of the Shire by enhancing amenity and valuing natural assets”</b>					
<b>Project</b>	<b>Corporate Plan Ref</b>	<b>Corporate Plan Goal</b>	<b>Business Section</b>	<b>Performance Measures</b>	
Waste Management Services Strategy	<b>LE 3</b>	Environmentally responsible service delivery	Water & Waste Finance	<ul style="list-style-type: none"> <li>• Implement new kerbside collection contract</li> <li>• Commence review of waste management service contractual needs</li> <li>• Review and update Waste Strategy to align with State and Regional Waste Plans and Council’s future waste management needs as determined through 2026 community survey outcomes</li> <li>• Promote waste education and recycling opportunities</li> </ul>	
Planning Scheme Review	<b>LE 2</b>	Sustainable Planning and protection of environmental assets	Planning & Building	<ul style="list-style-type: none"> <li>• Continue major review of MSC Planning Scheme and supporting documents</li> <li>• Provide updated planning data for LGIP renewal</li> </ul>	
Reef Guardian Council	<b>LE 2</b>	Sustainable Planning and protection of environmental assets	Technical Services	<ul style="list-style-type: none"> <li>• Implement Reef Guardian Action Plan</li> </ul>	

**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

<b>Economy and Growth</b>					
<b>“Promote and encourage investment in local industry to build a resilient economy.”</b>					
<b>Project</b>	<b>Corporate Plan Ref</b>	<b>Corporate Plan Goal</b>	<b>Business Section</b>	<b>Performance Measures</b>	
Strategic Partnerships	<b>EG 2</b>	Effective strategic partnerships	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> <li>• Continue to support LTO and Chamber of Commerce</li> </ul>	
	<b>CC 2</b>	A vibrant and healthy community			
	<b>TI 2</b>	Sustainable Infrastructure for the future			
	<b>LE 1</b>	Attractive and accessible public facilities			
	<b>EG1</b>	Sustainable economic development growth			
Housing Strategy	<b>EG 1</b>	Sustainable economic development and growth	All	<ul style="list-style-type: none"> <li>• Continue to implement MSC Local Housing Action Plan (LHAP) initiatives</li> <li>• Divest Community Housing for Seniors Service to community management for leveraging additional stock</li> </ul>	
Economic Development Strategy	<b>EG 1</b>	Sustainable economic development and growth	Office of the CEO	<ul style="list-style-type: none"> <li>• Promote local and regional economic development based on MSC Economic Development Strategy</li> </ul>	

**Mareeba Shire Council**  
**OPERATIONAL PLAN 2026/2027**

<b>Economy and Growth</b>					
<b>“Promote and encourage investment in local industry to build a resilient economy.”</b>					
<b>Project</b>	<b>Corporate Plan Ref</b>	<b>Corporate Plan Goal</b>	<b>Business Section</b>	<b>Performance Measures</b>	
Mareeba Industrial Estate	<b>EG 1</b>	Sustainable economic development and growth	Technical Services Information Systems & Governance	<ul style="list-style-type: none"> <li>Finalise costing and funding options for staged implementation of Stage 1.1 of revised Masterplan</li> <li>Continue promotion and marketing through external agent</li> </ul>	
Tom Gilmore Mareeba Aviation Industrial Precinct	<b>EG 1</b> <b>EG 2</b>	Sustainable economic development and growth Effective strategic partnerships	Tourism & Economic Development	<ul style="list-style-type: none"> <li>Promote development opportunities</li> <li>Continue engagement with airport user group and FNQ Aviation Museum</li> </ul>	

## 9 INFRASTRUCTURE SERVICES

### 9.1 INFRASTRUCTURE SERVICES, CAPITAL WORKS MONTHLY REPORT - MAY 2026

**Date Prepared:** 1 June 2026

**Author:** Manager Assets and Projects

**Attachments:**

1. [Capital Works Summary - May 2026](#) ↓
2. [Capital Works Highlights - May 2026](#) ↓

---

#### 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 May 2026.

#### RECOMMENDATION

That Council receives the Infrastructure Services Capital Works Monthly Report for the month of May 2026.

#### 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 2025/26 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



## Capital Projects Summary May 2026

Project Code	Project Description	Project Comment	Project Stage
<b>Program: 01 - Rural and Urban Roads Reseal Program (Renewal)</b>			
CP0003915	25/26 Bitumen & Asphalt Reseal Program	Resealing completed on: Stewart St, Morrow St, Roiko Rd, Standen Rd, Ceola Dr, Egan St, Gilmore Rd, Sabin Rd West, Malcolm Cl, Powell Rd, Emerald End Rd. Pavement works on Ray Road complete in preparation for sealing. Two sites on Ootann Road removed from scope to manage budget due to price increases (not captured in budget currently).	Construction
<b>Program: 02 - Gravel Resheet</b>			
CP0003916	25/26 Gravel Resheet Program	Tinaroo Creek Rd resheet completed.	Construction
<b>Program: 03 - Urban Streets</b>			
CP00797	TIDS 22/23 24/25 Rankin/Walsh St R'bout	Stormwater installation is complete on Constance Street with pavement reinstatement commenced. Rankin Street stormwater between Constance Street and Walsh Street installed and pavement reinstatement commenced. Walsh Street stormwater commenced.	Construction
<b>Program: 04 - Rural Roads</b>			
CP0002040	KDA KIA08 Barron Falls/Masons Rd/L-out	Concept design commenced.	Design
CP0002041	KDA KIA09 Barron Falls Rd Thongon-Mason	Concept design commenced.	Design
CP0002048	KDA Kda Heights Rd Intersection Upgrade	Designs to be completed prior to end of calendar year.	Design
CP0002050	MBA Mclver Rd Upgrades	Concepts completed mid-May 2026, with Construction Designs to be completed August 2026	Design
CP0002051	DIM Leadingham Ck Rd - Ch3.598-5.2	Construction underway. Culvert extensions complete. Braund Road Intersection mostly complete apart from some subgrade replacement. Base material importing and incorporating commencing early June.	Construction
CP0002052	TIDS 24-27 DIM Leadingham C/R 8.04-11.48	Replacement of unconforming material. Importation of subbase and base material.	Construction
CP0002056	DIM Leadingham Ck Rd - Ch5.2-6.72	Design underway by external consultant.	Design
CP0002060	KDA Oak Forest Rd Rehab & Widen	Design in progress	Design
CP0002061	KOAH Koah Rd Widen & Seal to 8m	Concept plan completed, Detailed design pending resourcing	Design
CP0002063	DIM Leadingham Ck Rd - Ch6.72-8.04	Design underway by external consultant.	Design
CP0002066	DIM Leafgold Weir Rd Widen Curves	Design in progress	Design
CP0002077	MBA Fassio Rd Widen & Bitumen Seal	Design in progress	Design
CP0002082	CRC Ootann Rd Widen & Seal CH72.5 - 77.7	Concept design in progress	Design
CP0006656	MBA Barron River Fire Trail Upgrade, Lloyd St to Herberton St	Funding received. Propose to undertake works in the 2026 dry season.	Planning
<b>Program: 05 - Bridges</b>			
CP0001558	MBA Tinaroo Creek Rd Ada Creek Causeway	Preliminaries and site establishment complete. Side track construction commenced.	Construction
<b>Program: 06 - Drainage</b>			
CP0003695	Irvinebank Jessie St/Rubina Tce Upgrade	Investigations will be scheduled	Design



## Capital Projects Summary May 2026

Project Code	Project Description	Project Comment	Project Stage
CP0003914	25/26 Renew Minor Culverts & Drainage	Minor invert works to be undertaken on corrugated pipe on Hodzic Road. Works have not commenced yet due to resourcing.	Construction
CP00844	MBA Amaroo Drainage Upgrades	Site visit completed. Planning for procurement.	Planning
<b>Program: 08 - Parking</b>			
<b>Program: 09 - Footpaths</b>			
CP0001665	Mt Molloy Footpath & Furniture Refurb	Design to be scheduled	Design
CP0001666	KDA Barron Falls Rd Replace Footpath	For Construction Design to be completed June 2026.	Design
CP0001721	MBA WNP Constance St Link (Atherton St)	Construction works to commence late June 2026.	Construction
CP0001790	MBA WNP Anzac Avenue Footpath Renewal	In planning	Planning
<b>Program: 10 - Parks and Gardens</b>			
CP0001803	Julatten Geraghty Pk Pump Track	Preliminary design received. Construction to commence mid June 2026	Design
CP0001805	MBA Bicentennial Lakes Northern	Works recommended post wet season. Footpath construction, stormwater installation and landscaping underway.	Construction
CP0001928	MUT Refurb Community Hall Park	In procurement with climbing frame replacement options under assessment	Procurement
CP0003818	KDA KIAC KCP Additional Funds	Planning and investigation. The old school building concrete slabs need to be made safe prior to playground installation.	Planning
CP00809	MBA Bicentennial Lakes (Southern) D&C	Additional hill-slide fencing safety improvements being planned	Construction
<b>Program: 11 - Water</b>			
CP0002682	FY24/25 - Irvinebank Ibis Dam PS	All components have been sourced or manufactured, and onsite work will begin as soon as it is safe to proceed.	Procurement
CP0002686	25/26 WTP Minor Infrastructure	Works are continuing with equipment due to be delivered early June 2026.	Construction
CP0002688	25/26 Water Main Replacement	Practical completion for construction completed.	Construction
CP0002691	25/26 Hydrants & Valve Renewal	Most valve replacements have been completed, with a final stage remaining to finish works in the Mareeba CBD.	Construction
CP0002764	MOL Replace Hunter Ck Weir	Construction works to commence once on-site conditions become safe	Construction
CP0003820	KDA WTP Intake Works	In procurement	Construction
<b>Program: 12 - Wastewater</b>			
CP0001043	Atherton St Pump Station Refurb	Construction works commenced	Construction
CP0002481	FY24/25 - MBA Constance St Rising Main	Excavation through rocky material and bedrock have caused minor delays in construction. Finalisation of the Lerra St watermain realignment.	Construction
CP0002483	25/26 MBA Sewer CCTV & Reline Prog	Procurement commenced.	Procurement
CP0002484	25/26 WW Pump Station Ancillary	Capacity assessments currently being undertaken for pump stations on Myola Rd, Kuranda. Scope of Works to be finalised following completion of assessment.	Construction



## Capital Projects Summary May 2026

Project Code	Project Description	Project Comment	Project Stage
CP0002485	25/26 WW Reticulation Pumps Renewal	All required pumps delivered. Replacement ongoing.	Construction
CP0002487	25/26 Telemetry/SCADA Upgrades	Data quality, integrity and validity testing underway	Construction
CP0002490	MBA WWTP Inline Instruments	Final set of sensors being delivered to site for installation and verification by original equipment manufacturer	Construction
<b>Program: 13 - Waste</b>			
<b>Program: 14 - Aerodromes</b>			
<b>Program: 15 - Fleet</b>			
CP0003746	Replace Asset 1279 Toyota Hilux	Vehicle in final stages of fit out	Procurement
CP0003930	Asset 6221 Forklift Forks Upgrade	Waiting on update from supplier	Planning
<b>Program: 16 - Depots and Council Offices</b>			
<b>Program: 17 - Community Buildings</b>			
CP0001059	Mba/Dim Aquatic Condition Assessment	Discussions underway with consultant.	Procurement
CP0001816	25/26 Shire Wide Toilet Facilities	Pat Kinnear Park toilet in Chillagoe upgrade. Design expected mid June 2026.	Design
CP0003890	25/26 Annual Minor Building Refurb	Procurement commenced.	Procurement
CP0003893	DIM Caravan Pk & KDA Pool Painting	Awarded the painting of the Kuranda Aquatic Centre, waiting on quotes for the Dimbulah Caravan Park	Planning
CP0003913	MBA Cedric Davies Hub Place of Refuge	Construction commenced. Electrical upgrade designs received.	Construction
CP0003934	Annual Facilities LED Lighting	Bartley Park Kuranda. Awaiting funding application results.	Planning
CP0006602	CHI SES Facility Improvements	Construction commenced	Construction
CP0006648	KOAH Hall Upgrade	Procurement commenced	Procurement
CP00793	MBA Women's Restroom Refurb	To be completed in conjunction with the Mareeba CBD Blueprint Project	Planning
<b>Program: 18 - Non-Infrastructure Items</b>			
CP0001085	Mba Cemetery Expansion Planning	Capacity assessment completed	Planning
CP0003754	Mareeba CBD Blueprint	Concept Design Received and Detailed Design Commenced	Design
CP0003908	MBA New Cemetery Headstone on Beam	Irrigation materials procured. Installation to occur in June.	Construction
CP0003909	Mba Cemetery New Double Columbarium Wall	Construction commenced.	Construction
CP00932	MBA MIP Expansion	Masterplan Documentation (99%) received. Tender Package to be updated with Electrical/Telecommunication suite. Electrical Package (Draft) received. Telecommunication for Masterplan submitted to NBN.	Design

## Infrastructure Services Capital Works Report Project Highlights – May 2026



**Project Name:** Mareeba Bicentennial Lakes and Parkland Upgrade

**Program:** Parks and Open Spaces

**Background:**

The Mareeba Bicentennial Lakes is 1.5km of parkland located in the heart of Mareeba. As the third most visited open space in the region, the lakes sit just 350 metres from the CBD, offering convenient access for both residents and visitors.

The northern lake is located between Keeble St and Granite Creek and provides an open space recreational area for the residents and visitors of Mareeba Shire with established trees, grassy open spaces, footpaths, and a waterway backdrop.

The proposed upgrade works aim to enhance water quality in the northern lakes and improve the safety, functionality, accessibility, and overall amenity of the surrounding parklands within the northern lakes precinct. The project is funded by the Australian Government and Mareeba Shire Council.

**Scope of Work:**

The projects scope of works includes:

- Construction of a new on-street carpark on the northern side of Keeble Street.
- Reshaping of the top northern lake, narrowing it to remove stagnant areas and maximise the capacity of the freshwater flow, reducing areas where sediment and nutrients can deposit to improve the water quality and self-sustainability of the eco system;
- Construction of a viewing deck on the lake edge with the intent of providing an interpretive information node proposed to have educational signage and information maps.
- New footpaths for pedestrian connectivity on the eastern side of the lake and replacement of existing paver footpath sections with concrete footpaths to improve usability.
- Installation of picnic shelters (3), park bench seating (7) a litter bin and drinking fountain.
- Solar footpath lighting similar to the southern lakes' precinct.
- Some ground surface reprofiling and drainage works will also be undertaken.

**Works Progress:**

The works are nearing completion including lakes reshaping, landscaping, new footpaths, carpark, viewing platform solar lighting, picnic shelters, seating, litter bin and drinking fountain. Interpretive and wayfinding signage is in manufacturing and will be installed to complete the project.

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



*Bicentennial Lakes Northern footpath and viewing deck construction*

## Infrastructure Services Capital Works Report Project Highlights – May 2026



**Project Name: Leadingham Creek Road Rehabilitation, Widen and Seal**

**Program: Rural Roads**

### Background

Leadingham Creek Road is classified as a Rural Collector Road, extending approximately 13.1 km from Mareeba-Dimbulah Road (east of the Dimbulah township) to Wolfram Road in the west. The road serves a vital role in supporting regionally significant activities, including heavy agriculture, sugarcane haulage, and tourism, and also provides access to the Dimbulah Aerodrome.

The road is in need of an upgrade to address several safety concerns, including tight horizontal curves, steep vertical alignments, restricted driver sightlines, and a narrow carriageway. Additionally, the high volume of heavy commercial and private traffic has contributed to the deterioration of the road's condition, resulting in steep edge drop-offs, uneven shoulders, and damaged sealed edges that compromise the integrity of the pavement.

This project is funded by the Australian Government in association with the Queensland Government and Mareeba Shire Council.

### Scope of Works

The scope of works includes the widening and sealing of 9.8km of Leadingham Creek Road from Chainage 1.65 to 11.48 to a consistent 2 lane, 7m wide roadway with 0.5m shoulders on either side of the roadway (excluding the single culvert at Twelve Mile Creek). The scope includes earthworks, drainage, culverts, pavement construction, bitumen sealing, road furniture and line marking.

### Progress Update

#### Chainage 3.598 – 5.2

- 1) Cart, Lay and compact select fill
- 2) Excavate and box out failed subgrade section. Replace with rock and bidem.
- 3) Preparation of subgrade

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



*Replacement of failed subgrade*



*Preparation of Subgrade*

## Infrastructure Services Capital Works Report Project Highlights – May 2026



### Chainage 8.04 – 11.48

- 1) Cart, Lay and compact select fill
- 2) Cart, lay and compact gravel road base.
- 3) Excavate and box out failed subgrade section. Replace with rock and bidem.



*Replacement of failed subgrade*



*Placement of select fill*

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



**Project Name: 25/26 Gravel Resheet Program**

**Program: Gravel Resheet**

**Background**

As part of its ongoing commitment to maintaining and improving local infrastructure, Mareeba Shire Council undertakes planned gravel resheeting works. Council delivers these works through internal works crews in between maintenance grades.

**Scope of Works**

The scope of works includes heavy formation grade to reinstate the profile of the roadway, Importation of suitable road base material and laying and compacting of material to specification.

**Progress Update**

Tinaroo Creek Road

A gravel resheet of Tinaroo Creek Road was completed between Chainage 8,720 to 11,621.



*Resheet completed on Tinaroo Creek Road*

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



*Resheet completed on Tinaroo Creek Road*

## Infrastructure Services Capital Works Report Project Highlights – May 2026



**Project Name: 25/26 Bitumen & Asphalt 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 2025-26 Bitumen Reseal and Asphalt Program. Council delivers these works through a regional procurement arrangement under FNQROC Contract FNQ038, ensuring value for money and alignment with broader regional objectives.

### Scope of Works

The scope of works includes repairing of road defects, removal of high shoulders (where applicable), removal of debris, re-sealing of roadway with appropriate seal and aggregate to specification .

### Progress Update

Works completed this month include re-sealing works on the following roads:

- Stewart St
- Malcolm Cl
- Morrow St
- Emerald End Rd
- Roiko Rd
- Powell Rd
- Standen Rd
- Fumar Rd
- Egan St
- Robinson Rd
- Ceola Dr
- Pinnacle Rd
- Gilmore Rd
- Mt Perseverance Rd
- Sabin Rd West



*Reseal completed on Malcom Close, Mareeba*

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



*Reseal underway on Ceola Drive, Mareeba*



*Reseal underway on Stewart Street, Mareeba*

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



**Project Name: Ada Creek Causeway Upgrade**

**Program: Bridges**

**Background:**

Tinaroo Creek Road is a rural two lane bitumen sealed road with and is Local Road of Regional Significance. Ada Creek Causeway is single lane at the base of the hill and there is poor visibility going from two lanes to a single lane causeway in the high speed environment. Upgrading the existing single lane causeway to a two lane structure will provide a fully aligned roadway, improving access and safety for vehicles. The upgrade will address current visibility issues and remove the give way sign, improving traffic flow and safety.

Improving the structure will reduce the frequency and impact of wet weather event closures. Ensuring the road remains open during adverse weather will support continued operations for local businesses, including a quarry, poultry farm, and agricultural enterprises such as cattle and horticulture agribusiness operations.

This project is funded by the Australian Government, the Queensland Government and Mareeba Shire Council.

**Scope of Work:**

The projects scope of works includes:

- Establishment of a side track for safe flow of traffic
- Demolition of existing structure.
- Construction of new 2400 x 1500 RCBC culvert sections.
- Formation and construction of a 150mm thick concrete road over new culvert sections and approaches, 8m wide.
- Tie into existing sealed surface either side of the creek area.
- Installation of signage and linemarking.

**Works Progress:**

Contractor has mobilised to site and has commenced construction.



*Ada Creek Causeway Upgrade Clearing, Grubbing and Side Track Construction Works*

## Infrastructure Services Capital Works Report Project Highlights – May 2026



### Project Name: Walsh St Stormwater Traffic & Landscaping Upgrade

#### Background

The Walsh Street Mareeba Safety and Stormwater Improvements project will deliver a coordinated package of works to improve safety, traffic flow and flood resilience, consistent with priorities identified in the Mareeba CBD Blueprint Masterplan. Key upgrades include enhanced pedestrian crossings, improved roundabout performance through the installation of vehicle detection loops, new lighting and footpath connections, and a major underground stormwater upgrade to address flooding between Herberton and Rankin Streets during periods of intense rainfall.

The project is supported by the Australian Government's Roads to Recovery Program, the Queensland Government's Transport Infrastructure Development Scheme (TIDS), and Mareeba Shire Council. These works form part of Council's ongoing commitment to improving road safety, strengthening network performance and enhancing the resilience of critical infrastructure within the Mareeba township.

#### Scope of Work

The scope of works includes:

- Walsh/Rankin Street roundabout demolition and reconfiguration to improve heavy vehicle turning radius's compliant with requirements for heavy vehicles.
- Installation of a centre median pedestrian refuge to minimise vehicle stopping times at the pedestrian crossing between K-Hub and the Coles shopping centre to improve pedestrian safety and reduce congestion at peak times.
- Asphalt reprofiling of traffic lane crossfalls in conjunction with the establishment of the mid-block centre median island and the reconfigured roundabout.
- A streetlighting upgrade to improve pedestrian safety at the mid-block pedestrian crossing.
- The installation vehicle detector loops in the asphalt road pavement of the Rankin Street approach to the Byrnes Street traffic lights.
- The upgrade of stormwater infrastructure capacity, capturing stormwater at the Herberton Street end of Walsh Street and conveying it to the Hastie Street intersection at St Thomas's Catholic Primary School via Rankin Street.
- Landscaping improvements that will include the establishment of gardens and associated infrastructure in the centre median island and the planting of street trees on the footpath.

#### Progress Update

HEH Civil commenced works Monday 9<sup>th</sup> March 2026 with trench excavation and the installation of 750mm stormwater pipes starting at the discharge end of the system opposite Mareeba Kids Campus at the Constance/ Hastie Street intersection.

During April, stormwater installation progressed, with the Constance Street connection into existing infrastructure undertaken during the Easter School Holidays. Progress continues to be slow due to sections of rock and large rock 'floaters'. Trenching and stormwater installation are being carried out through and beneath existing service lines.

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



*Stormwater installation on corner of Rankin Street and Walsh Street highlighting existing service lines*

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



*Walsh Street Stormwater Pipe Trenching & Installation Highlighting Ground Conditions and Existing Service Lines*

## Infrastructure Services Capital Works Report Project Highlights – May 2026



### **Project Name: Kenneally Road Gravity Sewer Main Upgrade**

#### **Program: Wastewater**

#### **Background**

Most of Mareeba's sewerage network was built between the late 1960s and 1980s. The Kenneally Road and Constance Street sewer main is a critical asset servicing 129 residential properties. The original sewer main is unable to meet both existing demand and future development needs, and this has resulted in surcharging of manholes along Constance Street and Kenneally Road, with sewage ingress into the environment and properties during severe wet weather events.

Upgrading the gravity sewer main will address both current and future capacity issues within the Kenneally Road catchment. Replacing ageing sewer infrastructure is vital to reducing the risk of sewage overflows—an issue with serious implications for public health, environmental safety, and community wellbeing. This upgrade is also a key measure in protecting the Barron River, which ultimately flows into the Great Barrier Reef. This project is proudly supported by the Queensland Government through the Local Government Grants and Subsidies Program and Mareeba Shire Council.

#### **Scope of Works**

2.35km of gravity sewer main will be upgraded, starting from a sewer manhole located in an easement off Antonio Drive. It will run the full length of Constance Street, connecting to a manhole adjacent to Mareeba State Primary School, and discharge upstream of the Byrnes Street pump station.

The project scope includes:

- Supply, delivery and installation of the sewer gravity pipework and manholes
- Survey for set out purposes, erosion and sediment control and traffic management.
- Manhole testing and commissioning of the sewer gravity main.

#### **Progress Update**

During May, trenching works continued along Constance Street with the majority of the 525mm trunk main being installed. The contractor is constructing the road crossing, reticulation lines and locating the property connection branches.

Construction progress has continued despite some challenges and resolutions include:

- Excavation through rocky material and bedrock have caused minor delays in construction
- Finalisation of the Lerra St watermain realignment
- Adjacent Stormwater project works limiting access

**Infrastructure Services Capital Works Report  
Project Highlights – May 2026**



*Works on Road crossing and 150mm reticulation Main between Lerra Street and Basalt Street*

## Infrastructure Services Capital Works Report Project Highlights – May 2026



**Project Name: Atherton Street Sewer Pump Station**

**Program: Wastewater**

**Background:**

The Atherton Street Sewer Pump Station upgrade is a critical infrastructure project that will replace ageing, capacity-constrained assets to ensure reliable wastewater services and support future growth in Mareeba Shire. Currently operating in poor condition and at capacity, the existing system services approximately 2,467 Equivalent Persons (798 dwellings). The proposed upgrade will increase capacity to approximately 6,920 Equivalent Persons (2,768 dwellings), enabling an additional 1,970 connections.

This project will modernise the sewer network, improve operational efficiency, reduce infrastructure risk, and directly support increased housing supply by enabling new residential development. This project is funded by the Queensland Government Residential Activation Fund.

**Scope of Work:**

The projects scope of works includes:

- Construction of the Sewer Pump Station and rising main;
- Construction of the associated maintenance hole and connection to the existing network;
- Sewer main and Maintenance Hole testing;
- Commissioning of the sewer pump station and rising main;

**Works Progress:**

Contractor has mobilised to site and has commenced construction.



*Atherton Street Sewer Pump Station Clearing, Grubbing and Excavation Works*

**9.2 INFRASTRUCTURE SERVICES, TECHNICAL SERVICES OPERATIONS REPORT - MAY 2026**

**Date Prepared:** 1 June 2026  
**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 May 2026.

**RECOMMENDATION**

That Council:

1. receives the Infrastructure Services, Technical Services Operations Report for May 2026;
2. endorses the release of an Expression of Interest for the Lease of 118 Byrnes Street, Mareeba;
3. endorses amendments to the 2026 Entry Fee proposal for Council Aquatic Facilities, and
4. supports the progression and implementation of a Regional Multi-Visit Pass to provide access across all MCSF-managed Aquatic facilities.

**BACKGROUND**

**Technical Services**

Design, quality, and investigations:

Investigation activities undertaken in May included:

Activity	New Requests	Closed Requests	Active EOM
Road Infrastructure Review	13	13	68
Drainage Investigations	3	8	23
Parks Investigations	0	0	3
Miscellaneous e.g. Planning; Local Laws	9	10	32

Routine Activities	Investigations Completed
Traffic Count/Surveys	14
As Constructed Plans	5
National Heavy Vehicle Regulator (NHVR) Permits/Investigations	23
Before You Dig Requests	148

Soil Laboratory:

Council's Soil Laboratory provides NATA-accredited soil and material testing for internal and external services. The laboratory delivered 129 tests in May, with approximately half of testing being delivered 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.

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
<b>Works Approved for Commencement</b>		
Kuranda	Jum Rum Rainforest Estate Stage 2	Fallon Road
Kuranda	2 - 6 Black Mountain Road	Black Mountain Road
Mareeba	Quill Street Development	Quill Street
Mareeba	The Edge – Stage 4	Antonio Drive
Mareeba	Amaroo Stage 14A	Karobean Drive
Mareeba	Two Rivers Community School	Chewko Road
Mareeba	Wylandra Estate	Wylandra Drive
<b>On Maintenance Period</b>		
Kuranda	Jum Rum Rainforest Estate Stage 1	Fallon Road
Mareeba	Rayfield Estate Stage 2	Agius Crescent
Koah	Popovic Road	Popovic Road
Mareeba	Caltex Service Station	Malone Road
Mareeba	St Stephen's Catholic College	Mclver Road
Mareeba	Amaroo Stage 13B	Karobean Drive

Mareeba CWA Restrooms Facility, 118 Byrnes Street, Mareeba

At Council's meeting of January 2026, Council resolved to close the CWA toilets immediately and to build a new set of public toilets in the Railway Avenue Entrance Car Park. This was in response to significant ongoing vandalism, and maintaining the facility to an acceptable standard over the longer term had become unviable.

Stakeholder engagement as part of the Mareeba CBD Blueprint Masterplan recognises the historical significance of the site and opportunity to repurpose the building in the future as part of improvements to the town centre. To enable this opportunity to be further explored, an Expression of Interest (EOI) has been sought from the public under EOI-MS2026-01 Lease of Property (CWA Building) – 118 Byrnes Street, Mareeba for the purpose of redevelopment of the site for a suitable commercial or community use.

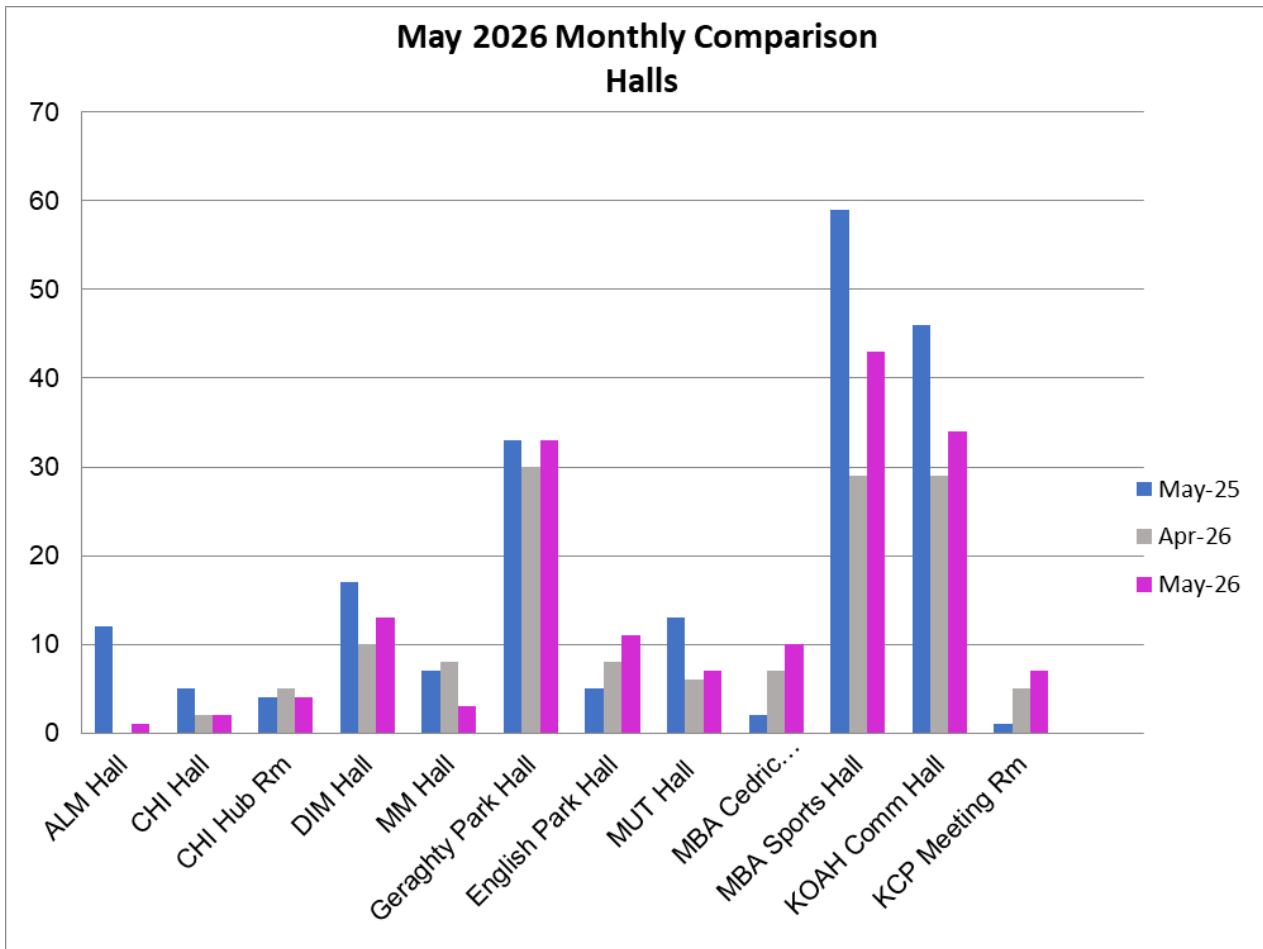
The EOI was opened for public engagement Friday 5 June 2026 and will close Monday 29 June 2026 at 11.00 am. The property is offered on an “as is where is” basis and respondents have been advised that it is Council’s preference to retain the heritage features of the site to the greatest extent possible.

Respondents have been advised that Council will seek to complete the demolition of the rear toilet block and general refurbishment of the CWA Restrooms building prior to, or as part of a Lease agreement.



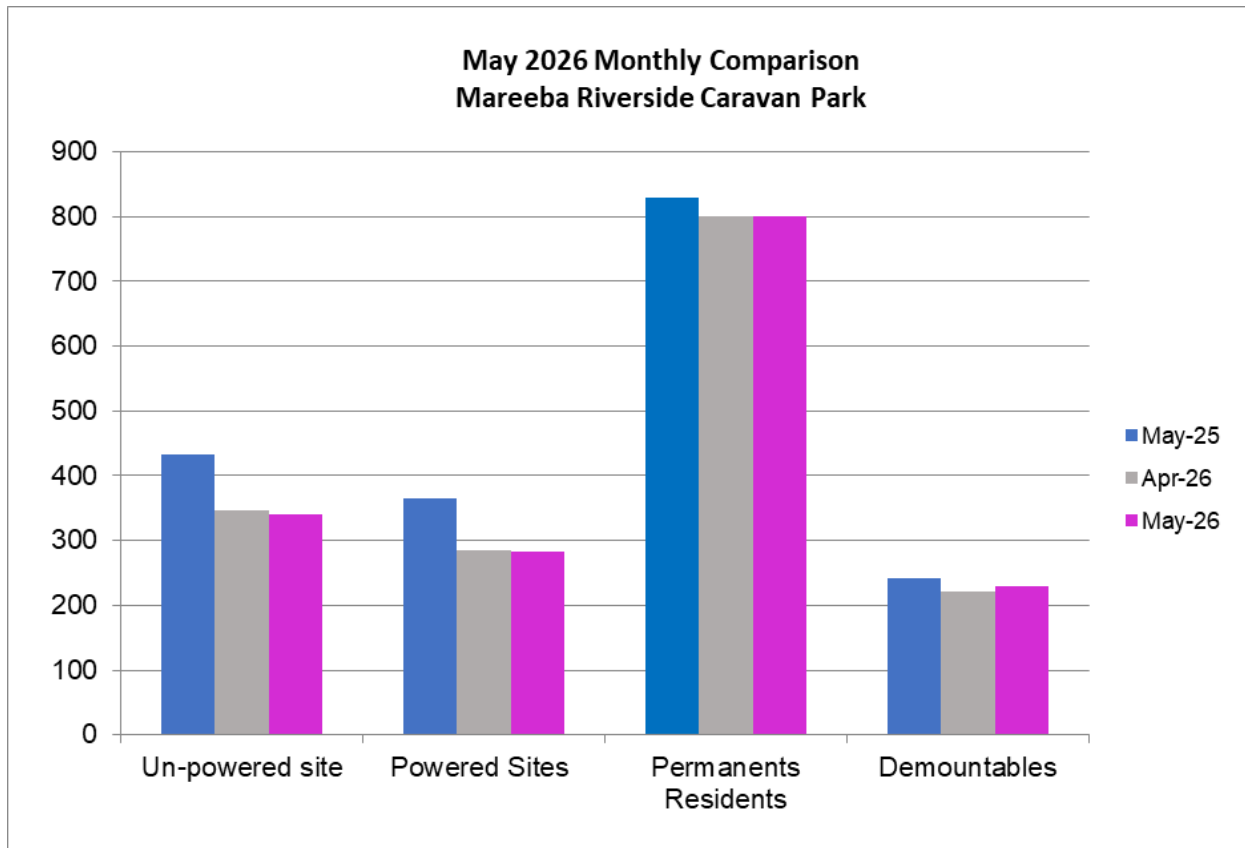
#### Community Halls:

Maintaining safe and efficient access to Council’s Community Halls is recognised as an important aspect for the community's ongoing wellbeing.

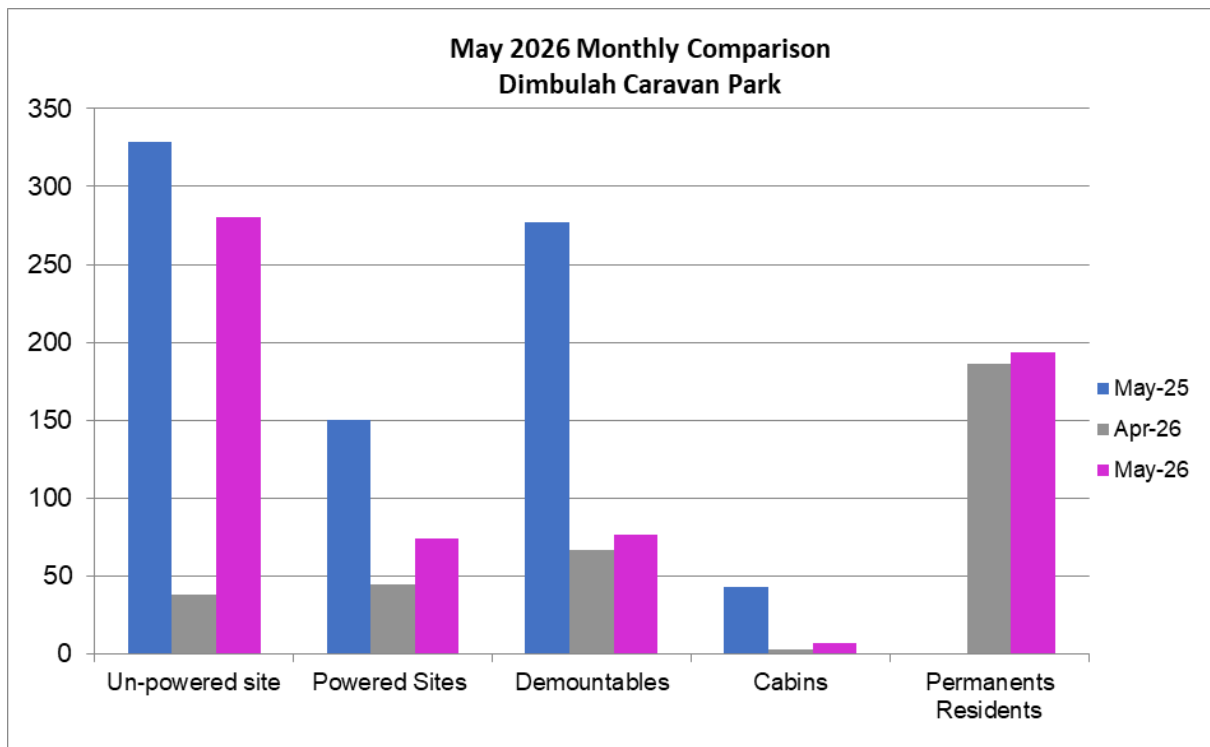


Caravan Parks:

Mareeba Riverside Caravan Park: Attendance at the park have strengthened following improvement works by the Lessee.



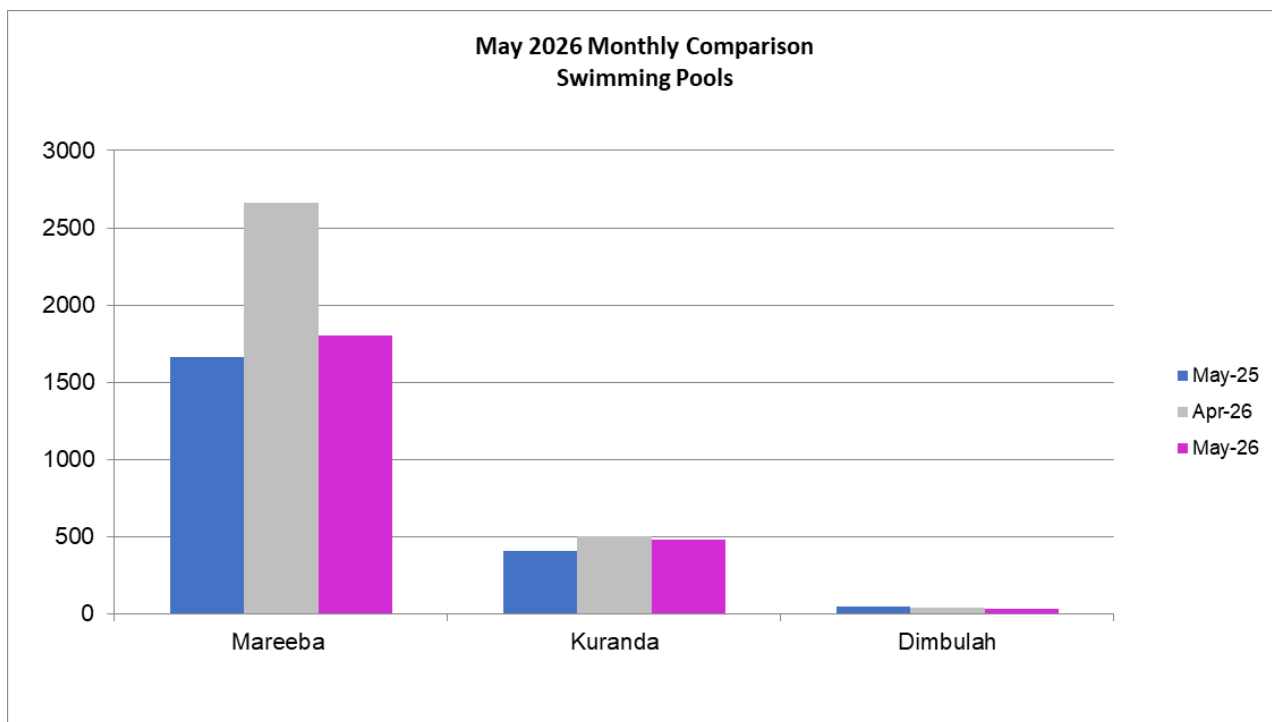
Dimbulah Caravan Park: Attendance at the park has strengthened during May, however overall numbers remain lower than previous years. Numbers improved due to the teams of the GWR staying overnight in the park. During the peak tourist season a recovery in utilisation is anticipated.



**Aquatic Facilities**

While attendance at the Mareeba and Kuranda facilities remained stable, reductions were seen at the Dimbulah Aquatic Centre. Dimbulah Pool has closed for the Winter Period.

To enable a thorough clean of the Kuranda Aquatic Facility pool, the facility will close for a two (2) week period, commencing close of business Sunday, 28 June 2026 and reopening for Monday 13 July 2026. The Lessee will undertake initiatives to inform the public and Council will seek to mirror the advice via Council Social Media.



**Aquatic Facilities: Proposed updates to entry prices**

Entry fees to Council’s aquatic facilities, which are operated by Marlin Coast Swim and Fitness (MCSF) have remained unchanged since December 2022. The lessee has advised Council that since commencement of the Lease, operational costs have escalated, particularly for wages, chemicals, utilities, and trade services.

While entry to Council’s aquatic facilities remain among the most affordable in Far North Queensland, a modest adjustment is required to offset these costs and standardise regional pricing, which complements the lessee’s request for consideration for introducing the new Regional Multi-Visit Pass for MCSF-managed facilities in the region.

**Proposed Tiered Pricing Structure for Aquatic Facility Entry Fees:**

To ensure fairness, the Lessee propose a tiered pricing model that reflects the distinct amenities and service levels at each facility:

- Tier 1: Mareeba Aquatic Centre (Premier Facility - Splash Park): Reflects a year-round, multi-amenity destination featuring a heated 50 metre pool, heated kids' pool, and splash pad.
- Tier 2: Kuranda Aquatic Centre (Mid-Tier Facility): Reflects a year-round facility featuring a heated 25 metre pool and a smaller, unheated kids' pool.

- Tier 3: Dimbulah Aquatic Centre (Seasonal Facility): Pricing will be held steady, recognising its shorter season, reduced hours, and single unheated pool until future infrastructure upgrades allow for an increased offering.

*Proposed Changes to Entry Fee Structure:*

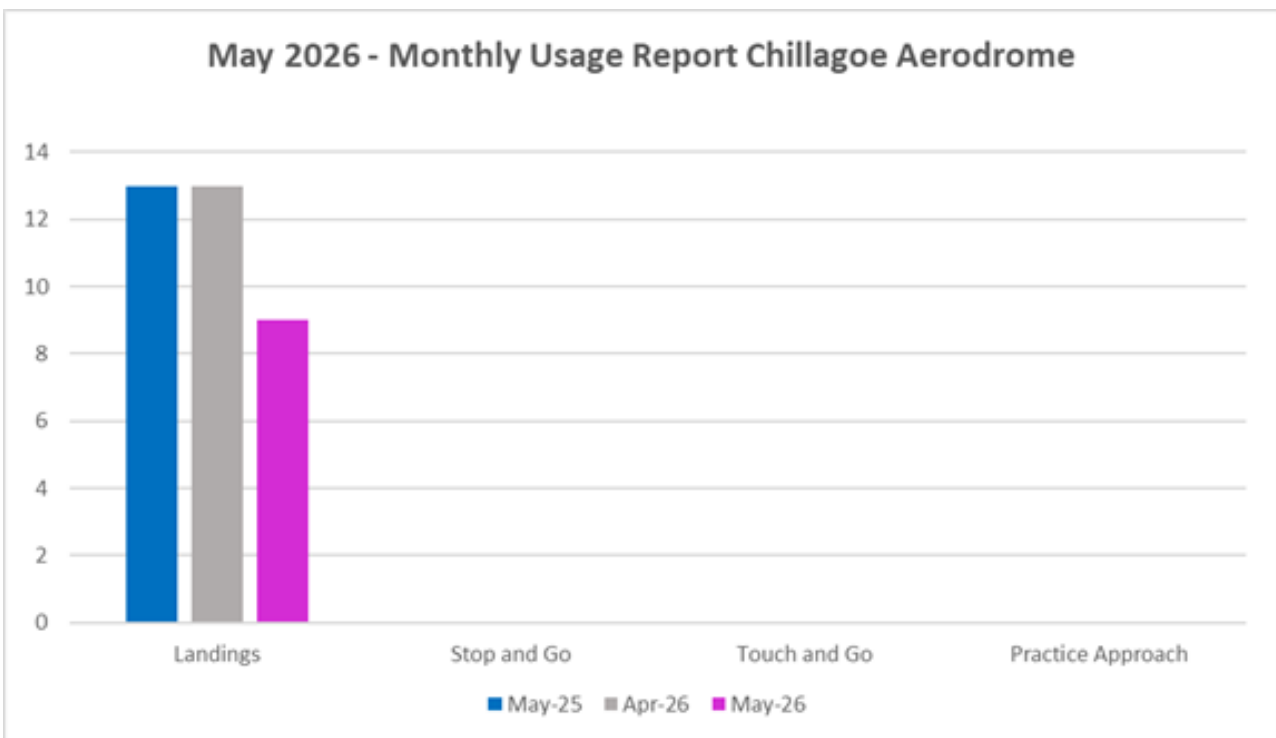
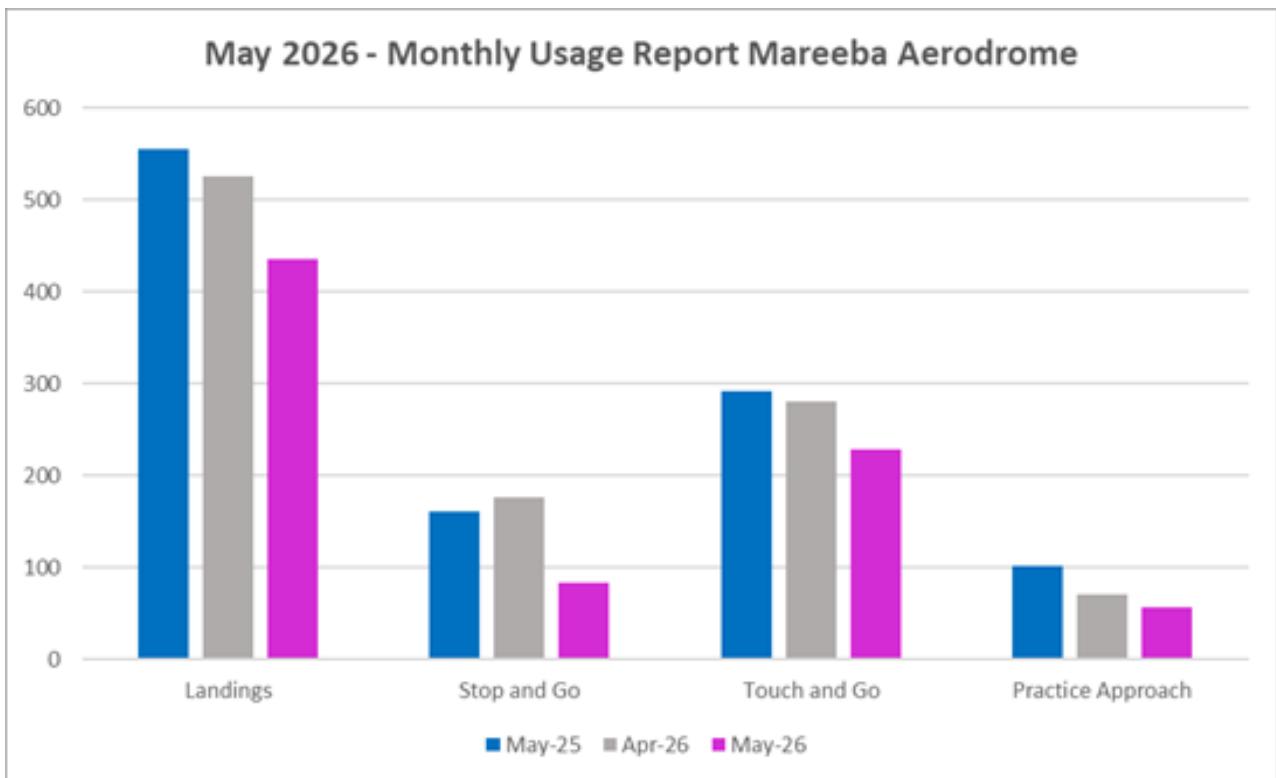
Facility	Amenities	Season	Current Adult	Proposed Adult	Current Child/Con.	Proposed Child/Con.
Mareeba	Heated 50m pool, heated kids pool, splash pad	Year-round	\$4.30	<b>\$4.60</b>	\$3.30	<b>\$3.60</b>
Kuranda	Heated 25m pool, small non-heated kids pool	Year-round	\$4.30	<b>\$4.50</b>	\$3.30	<b>\$3.50</b>
Dimbulah	Single unheated pool	Oct–Apr seasonal	\$4.30	<b>\$4.30</b>	\$3.30	<b>\$3.30</b>

**Regional Multi-visit Aquatic Facility Pass:**

The Lessee is developing a proposal to implement a Multi Visit Pass option for all Aquatic Facilities under their management. If implemented, this Regional Pass would enable holders to use their pass at any eligible venue, thereby significantly increasing access to Aquatic Facilities.

Aerodromes:

The data recorded below is current for the month of May, 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



**9.3 T-MSC2026-02 REGISTER OF PRE-QUALIFIED SUPPLIERS - OCCASIONAL PLANT HIRE 2026/27**

**Date Prepared:** 5 June 2026  
**Author:** Manager Technical Services  
**Attachments:** 1. [Contractor List 2026/27](#) ↓  
2. [Zone Map 2026/27](#) ↓

---

**EXECUTIVE SUMMARY**

The purpose of this report is to recommend Council empanel contractors onto its Prequalified Suppliers register, for the Occasional Plant Hire T-MSC2026-02 for the 2026/27 financial year.

Council invited submissions from suitably qualified and experienced contractors for consideration of inclusion on the Pre-qualified Supplier Register for Occasional Plant Hire 2026/27. The submission period closed 11:00am Thursday, 9 April 2026.

**RECOMMENDATION**

That Council empanels the contractors listed in the documentation attached to this report for the purpose of providing a Register of Pre-qualified Suppliers for Occasional Plant Hire during the 2026/27 financial year.

**BACKGROUND**

Council invited submissions from suitably qualified and experienced contractors for consideration of inclusion on the Register of Pre-qualified Suppliers (ROPS) for Occasional Plant Hire 2026-2027 which closed at 11:00 am Thursday, 9 April 2026.

In accordance with *Section 232 of the Local Government Regulation 2012* titled "Exception for Register of Pre-qualified Suppliers", Council is able to empanel the applicants that Council deems to assess be suitable providers for provision of occasional plant hire services.

Council received 112 submissions at the time of tenders closing. Three (3) of these were identified as been non-compliant.

Included with the briefing note is a list of 112 contractor names (*Attachment*), of which 109 will be recommended to be empanelled, within various 'Zones' across the Council Area (*Attachment*), as suitable providers under the terms and conditions of the Register of Pre-qualified Suppliers documentation.

Of the 109 submissions recommended for empanelment this year, 15 are new contractors.

Only those contractors who are listed in the panel of suitable suppliers can be used for the purpose of providing occasional plant hire. This does not exclude other contractors from being engaged on a job-by-job basis should empanelled contractors be unavailable, provided they have been engaged under the conditions and provisions of Council's Procurement Policy and Guidelines.

**RISK IMPLICATIONS**

Nil.

**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Procurement Policy, Local Government Regulation 2012.

**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.

**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**

The empanelled list of suppliers will be notified in writing.

Register of Pre-Qualified Suppliers for the Supply of Occasional Plant Hire 2026-2027			
T-MS2026-02			
Business Name	Contact Person	Postal Address	Town
1300 Meteor Rentals	Chris Connor	PO BOX 6041	TOWNSVILLE QLD 4810
AA Taylors Treelopping	Christine Taylor	PO BOX 375	TOLGA QLD 4882
Above The Line Safety Solutions P/L	Glenn Peck	70 SUPPLY ROAD	BENTLEY PARK QLD 4869
AKM Rural Contracting & Transport P/L	Karlia Mehmet	PO BOX 2822	MAREEBA QLD 4880
Arkey Haulage P/L	Steve Arkey	PO BOX 2331	MAREEBA QLD 4880
Arthy Earthmoving P/L	Michael Arthy	PO BOX 34	DIMBULAH QLD 4872
Atherton Location Services P/L	Bronson Jue Sue	PO BOX 758	ATHERTON QLD 4883
AU Hire It	Colin Bussell	PO BOX 1448	TOLGA QLD 4882
Aussie Drill Kings	Devan Russell	PO BOX 2332	CAIRNS NORTH QLD 4870
B & M Ag Services	Brady Stewart	PO BOX 1393	MAREEBA QLD 4880
Beau-Con P/L	Beau Conway	PO BOX 1049	PORT DOUGLAS QLD 4877
BJS Plumbing & Civil Contracting	Elise Jue Sue	PO BOX 758	ATHERTON QLD 4883
BLE Earth Contracting	Bryce Ernst	125 HIGHLAND DRIVE	JULATTEN QLD 4871
Bolwarra Enterprises P/L	Keoni Kidner	PO BOX 1336	ATHERTON QLD 4883
Bono's Excavations	Dennis Bonadio	PO BOX 333	KAIRI QLD 4872
Brooks Hire Service P/L	Rebecca Druce	30 COULSON WAY	CANNING VALE WA 6155
Cape York Graders	Gary Cornthwaite	27 COUPER STREET	MAREEBA QLD 4880
Cheshire Contractors	Shannon Cheshire	PO BOX 142	BUNGALOW QLD 4870
Civil and Marine Projects Australia	Joel Capelli	13-15 MEGAN CLOSE	FRESHWATER QLD 4870
Coates Hire P/L	Bradley Smith	37-45 MUDGEE STREET	KINGSTON QLD 4114
Copine Contracting	Robert Weedon	PO BOX 611	MAREEBA QLD 4880
CQB Services P/L	Maryjane Musumeci	PO BOX 1732	MAREEBA QLD 4880
D & D Backhoe Hire	Dale Peebles	PO BOX 1341	MAREEBA QLD 4880
D & J Fitzgerald Family Trust	Dennis Fitzgerald	PO BOX 2011	MAREEBA QLD 4880
Daniel Lowe Builders P/L	Daniel Lowe	PO BOX 520	TOLGA QLD 4882
DanTam & Sons P/L	Tammy O'Doherty	PO BOX 581	COOKTOWN QLD 4895
Davis Transport P/L	Geoff Davis	PO BOX 1339	MAREEBA QLD 4880
Dempsey Cranes & Construction	Christopher Dempsey	PO BOX 856	RAVENSHOE QLD 4888
Dixon Civil Group P/L	John Dixon	323 KOAH ROAD	KOAH QLD 4881
Edmonds Transport & Earthmoving	Anthony Edmonds	PO BOX 104	MT MOLLOY QLD 4871
EGB Group P/L t/a Eclipse Hire	Candice Bryan	PO BOX 798	EDMONTON QLD 4869
EJ Grader Hire Services	Eric Jonkers	38 MARSDEN STREET	MT SHERIDAN QLD 4868
Ellis Profiling QLD P/L	Bengeman Mackay	PO BOX 123	NARANGBA QLD 4504
Erroll Fitzgerald	Rena Fitzgerald	PO BOX 109	RAVENSHOE QLD 4888
Far North Towing P/L	Lenny Grasso	PO BOX 589	MAREEBA QLD 4880
Far Northern Concrete Pumping	Rebecca Gray	PO BOX 416	MAREEBA QLD 4880
FDH Equip P/L	Rod Whipp	PO BOX 285	YORKEYS KNOB QLD 4878
FGF Bitumen P/L	Warren Massingham	PO BOX 6665	CAIRNS QLD 4870
FNQ Heavy Transport P/L	Louise Price	PMB 12	CAIRNS QLD 4871
FNQ Traffic Hire P/L	Tracey Walters	97 LOUIE PICCONE WAY	EDMONTON QLD 4869
Freelance Freighters	Chris McDonald	PO BOX 1779	ATHERTON QLD 4883
G & M Civil Contracting P/L	Gregory Gilmore	PO BOX 248	COOKTOWN QLD 4895
GA & WJ Lamont t/a Lamont Transport	Gail Lamont	PO BOX 197	DIMBULAH QLD 4872
Gordon W Rasmussen	Gordon Rasmussen	PO BOX 222	MT MOLLOY QLD 4871
Gregg Construction P/L	Kenneth Gregg	PO BOX 186	MAREEBA QLD 4880
Hastings Deering (Australia) Ltd	David Monteith	PO BOX 46	ARCHERFIELD QLD 4108
Hayden Shorey Contracting P/L	Hayden Shorey	81 HOLLANDS ROAD	TUMOULIN QLD 4888
HEH Civil P/L	Luke Bird	PO BOX 407	WESTCOURT QLD 4870
HMBT	Bruce Craven	PO BOX 132	MAREEBA QLD 4880
Ikin Civil	Dale Ikin	PO BOX 2191	MAREEBA QLD 4880
J & R Grego Group	John Grego	PO BOX 15	FRESHWATER QLD 4870
J A Slashing	Joseph Agius	PO BOX 43	REDLYNCH QLD 4870
James Trimble Backhoe Hire	James Trimble	PO BOX 35	ATHERTON QLD 4883
JDI Earthworks and Machinery Hire P/L	Debbie Jakobs	63-65 REYNOLDS STREET	OAK BEACH QLD 4877
KBN Holdings	Vincent Bowyer	PMB 6	CAIRNS QLD 4892
Kidner Crane Hire P/L	Dion Kidner	7 GILLIES RANGE ROAD	YUNGABURRA QLD 4884
Kuranda Backhoe Hire	Jeffrey Kapteyn	PO BOX 1019	KURANDA QLD 4881
Kuranda Landscape Supplies & Raw Materials	Warren Green	PO BOX 177	KURANDA QLD 4881
Kurt Edwin Logan	Kurt Logan	69 HOEY ROAD	SPEEWAH QLD 4881
Lakeland Civil Partnership	Stephen Ahlers	LOT 43 B PENINSULA DEVELOPMENTAL ROAD	LAKELAND QLD 4871
M & C Zillfleisch	Michael Zillfleisch	9 SIDES ROAD	JULATTEN QLD 4871
M.T.B.H Cartage P/L	Timothy Perkins	PO BOX 345	MAREEBA QLD 4880
Magnum Plumbing	Melinda Baty	PO BOX 154	EDGE HILL QLD 4870
Mareeba Crane Hire	Dale Peebles	PO BOX 1341	MAREEBA QLD 4880
Mareeba Mowing & Slashing	Janelle Smithwick	PO BOX 2339	MAREEBA QLD 4880
Mareeba Plumbing & Civil	Lauren Seeger	PO BOX 2052	MAREEBA QLD 4880
Marino Plant Hire P/L	Grant Marino	25 BASSET STREET	KANIMBLA QLD 4870

<b>Register of Pre-Qualified Suppliers for the Supply of Occasional Plant Hire 2026-2027</b>			
<b>T-MSC2026-02</b>			
<b>Business Name</b>	<b>Contact Person</b>	<b>Postal Address</b>	<b>Town</b>
Marrin P/L	Ronald Jack	PO BOX 760	MOSSMAN QLD 4870
MC Group QLD P/L	Michael Connolly	PO BOX 748	MOSSMAN QLD 4873
MDB Excavations P/L	Elizabeth Jovner	1985 KENNEDY HIGHWAY	SPEEWAH QLD 4881
Mt Mulgrave Pastoral Co.	Luke Kingsley	PMB 59	CAIRNS QLD 4870
N R Truck Hire P/L	Rachel Peterson	PO BOX 2174	MAREEBA QLD 4880
Nastasi Contracting	Charles Nastasi	PO BOX 1892	MAREEBA QLD 4880
Northern Bulk Haulage P/L	Craig Callaghan	14 CYRIL STREET	LAKELAND QLD 4871
NORTHIRE	Cassie Apps	19 KEEBLE STREET	MAREEBA QLD 4880
NQ Rural Slashing	Jackson Little	55 ROSEWOOD DRIVE	KURANDA QLD 4881
NQ Wastetrans P/L	Tim Fitzgerald	275 HASTIE ROAD	MAREEBA QLD 4880
OZ Earthmoving P/L	Deanne Ludkin	PO BOX 1344	WALKAMIN QLD 4872
AIS Hire	Peter Gill	PO BOX 1000	INNISFAIL QLD 4860
Pedersen Contracting and Sheetmetal	Robert Pedersen	PO BOX 2694	MAREEBA QLD 4880
Pedersen Civil P/L	Alan Pedersen	PO BOX 2	MT MOLLOY QLD 4871
R & K Mahoney	Russell Mahoney	PO BOX 229	MALANDA QLD 4885
RAKS Earthmoving	Ron Petersen	PO BOX 1001	WALKAMIN QLD 4872
Road Verge Trimming RVT P/L	Neil Clark	130 NIELSON STREET	EAST LISMORE 2480
Robinson Civil Group (RCG)	Caytlyn Mead	PO BOX 271	HERBERTON QLD 4887
Rollers Queensland	Frank Carli	PO BOX 1255	ROMA QLD 4455
S & K Civil Contracting	Sam Trimble	PO BOX 624	ATHERTON QLD 4883
S.J Porter & P.J Porter	Shirley Porter	PO BOX 317	DIMBULAH QLD 4872
SAW Civil	Grant Turner	PO BOX 899	MALANDA QLD 4885
Shane Simpson	Shane Simpson	PO BOX 14	CHILLAGOE QLD 4880
Sherrin Rentals P/L	Nikita Turner	63 MAIN BEACH ROAD	PINKENBA QLD 4008
Stabilised Pavements of Australia P/L	Patrick Rooke	PO BOX 5087	GARBUTT QLD 4814
StickLizard P/L	Caitlin Gostelow	8452 KENNEDY HIGHWAY	ATHERTON QLD 4883
Suck It Up Vactron Trucks NQ P/L	Kasey Pell	PO BOX 120	MAREEBA QLD 4880
Terranovus Civil	Bronson Koppen	PO BOX 3008	CAIRNS QLD 4892
TFH Hire Services P/L	Talia Raaj	PO BOX 1066	BROWNS PLAINS QLD 4118
The Austrans Group (QLD) P/L	Damien Mansfield	145 TOONGARRA ROAD	WULKURAKA QLD 4305
TJ Slashing	Jack Pedersen	PO BOX 2762	MAREEBA QLD 4880
TLP Earthmoving P/L	Leigh-Anne Prior	PO BOX 237	COOKTOWN QLD 4895
TM & C White Grader Hire	Carmen Henning-White	PO BOX 154	MOSSMAN QLD 4873
Tree Acq P/L	Timothy Carbis	PO BOX 158	MOSSMAN QLD 4873
Tutt Bryant Hire P/L	Rob Lanceley	PO BOX 1318	CAIRNS QLD 4870
United Rentals Australia P/L	Dianne Henderson	PO BOX 697	GORDON NSW 2072
W & J Truck Hire	Wayne Finch	PO BOX 73	MT MOLLOY QLD 4871
W.H.E	Jarod Wiggins	PO BOX 461	MAREEBA QLD 4880
Whiterock Earth Moving P/L	Bradley Brook	11 COOLABAH CLOSE	WHITEROCK QLD 4868
Whites Earthworks and Contracting P/L	John White	22 CEOLA DRIVE	MAREEBA QLD 4880
Withers Haulage	Caitlin Withers	PO BOX 448	DIMBULAH QLD 4872
WP & MD Dal Santo	Walter Dal Santo	PO BOX 93	DIMBULAH QLD 4872
K B & Sons Contracting	Non conforming		
Malcolm Thompson Pumps P/L	Non conforming		
MII Contractor Supply P/L	Non conforming		





**9.4 INFRASTRUCTURE SERVICES, WATER AND WASTE OPERATIONS REPORT - MAY 2026**

**Date Prepared:** 1 June 2026  
**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 May 2026.

**RECOMMENDATION**

That Council receives the Infrastructure Services, Water and Waste Operations Report for May 2026.

**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.

<b>Water Treatment</b>	<b>Mareeba</b>	<b>Kuranda</b>	<b>Chillagoe</b>	<b>Dimbulah</b>	<b>Mt Molloy*</b>
Water Plant Average Daily Production (kL)	7,356	607	246	391	340
Number of Connections	4,609	1,134	174	287	126
Average Daily Water Consumption per Connection (L)	1,596	591	1,415	1,364	270

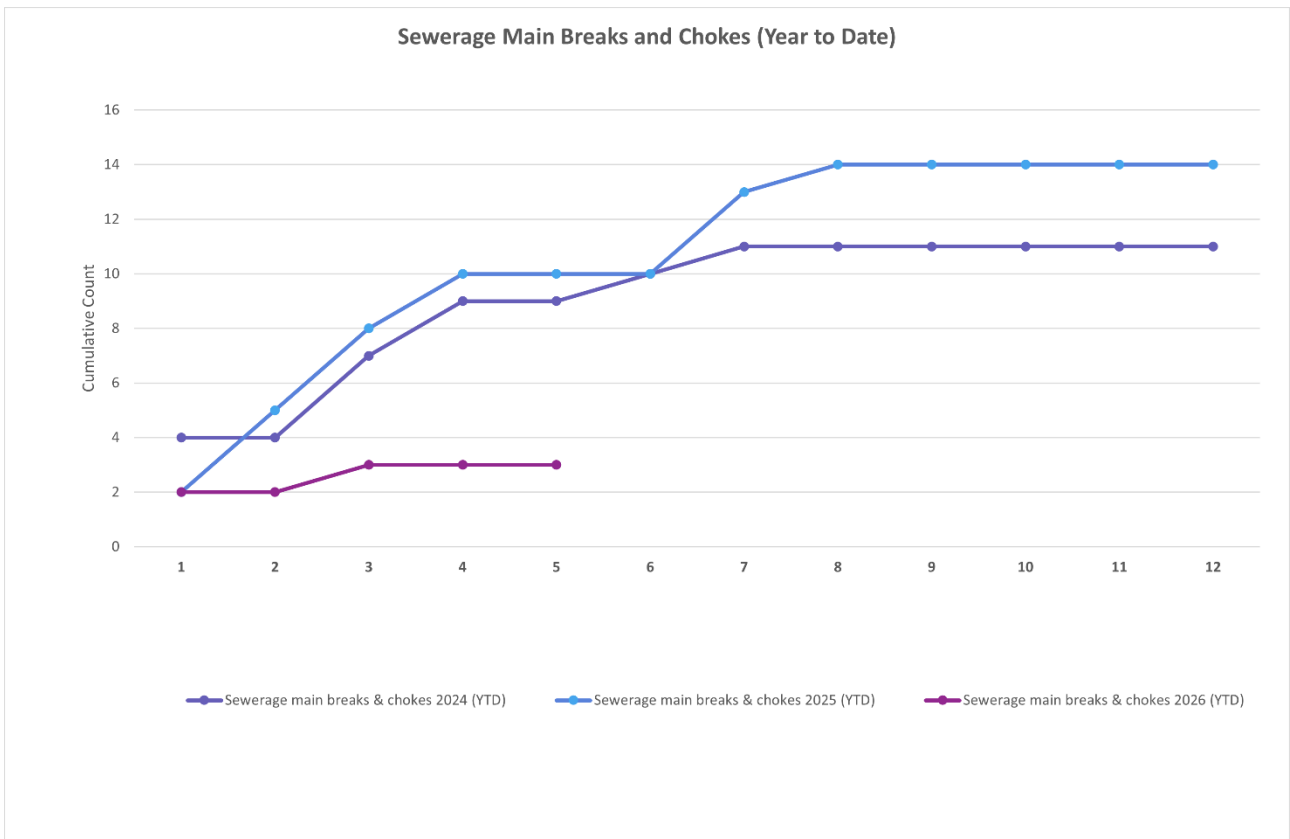
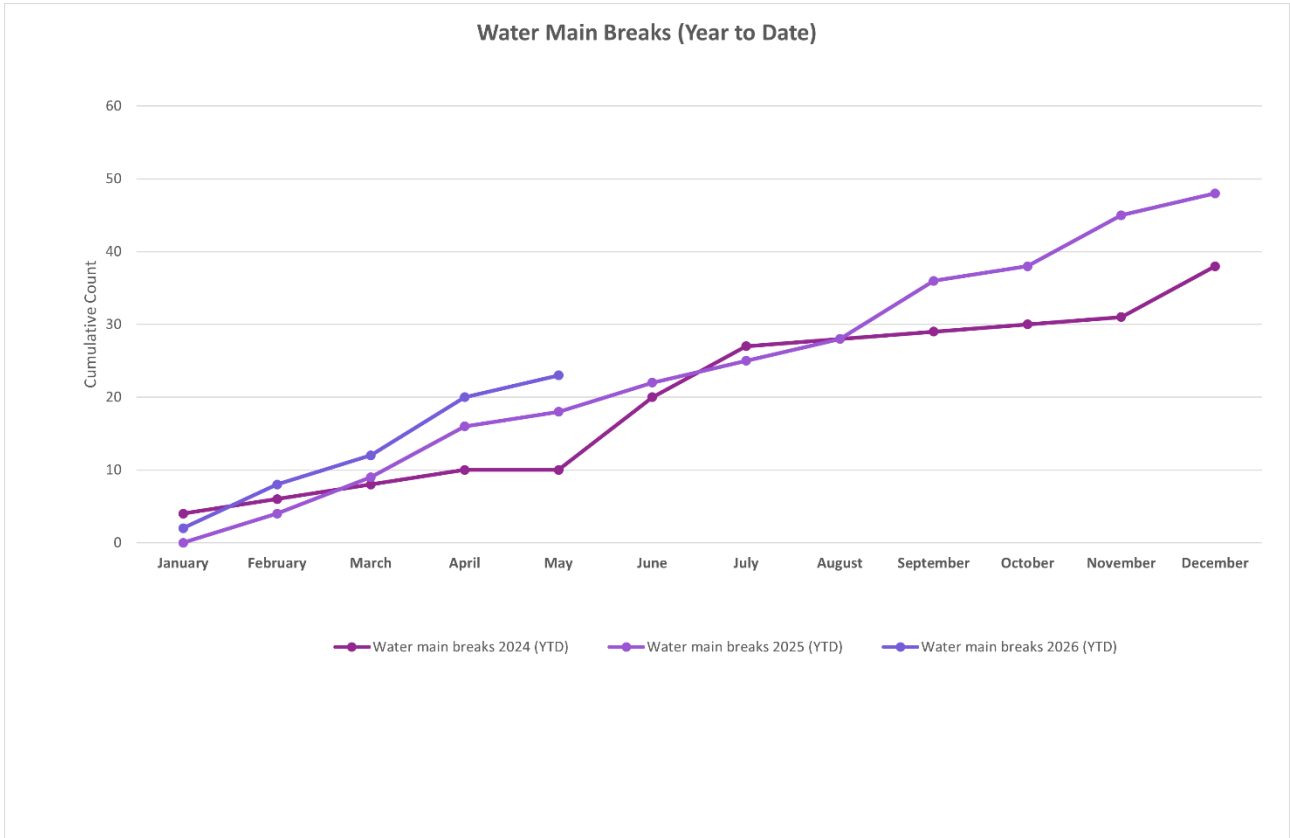
*\* Mt Molloy is an untreated, non-potable water supply.*

<b>Wastewater Treatment</b>	<b>Mareeba</b>	<b>Kuranda</b>
Wastewater Plant Average Daily Treatment (kL)	2489	165
Number of Connections	4021	385
Average Daily Inflow per Connection (L)	619	427

**Water and Wastewater Reticulation:**

Council's water reticulation crew attended three (3) water main breaks and no sewer main chokes in May, and average response times were within targets set out in Council's Customer Service standard for water services.

Monthly statistics are shown on the water reticulation main breaks and sewerage main breaks and chokes:

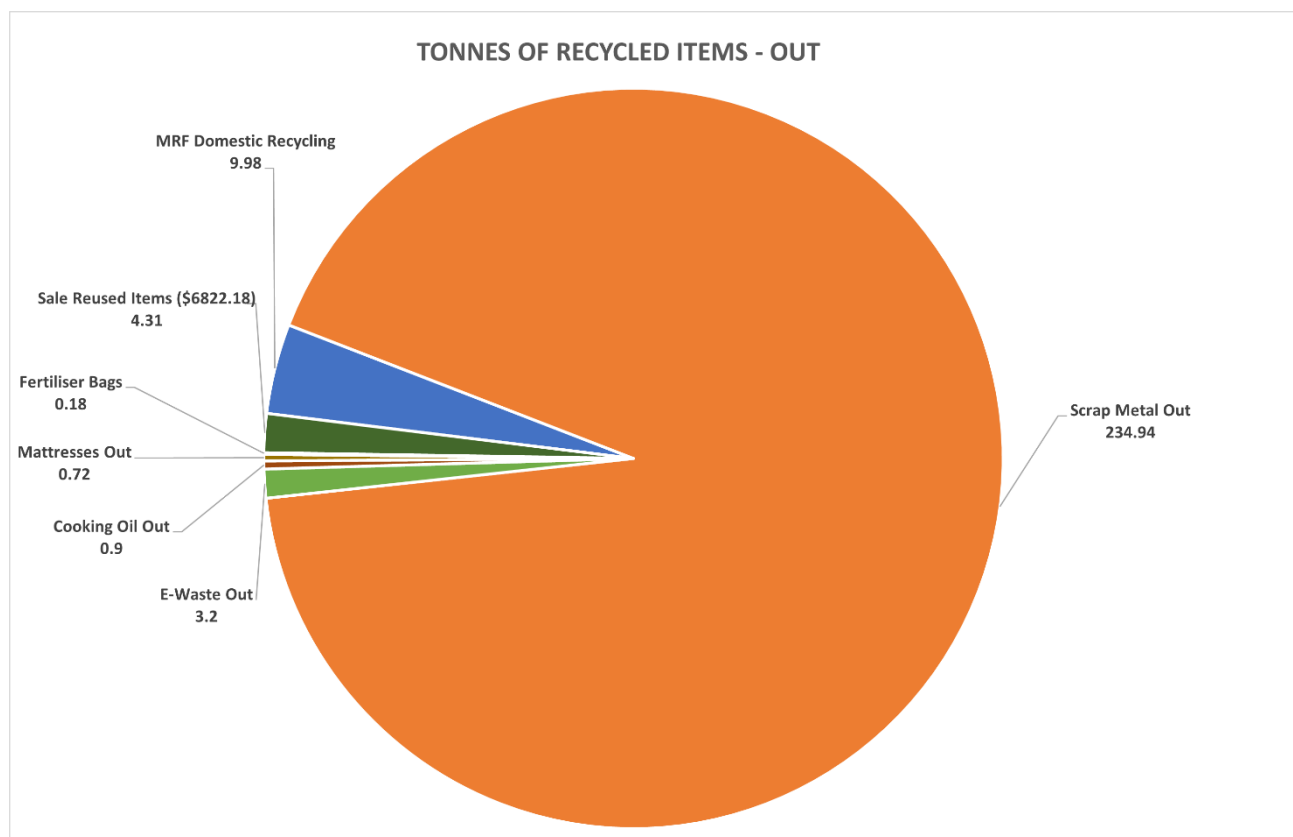


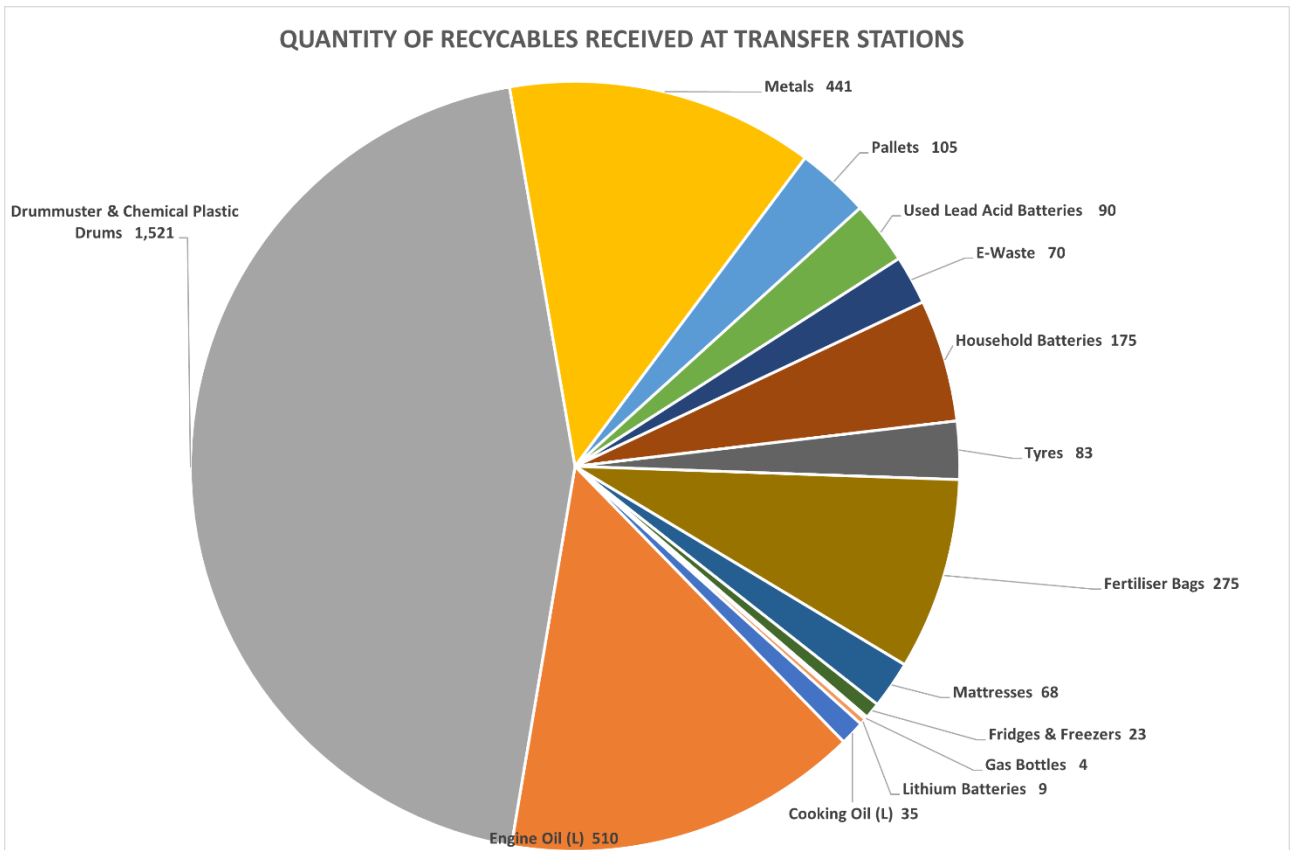
**Waste Operations:**

The ARRF facility in Cairns is currently non-operational due to a fire, meaning Veolia is unable to process kerbside waste in accordance with Contract 1396. As a result, all kerbside waste is being transported to Springmount Waste Facility instead of Cairns. A long-term arrangement is currently being finalised.

Recycling

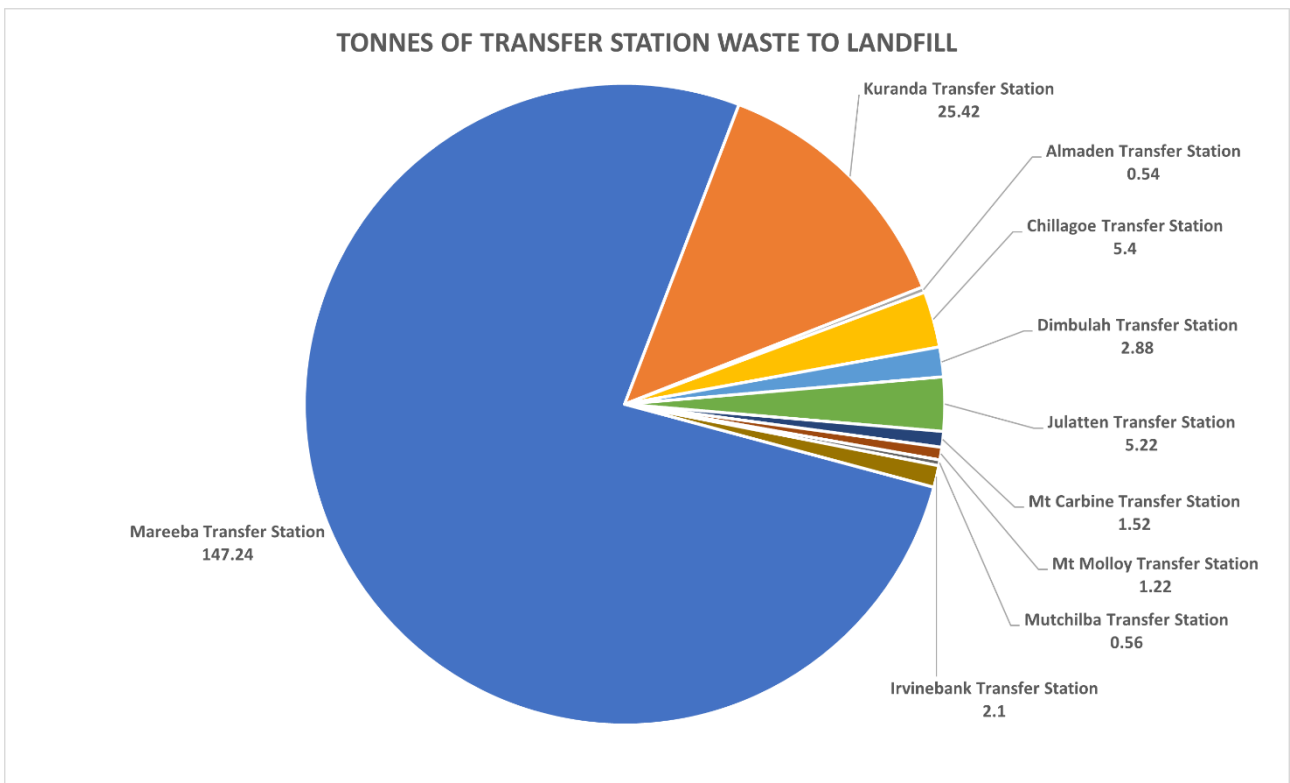
Residents continue to actively recycle at transfer stations. During May, 9.98 tonnes of domestic items were recycled at the Material Recovery Facility (MRF). The highest count of recyclable items received at transfer stations were 1,521 DrumMUSTER & Chemical Plastic Drums, 510L of Engine Oil and 441 items of scrap metal.





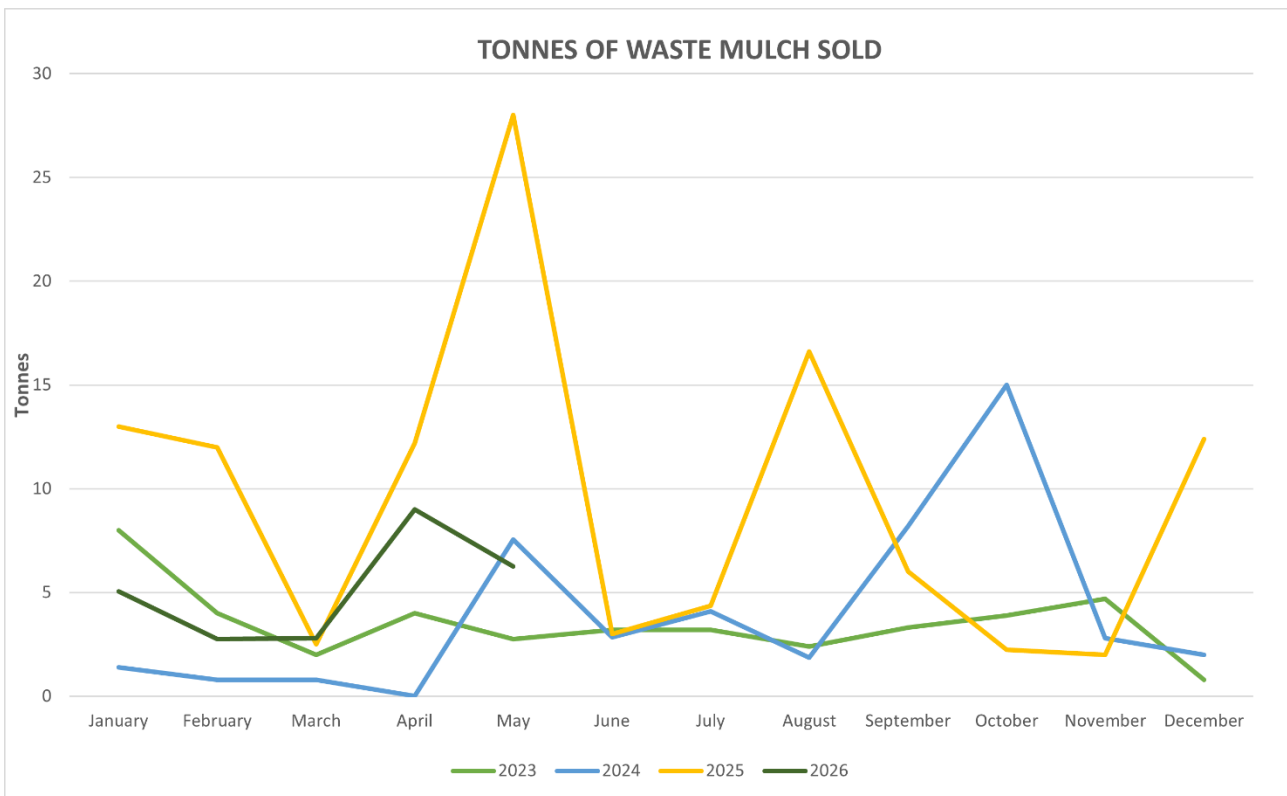
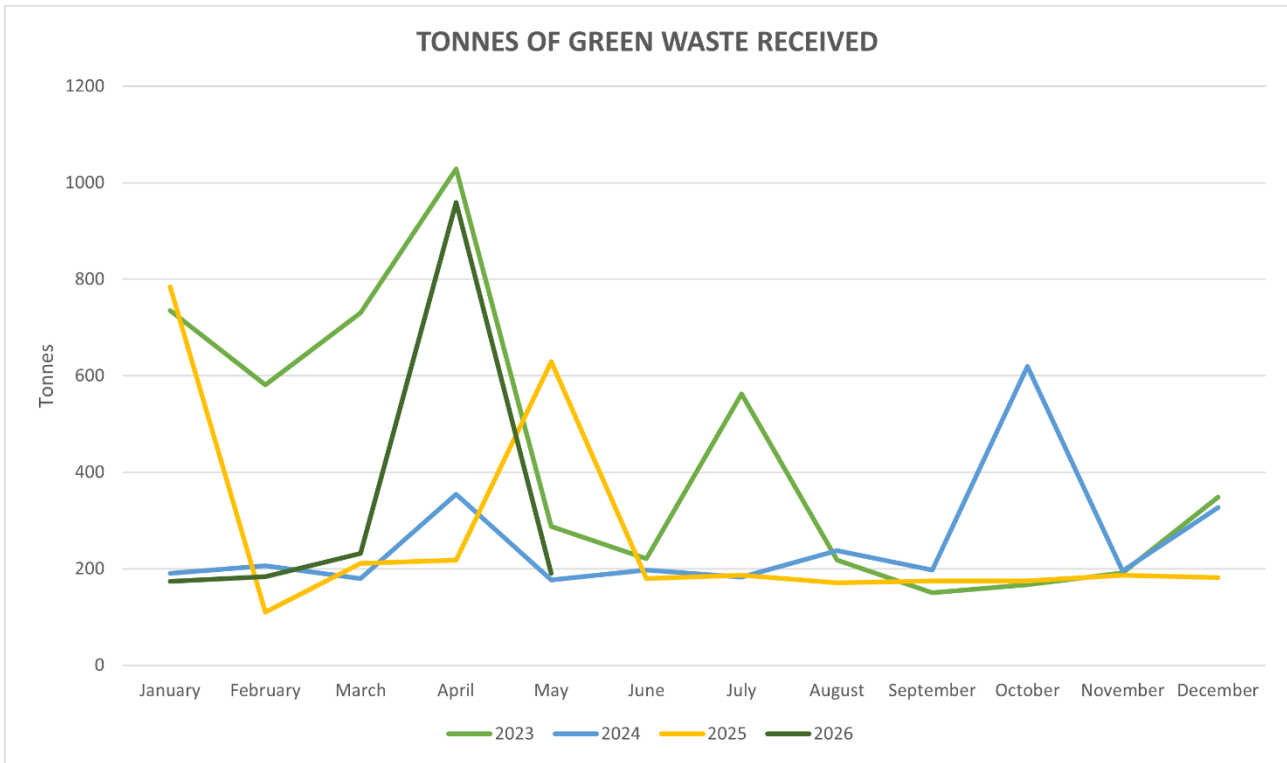
**Kerbside Collection Waste and Transfer Station Waste**

Kerbside Collection Waste and Transfer Station Waste is transported to the Springmount Waste Facility. During May, 192.10 tonnes of waste from transfer stations and 372.40 tonnes from kerbside collection waste was sent to landfill.



**Green Waste:**

During May, Council received a total of 190.19 tonnes of green waste, and 6.25 tonnes of mulch was sold.



**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**

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

**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

**9.5 WATER WASTEWATER & WASTE FEES AND CHARGES 2026-2027**

**Date Prepared:** 22 May 2026

**Author:** Manager Water and Waste

**Attachments:** 1. [Water, Wastewater and Waste Fees and Charges 2026-2027](#) [↓](#)

---

**EXECUTIVE SUMMARY**

This report details the proposed Water, Wastewater and Waste Fees and Charges for 2026-2027.

**RECOMMENDATION**

That Council adopts the proposed Deemed Commercial Fees for Water, Wastewater and Waste Fees and Charges for 2026-2027.

**BACKGROUND**

Council, as part of its budgetary process and under the legislation of the Local Government Act, is required to adopt a Schedule of Fees and Charges.

Section 97 of the *Local Government Act 2009* prescribes the circumstances where a Local Government may set a cost-recovery fee. This section also prescribes that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged.

Council must be able to demonstrate that the cost recovery fees are no more than the cost of providing the service. Council can set a fee that is lower than the calculated cost where it is deemed appropriate.

Costs for services are reviewed annually. The fees and charges have been recommended on either full cost recovery, discounted community service obligation by direction of Council or based on a set percentage increase on the previous financial year.

The proposed fees and charges for waste are as adopted at the Council meeting of 17 June 2026.

**RISK IMPLICATIONS****Legal and Compliance**

*Local Government Act 2009.*

*Waste Management and Recycling Act (Waste Levy amendments) 2019.*

**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Council must be able to demonstrate that the cost recovery fees are no more than the cost of providing the service. Council can set a fee that is lower than the calculated cost where it is deemed appropriate.

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

Nil.

**Operating**

Nil.

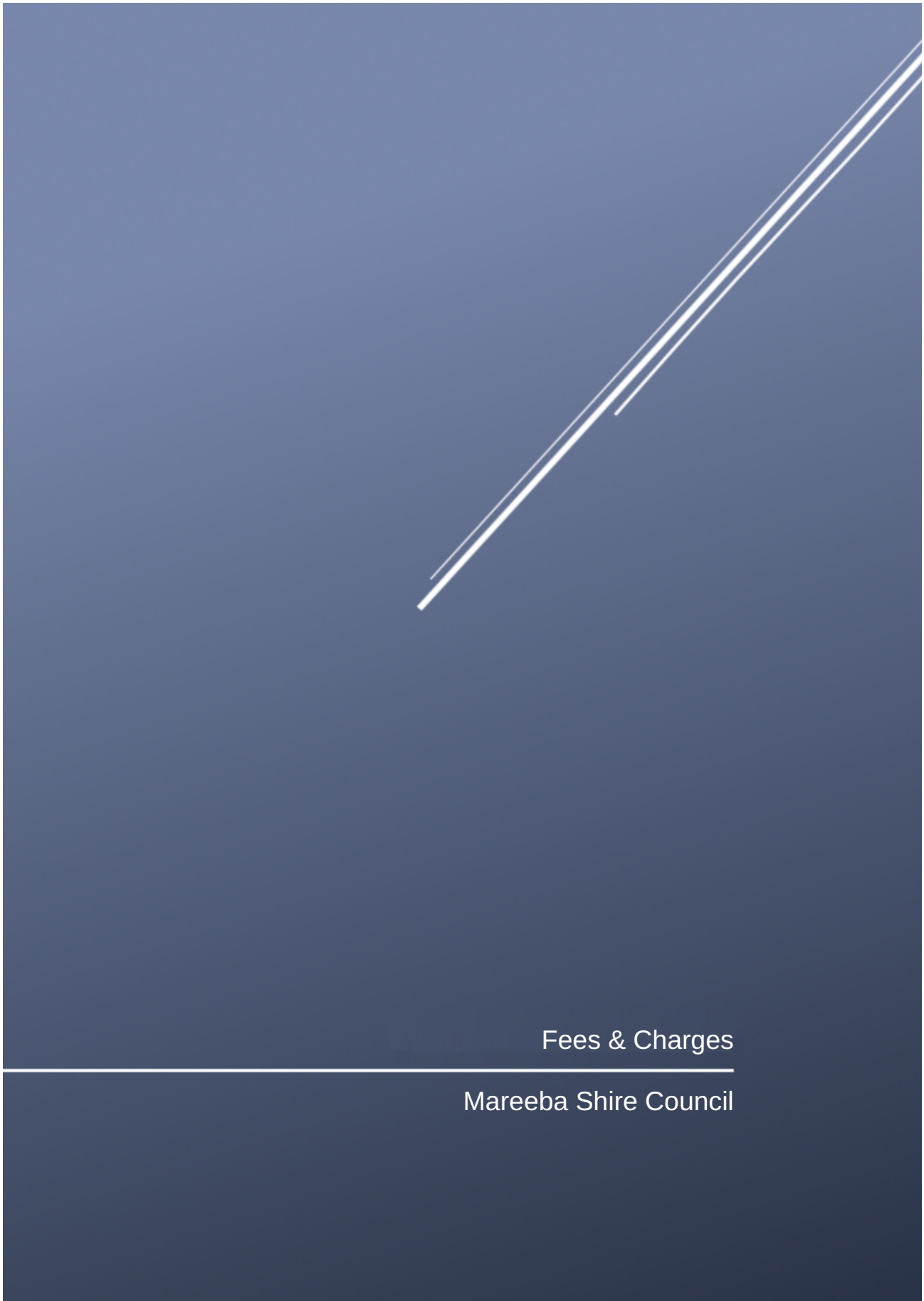
**LINK TO CORPORATE PLAN**

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

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

**IMPLEMENTATION/COMMUNICATION**

The fees and charges detailed in this report will be included in the Register of Cost Recovery Fees and Charges and will be published on Council's Website.



Fees & Charges

Mareeba Shire Council

Name	Cost Recovery	Unit	Year 26/27 Fee (incl. GST if applic.)	Legislation
------	---------------	------	---------------------------------------	-------------

## Mareeba Shire Council

Council as part of its budgetary process and under the legislation of the Local Government Act is required to adopt a Schedule of Fees and Charges each year.

Section 97 of Local Government Act 2009 prescribes the circumstances where a Local Government may set a cost-recovery fee. This section also prescribes that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged. Costs for services are reviewed annually, with the full cost recovery model applied wherever possible. The cost recovery fees represent the cost recovery fees set by Council at the date of the budget resolution. Council may alter any of the cost recovery fees in this booklet by resolution at any time prior to the next budget resolution. The cost recovery fees in this resolution have been set by reference to specified exemptions from GST determined by the Federal Government under Division 81 of the GST legislation. Council reserves the right to alter the GST status of any cost recovery fee in accordance with any changes made to the Division 81 list. All cost-recovery fees detailed are fixed in accordance with relevant State Government legislation, Council's Local Laws and Council policies.

## Waste

No Asbestos or Wet Paint will be accepted at any Landfill or Transfer Station.

### Mulch Purchase

- Mareeba and Kuranda only
- Maximum 4 cubic metres per sale
- No commercial sales

Box trailer or utility load – self load	N/A	cubic metre	\$15.00	
Box trailer or utility load – machine to load	N/A	cubic metre	\$29.00	

### No Charge - All Sites

Household Recyclables	N/A		No charge	
Scrap Metal	N/A		No charge	
Degassed Appliances	N/A		No charge	
E-Waste	N/A		No charge	
Household Batteries (eg. Button cells, Power Tool Battery Packs, AA, AAA, B, C, D etc)	N/A		No charge	
Lead Acid Batteries (e.g. car batteries)	N/A		No charge	
Cooking Oil (Mareeba Only)	N/A		No charge	
Stripped Car Bodies (No Fuel Tank, Motor, Gear Box or Tyres)	N/A		No charge	
Stripped Motor Bikes (No Fuel Tank, Motor or Tyres)	N/A		No charge	
DrumMuster Containers	N/A		No charge	
Fertiliser Bags	N/A		No charge	

### Green Waste Disposal - All Sites

Green Waste - Domestic (Car/Ute/Trailer Load)	N/A	load	\$10.00	
Domestic green waste that is hauled to the waste transfer station by a commercial contractor or a light commercial vehicle will be charged at the commercial green waste rate.				
Green Waste - Domestic (Car/Ute + Trailer Load)	N/A	load	\$16.00	
Green Waste - Commercial (Minimum Charge)	N/A	load	\$25.00	
Green waste - Commercial (Light Commercial Vehicle)	N/A	tonne	\$55.00	

### Scrap Metal - All Sites

Car Bodies with fluids and or tyres (Mareeba Only)	N/A	each	\$58.00	
--	-----	------	---------	--

continued on next page ...

Page 2 of 6

Name	Cost Recovery	Unit	Year 26/27 Fee (incl. GST if applic.)	Legislation
------	---------------	------	---------------------------------------	-------------

**Scrap Metal - All Sites** [continued]

Motor bikes with fluids and or tyres (Mareeba Only)	N/A	each	\$19.00	
Fridges/Freezers		each	\$30.00	
Appliances Containing Gas	N/A	each	\$30.00	
Sorting fee will apply if waste is in fridges or freezers				
Gas Bottles	N/A	each	\$7.00	

**General Waste Disposal**

**All Sites**

Household Waste (Minimum Fee - up to 240L)	N/A	each	\$7.00	
Commercial Waste (Minimum Fee - up to 240L)	N/A	each	\$25.00	
Mattresses - Domestic or Commercial	N/A	each	\$40.00	
Mattress to Landfill Processing Fees			\$20.00	
Pallets	N/A	each	\$4.00	
Engine Oil (Minimum Fee - Up to 20L)		each	\$5.00	
Engine Oil (over 20L)	N/A	litre	\$1.00	

**Weighbridge Sites**

- Mareeba and Kuranda only

Dry Household Waste	N/A	tonne	\$111.00	
Wet Household Waste	N/A	tonne	\$110.00	
Loads will be charged at MSW (Residential) Solid Waste per tonne rate– no free waste disposal – you can reduce the cost of your MSW self-haul waste by bringing in recycling waste separately that is sorted such as: All scrap metal – ferrous and non-ferrous, white goods that have been degassed, domestic recycling – cans, glass, milk containers etc., E-waste, Car batteries, Drum Muster – empty and clean.				
Dry Commercial Waste	N/A	tonne	\$303.00	
Loads will be charged at C&I rate per tonne. Large loads may not be accepted at sites and deferred to a Landfill. A sorting fee will apply if mixed load requires sorting by council staff. Price includes Queensland State Waste Levy				
Wet Commercial Waste	N/A	tonne	\$303.00	
Commercial Recycling	N/A	tonne	\$206.00	
Construction and Demolition (includes concrete)	N/A	weigh in / weigh out	\$294.00	
Loads will be charged at C&D rate per tonne. Large loads may not be accepted at sites and deferred to a Landfill. A sorting fee will apply if mixed load requires sorting by council staff. Price includes Queensland State Waste Levy				
Clean Vacuum Truck Slurry/Lagoon Sludge	N/A	tonne	\$138.00	

**Deemed Sites**

Household Waste (Minimum Fee - Up to 240L)	N/A	bin	\$7.00	
1 x bin of MSW waste that is 240L or less will be charged this fixed fee (maximum 240 litres).				
Household Waste (Car/Ute/Trailer Load)	N/A	load	\$20.00	
Loads with MSW waste greater than 240L will be charged this fixed fee.				
Household Waste (Ute + Trailer)	N/A	load	\$40.00	
Loads with MSW waste in the Ute and Trailer will be charged this fixed fee.				
Commercial Recycling (Car/Ute/Trailer Load)	N/A	load	\$39.00	
Commercial Recycling (Ute + Trailer)	N/A	load	\$79.00	

continued on next page ...

Page 3 of 6

Name	Cost Recovery	Unit	Year 26/27 Fee (incl. GST if applic.)	Legislation
------	---------------	------	---------------------------------------	-------------

**Deemed Sites** [continued]

Commercial Recycling (Light Commercial Vehicle)	N/A	load	\$147.00	
Wet Commercial Waste (Car/Ute/Trailer Load)	N/A	load	\$58.00	
Wet Commercial Waste (Ute + Trailer)	N/A	load	\$116.00	
Wet Commercial Waste (Light Commercial Vehicle)	N/A	load	\$219.00	
Dry Commercial Waste (Car/Ute/Trailer Load)	N/A	load	\$58.00	
Dry Commercial Waste (Ute + Trailer)	N/A	load	\$116.00	
Dry Commercial Waste (Light Commercial Vehicle)	N/A	load	\$219.00	
Construction & Demolition (Car/Ute/Trailer Load)	N/A	load	\$58.00	
Construction & Demolition (Ute + Trailer)	N/A	load	\$116.00	
Construction & Demolition (Light Commercial Vehicle)	N/A	load	\$219.00	

**Tyres - All Sites**

Passenger	N/A	each	\$12.00	
Passenger with rim	N/A	each	\$29.00	
Light Truck/4WD	N/A	each	\$19.00	
Light Truck/4WD with rim	N/A	each	\$46.00	
Truck	N/A	each	\$40.00	
Truck with rim	N/A	each	\$97.00	
Motorcycle	N/A	each	\$10.00	
Motorcycle with rim	N/A	each	\$14.00	
Bobcat	N/A	each	\$29.00	
Earth Mover (Maximum Fee)	N/A	each	\$1,363.00	
Fork Lift (Maximum Fee)	N/A	each	\$83.00	
Grader	N/A	each	\$205.00	
Solid (Maximum Fee)	N/A	each	\$123.00	
Super Single	N/A	each	\$81.00	
Tractor (Maximum Fee)	N/A	each	\$341.00	
Miscellaneous Tyres (e.g. ride on mower, trolley wheels, planes, tracks)	N/A	each	POA	

**Miscellaneous Charges**

Sorting fee – Required if mixed load requires sorting by Council staff	N/A	cubic metre	\$132.00	
Waste – Replacement Bin - Mobile Garbage 240L	N/A	each	\$138.00	
Return Service Kerbside Collection (Mareeba & Kuranda Only)	N/A	each	\$17.00	
Commercial Bay Processing Fee	N/A	each	\$29.00	

A skip bin surcharge is additional to the relevant waste that is brought in.

**Not Accepted**

Solar Panels (Commercial & Domestic)	N/A		N/A	
No longer accepting solar panels, no recovery available in the region				
Plastic Fuming	N/A		N/A	
Asbestos	N/A		N/A	
Wet Paint	N/A		N/A	

continued on next page ...

Page 4 of 6

Name	Cost Recovery	Unit	Year 26/27 Fee (incl. GST if applic.)	Legislation
------	---------------	------	---------------------------------------	-------------

**Not Accepted** [continued]

Clean Earth	N/A		N/A	
Contaminated Earth	N/A		N/A	
Caravans	N/A		N/A	
Drill Mud	N/A		N/A	
Deceased Animals	N/A		N/A	

**Wastewater**

**Charges**

Blocked Sewer Inspection	N/A	each	\$519.00	
Build over Council sewerage System	N/A	application	\$666.00	
Connection to Council's Sewerage System	N/A	connection	Quoted service	
Based on 1.5m tapping and standard 1.5m from property boundary and 150mm join				
Inspection of Build Over Sewer as Constructed Works	N/A	each	\$178.00	

**Waste Discharge**

Grease trap waste Mareeba	N/A	litre	\$0.50	
Liquid Waste - Anything other than grease trap or septic - Mareeba	N/A	kilolitre	\$70.00	
Septic effluent waste Mareeba	N/A	kilolitre	\$70.00	

**Water**

**New Meter**

New Meter Installation Only – 20mm	N/A	meter	\$717.00	
New Meter Installation Only – 25mm	N/A	meter	\$935.00	
New Meter Installation Only – 32mm	N/A	quote	Quoted service	
New Meter Installation Only – 40mm	N/A	quote	Quoted service	
New Meter Installation Only – 50mm	N/A	quote	Quoted service	

**Service Connection**

Water service connection including Meter.

Meter Size – 20mm	N/A	meter	\$1,515.00	
Meter Size – 25mm	N/A	meter	\$2,211.00	
Meter Size – 32mm	N/A	quote	Quoted service	
Meter Size – 40mm	N/A	quote	Quoted service	
Meter Size – 50mm	N/A	quote	Quoted service	

Name	Cost Recovery	Unit	Year 26/27 Fee (incl. GST if applic.)	Legislation
------	---------------	------	---------------------------------------	-------------

### Service Disconnection or Reconnection

Disconnection of Water Service at Owners Request	N/A	application	\$229.00	
Reconnection after Requested Disconnection 20mm	N/A	application	\$717.00	
Reconnection after Requested Disconnection 25mm	N/A	application	\$935.00	
Reconnection after Requested Disconnection 32mm	N/A	quote	Quoted service	
Reconnection after Requested Disconnection 40mm	N/A	quote	Quoted service	
Reconnection after Requested Disconnection 50mm	N/A	quote	Quoted service	
Reconnection (after breach of water regulations or non payment) – 20mm	N/A	application	\$717.00	
Reconnection (after breach of water regulations or non payment) – 25mm	N/A	application	\$935.00	
Reconnection (after breach of water regulations or non payment) – 32mm	N/A	application	\$1,085.00	
Reconnection (after breach of water regulations or non payment) – 40mm	N/A	application	\$1,246.00	
Reconnection (after breach of water regulations or non payment) – 50mm	N/A	application	\$1,364.00	

### Standpipes

Hire of Standpipe – Short Term (less than two (2) weeks)	N/A	day	\$12.00	
\$250 Bond. Maximum 7 day hire period (minimum charge of \$50.00)				
Hire of Standpipe – Long Term (greater than two (2) weeks up to six (6) months)	N/A	day	\$6.00	
\$750 Bond				
Standpipe Management System – Electronic Key	N/A	hire	\$58.00	
Water Supply from Fire Hydrants (other than for fire-fighting purposes)	N/A	kilolitre	\$2.00	
Processing Fee \$17.50 per load				

### Other Services

Water Testing – Not available	N/A		N/A	
Meter/Service Testing (to be refunded if meter/service found to be faulty)	N/A	test	\$423.00	
Final Water Meter Reading request	N/A	reading	\$64.00	
Hydrant flow & pressure test	N/A	test	\$305.00	
Install Lockable Stop Valve with padlock	N/A	each	\$253.00	
Locations – Mareeba	N/A	location	\$224.00	
Locations – Chillagoe	N/A	location	\$1,044.00	
Locations – Dimbulah/Kuranda	N/A	location	\$648.00	
Locations – Mount Molloy	N/A	location	\$648.00	
Water and Wastewater Infrastructure Inspection	N/A	each	\$229.00	

**9.6 TENDER T-MSC2025-32 KERBSIDE COLLECTION SERVICES - FINALISATION OF CONTRACT SERVICES**

**Date Prepared:** 20 May 2026

**Author:** Manager Water and Waste

**Attachments:** 1. Kerbside Collection Rates - Confidential (under separate cover) [↗](#)

---

**EXECUTIVE SUMMARY**

At the February meeting, Council has resolved to award Tender T-MSC2025-32 Kerbside Collection Services to JJ Richards & Sons Pty Ltd, with the new contract scheduled to commence on 1 December 2026. The contract will operate for an initial term of seven (7) years and seven (7) months, with extension options of up to three (3) additional years.

The purpose of this report is to seek approval for Council to finalise the services to be delivered under that Contract.

**RECOMMENDATION**

That Council approves the following services for contract T-MSC2025-32 Kerbside Collection Services as outlined in the attachment:

- a) Domestic kerbside waste collection;
- b) Waste collection services for nominated Council facilities;
- c) Bulk collection services from Council transfer stations; and
- d) Special events collection services (where ordered).

**BACKGROUND**

- Kerbside waste collection remains one of Council's most essential services, providing weekly household waste collection, as well as servicing Council facilities and the waste transfer station network across the Mareeba Shire.
- The tender process commenced in October 2025 and sought submissions for the collection and disposal of household kerbside bins, bulk bins, and roll-on roll-off bins throughout the Shire. Two (2) conforming tenders were received and independently assessed against key criteria including service capability, industry experience, safety, reliability, and overall value for money.
- As part of the tender process, Council also considered the potential for the introduction of fortnightly kerbside recycling and Garden Organics (GO) collection services for areas currently receiving general waste collection.
- In assessing these potential service enhancements, Council carefully considered the financial impact on the community. With inflation currently estimated at 4.7%, alongside broader economic pressures affecting household budgets, Council acknowledges the importance of maintaining affordability for ratepayers. The recent survey showed that the community supports the concept of recycling but clearly indicated they could not or did not wish to pay for a kerbside recycling or a GO service. Given these factors, and recognising the external market factors beyond Council's control, it was determined that no kerbside GO and recycling services will be introduced at this time. Existing kerbside waste collection services will remain unchanged.

- Council will continue to review future waste service options and update its Waste Services Strategy to align with the forthcoming Queensland Waste Management and Resource Recovery Strategy and Roadmap. The Waste Strategy will be presented to Council for review and adoption later this year.
- While the new kerbside collection contract formally commences on 1 December 2026, interim service arrangements will be implemented following the expiry of Council's existing Contract 1396 with Veolia on 14 August 2026. During this transition period, kerbside waste will be transported directly to the Springmount Waste Facility. This will result in some changes to the kerbside collection service routes and residents will be notified if their collection day is changing.

## **RISK IMPLICATIONS**

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

Council issued an open tender to the marketplace which was assessed against the criteria set out in the tender specification and request.

#### ***Operating***

Yes.

#### ***Is the expenditure noted above included in the current budget?***

Yes, the contract will commence in the 2026/27 financial year and will be included in future budget preparations.

### **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**

The outcome and results of the waste survey to residents to be made publicly available.

**9.7 INFRASTRUCTURE SERVICES, WORKS SECTION ACTIVITY REPORT - MAY 2026**

**Date Prepared:** 1 June 2026  
**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 May 2026.

**RECOMMENDATION**

That Council receives the Infrastructure Services, Works Progress Report for the month of May 2026.

**BACKGROUND**

A summary of works completed in May 2026 is provided below.

**TRANSPORT INFRASTRUCTURE**

The major maintenance activities carried out in May 2026 are listed below.

Activity	Location
Unsealed Road Grading	Alice Street, Annie Street, Barron Street, Boyles Road, Cemetery Road, Centis Road, Chapmans Road, Davenport Road, Fantin Road, Hales Siding Road, Henry Hannam Drive, Inveradi Road, Leonardi Road, Macdonald Street, Moffat Street, Mount Misery Road, Ootann Road, Parise Road, Rubina Terrace, Spring Valley Road, Spurrier Road, Stannary Hills Road, Thornborough-Kingsborough Road, Tinaroo Creek Road, Vulcan Wood Road, Wolfram Road, Mount Mulligan Road, School of Arts Street, Barnes Street (Previous No Name Rd 89)
Bitumen Patching	Rob Veivers Drive Return Lane, Atherton Street, Bakers Road, Barron Falls Road, Bilwon Road, Black Mountain Road, Chewko Road, Clohesy River Road, Coondoo Street, Daniel Place, Euluma Creek Road, Fallon Road, Highland Drive, Kingfisher Drive, Koah Road, Kullaroo Close, Kuranda Heights Road, Malone Road, Masons Road, McDougall Road, McElhinney Street, McIver Road, Monaro Close, Mount Perseverance Road, Oak Forest Road, Palm Valley Road, Pinnacle Road, Ray Road, Rob Veivers Drive, Sides Road, Smiths Track, Speewah Road, Springs Road, Thongon Street, Tinaroo Creek Road
Unsealed Road Maintenance	Armstrong Road, Cedar Park Road, Chapmans Road, Clacherty Road, Fantin Road, Hillview Road, Jeffrey Road, Morrish Road, Nine Mile Road, Tinaroo Creek Road, Wetherby Road, Black Mountain Road
Tree Trimming	Argyle Street, Armstrong Road, Barron Falls Road, Black Mountain Road, Boyles Road, Clacherty Road, Fantin Road, Green Forest Road, Frew Street, Highland Drive, Jarawee Road, Koah Road, Masons Road,

Activity	Location
	Masterson Street, McKenzie Street, Mona Mona Road, Morrish Road, Mount Haren Road, Mount Lewis Road, Nine Mile Road, Palm Valley Road, Raleigh Street, Speewah Road, Stephens Street, Stoney Creek Road, Wetherby Road, Weir Road, Wrights Lookout Road, Black Mountain Road
Slashing	Adil Road, Barnwell Road, Beaufort Road, Beh Road, Bilwon Road, Blacks Road, Boyles Road, Bryde Road, Bullock Road, Cadagi Drive, Cane Road, Cater Road, Cetinich Road, Chewko Road, Coolamon Close, Coyle Road, Crothers Road, Cypress Road, Ellery Road, Fairyland Road, Fassio Road, George Fabris Road, Green Forest Road, Grigg Road, Harrigan Road, Hawkins Road, Healy Road, Hickory Road, Hodzic Road, Hume Road, Jarawee Road, Jennings Road, Kingfisher Drive, Kuranda Heights Road, La Spina Road, Little Road, Martin Road, McCorry Road, McGrath Road, Mclver Road, McKenzie Street, McMillan Road, Mines Road, Myola Road, Narcotic Creek Road, Oak Forest Road, Orchid Close, Paglietta Road, Peters Road, Pickford Road, Pine Close, Plozza Road, Querin Road, Railway Street, Rains Road, Ray Road, River Road, Rogers Road, Roiko Road, Rosewood Drive, Rosing Road, Scrub Street, Shaban Drive, Shanty Creek Road, Slape Road, Springs Road, Studt Road, Tilse Street, Valley Road, Vicary Road, West Mary Road, Lotus Lane, Steggles Hatchery Access, Syd Beck Road, Christensen Road, Venture Road
Road Furniture – Repair/Replace	Springmount Road, Barang Street, Barron Falls Road, Black Mountain Road, Bolton Road, Boyles Road, Douglas Track, Fallon Road, Herberton Street, Hickory Road, Kanervo Road, Kingfisher Drive, Koah Road, Kuranda Heights Road, L A Road, Masons Road, Oak Forest Road, Palm Valley Road, Rob Veivers Drive, Short Road, Speewah Road, Veivers Drive, Black Mountain Road, Natasha Close
Drainage Maintenance	Loudon Street, Williamson Drive

**TMR ROUTINE MAINTENANCE PERFORMANCE CONTRACT (RMPC)**

The following RMPC works were carried out in May 2026.

Location	Activity
32A - Kennedy Highway (Cairns - Mareeba)	<ul style="list-style-type: none"> <li>• Rest Area Servicing at Edmund Kennedy Bridge</li> </ul>
34A - Mulligan Highway (Mareeba – Mount Molloy)	<ul style="list-style-type: none"> <li>• Herbicide Spraying full length of road</li> <li>• Repair/Replace Guide Markers as required</li> <li>• Pick up flood signs at Big Mitchell flats and straighten floodway sign</li> </ul>

Location	Activity
34B - Mulligan Highway (Mount Molloy - Lakeland)	<ul style="list-style-type: none"> <li>• Roadside Litter Collection - Rifle Creek and Mt Carbine Truck Stop</li> <li>• Rest Area Servicing at Rifle Creek</li> <li>• Herbicide Spraying from Mt Molloy to MSC Boundary</li> <li>• Emergency Callout to assist and clean-up site after truck rollover</li> <li>• Emergency Callout to remove deceased cow from road</li> <li>• Repair/Replace Guide Markers as required</li> <li>• Pick up flood warning signs at Leichhardt Creek and McLeod River</li> </ul>
653 - Mossman-Mount Molloy Road	<ul style="list-style-type: none"> <li>• Roadside litter collection - Hunter Creek, Environ Park and Lyons Park</li> <li>• Rest Area Servicing at Hunter Creek</li> <li>• Emergency Callout to remove fallen trees blocking road</li> </ul>
89B - Burke Developmental Road (BDR)	<ul style="list-style-type: none"> <li>• Rest Area Servicing and ground maintenance at Eureka Creek</li> <li>• Medium Formation Grade - Almaden gravel section in preparation for Wheelbarrow race</li> <li>• Replace/Straighten Guide Markers as required between Dimbulah and Chillagoe</li> <li>• Emergent Works Event 26E - Supply and cart 3700t gravel, mix and lay between Chillagoe and Fergusons Crossing</li> <li>• Emergent Works Event 26E - Supply and cart gravel, mix and lay between Trimbles Crossing and Lynd River</li> <li>• Emergent Works Event 26E - Bitumen road repairs to Bull Ck floodway and cap exposed pipe at pipe 234</li> <li>• Emergent Works Event 26E - Major road repairs along gravel section of road from Chillagoe to Shire Boundary</li> </ul>
664 - Mareeba to Dimbulah Road	<ul style="list-style-type: none"> <li>• Whipper snip grass growing over Sandy Creek Bridge</li> </ul>
6632 - Herberton - Petford Road	<ul style="list-style-type: none"> <li>• Emergent Works 26E - Supply and cart 800t of gravel, mix and lay from Watsonville to Irvinebank</li> <li>• Emergent Works Event 26E - Supply and cart gravel including emergent work grade and mix, lay gravel from Irvinebank to Petford</li> <li>• Emergent Works Event 26E - Inspecting road and taking photos of works to be completed and works that have been carried out</li> </ul>

**PARKS AND OPEN SPACES**

The following Parks and Open Spaces works were carried out in May 2026.

Description	Comment
Mowing	<ul style="list-style-type: none"> <li>Mowing has slowed down due to cooler, drier weather.</li> <li>Mareeba, Dimbulah, Kuranda, Mt Molloy/Julatten, and Chillagoe mowing roughly 14 - 18 day intervals in all non-irrigated areas.</li> </ul>
Playing Fields Mowing	<ul style="list-style-type: none"> <li>Davies Park once week at 50mm; Borzi Park and Firth Park once a week at 32mm.</li> </ul>
General Maintenance	<ul style="list-style-type: none"> <li>Weeding and mulching garden beds and medians in Mareeba and Kuranda</li> <li>Tree skirting all Parks areas.</li> </ul>
Gurney Crew	<ul style="list-style-type: none"> <li>Pressure cleaning Mareeba and Kuranda footpaths as per routine.</li> <li>Pressure cleaning Playgrounds as required.</li> </ul>
Playgrounds	<ul style="list-style-type: none"> <li>Remove two (2) "Merry-Go-Rounds" from playgrounds in Mareeba and one (1) in Kuranda, fill and compact areas ready for Rubber Softfall by Contractor.</li> </ul>
Slashing	<ul style="list-style-type: none"> <li>Rail Trail, Shaban Park and Mooraridgi and Eales Parks, Molloy approaches, Barron Esplanade another round completed.</li> </ul>
Burials	<ul style="list-style-type: none"> <li>Mareeba – four (4) Coffin in ground Full Grave Section, two (2) Coffins in Mausoleum walls.</li> <li>Dimbulah – two (2) coffins in the Mausoleum Walls.</li> <li>Kuranda Heights Cemetery – two (2) coffins inground - Full Grave Section.</li> </ul>
LOA	<ul style="list-style-type: none"> <li>Mareeba Cemetery and Pioneer Cemetery.</li> <li>Dimbulah Cemetery, around the tennis courts and the main park.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>Mowing – Irvinebank and Watsonville one (1) service</li> <li>Bibohra one (1) service.</li> </ul>
Tree Trimming	<ul style="list-style-type: none"> <li>Tree trimming in Kuranda and Mareeba streets for ease of mowing and Street Sweeper access.</li> </ul>
Events	<ul style="list-style-type: none"> <li>Wheelbarrow race, and Dimbulah Lions Festival Parks Staff involved.</li> </ul>
Projects	<ul style="list-style-type: none"> <li>Procurement of irrigation gear in preparation for Mareeba Cemetery Irrigation installation in June.</li> </ul>
Fire Management	<ul style="list-style-type: none"> <li>One (1) Hazard Reduction Burn conducted with Department of Resources in Watsonville, Mapping and Firebreak prep continuing.</li> </ul>

**LAND PROTECTION**

The following Land Protection works were carried out in May 2026.

Weed/Pest	Activity
Parthenium Weed	<ul style="list-style-type: none"> <li>Inspections carried out on all sites. All landholders are complying with their biosecurity obligation.</li> </ul>
Siam Weed	<ul style="list-style-type: none"> <li>Siam weed survey and Foliar spray treatment Julatten, Mt Molloy and Irvinebank areas</li> </ul>
Bellyache Bush Leaf Miner	<ul style="list-style-type: none"> <li>MSC assisted QLD Biosecurity in the release of a Leaf Miner moth over the last couple years. This month LPOs assisting QLD</li> </ul>

Weed/Pest	Activity
	Biosecurity visited the sites to collect samples and inspect sites for the leaf miner presents.
TMR Work	<ul style="list-style-type: none"> <li>• Work carried out on the Japanese sunflower on the Kennedy Hwy Mareeba to TRC boundary, Gamba grass Kennedy Hwy, Burke Dev. Rd Mareeba to Dimbulah and Mulligan Hwy.</li> </ul>
Gamba Grass	<ul style="list-style-type: none"> <li>• Land Protection officers attended Cook Shire Gamba Grass taskforce, organised through the FNQROC.</li> <li>• Spot spray treatment on Council roadsides.</li> </ul>
Feral Pigs	<ul style="list-style-type: none"> <li>• 18 pigs trapped in Mareeba and Koah Area</li> </ul>
Cyclone Jasper Disaster Funding (Environmental)	<ul style="list-style-type: none"> <li>• Stakeholder engagement undertaken, consent formally given by landholders to undertake surveillance for Amazon Frogbit.</li> <li>• Indigenous ranger group engaged to assist in ground surveillance of Giant Sensitive Plant in the Kuranda area.</li> </ul>



*Suspected Bellyache Bush leaf miner effected plants*



*Siam weed Mt Molloy*

**CUSTOMER REQUESTS**

During May, the Works Group received 166 Customer Requests (CRs) with 160 resolved (resolved requests include those received prior to May 2026). The table below shows the number of requests lodged per Works Section for the month.

Month	Roads	Parks and Gardens	Pest Management
May	85	73	8

At the time of reporting, the Works Group had 102 open requests.

**FINANCIAL AND RESOURCE IMPLICATIONS**

***Operating***

All operational works are funded by the section specific 2025/26 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

**9.8 INFRASTRUCTURE SERVICES, DISASTER RECOVERY OPERATIONS REPORT - MAY 2026**

**Date Prepared:** 1 June 2026  
**Author:** Coordinator Disaster Recovery  
**Attachments:** Nil

**EXECUTIVE SUMMARY**

The purpose of this report is to outline the progress of Council’s activities funded under the Disaster Recovery Funding Arrangements (DRFA) during the month of May 2026.

**RECOMMENDATION**

That Council receives the Infrastructure Services, Disaster Recovery Operations Report for May 2026.

**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.

**2024 DRFA – Tropical Cyclone Jasper, associated rainfall and flooding, 13 – 28 December 2023**

Reconstruction of Essential Public Assets (REPA) Projects

Project Name	Update
T-MSC2024-10 Jarawee Road Stabilisation	Bridge works complete. Approach works to be completed between June – September 2026.
T-MSC2024-33 MSC DRFA 2024 Eastern Roads Package	Contract awarded to Ikin Civil Pty Ltd. Ray Road pavement repairs completed. Works ongoing.
T-MSC2025-33 Warril and Mount Haren Landslip Remediation	Contract awarded to Australian Ground Engineering (AGE). Works commenced in May 2026 at Mt Haren Road.
T-MSC2025-34 Ivicevic Road Landslip Remediation	Contract awarded to Gregg Construction Pty Ltd. Works to commence 8 June 2026.

Water & Sewer Program (exceptional circumstances package)

Project Name	Update
T-MSC2025-09 Lloyd Street Sewer Replacement Project	Project awarded to A&B Civil. Onsite works commenced.

Betterment Fund (exceptional circumstances package)

Assistance for the following projects under the 2024 Betterment Program, has been provided by the Australian and Queensland Governments through the jointly funded Commonwealth-State Disaster Recovery Funding Arrangements (DRFA):

Project Name	Update
T-MSC2025-24 Gully Betterment Program	Project awarded to S&K Civil Contracting Pty Ltd. Works on Torwood, Bolwarra, Ootann Roads complete. Works on Fantin and Mona Mona Roads are underway.
T-MSC2025-25 Wolfram Road Culvert Upgrade	Awarded to Gregg Construction Pty Ltd at March 2026 council meeting. Culverts have been procured, works to commence in June.
T-MSC2025-26 Lockwood Road Upgrade	Awarded to IKCO Pty Ltd T/A Ikin Civil at March 2026 council meeting. Pipes are on order, works to commence upon arrival, likely September 2026.

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.

Approval has been received for Council’s submission, which included a range of retrospective and future projects.

**2025 DRFA – North and Far North Tropical Low 29 January – 28 February 2025**

Reconstruction of Essential Public Assets (REPA) Projects

Project Name	Update
Hastie Road Embankment	Approval received for geotechnical solution. Onsite investigations complete, design near complete.
Kuranda Depot Access Slip	Approval received for geotechnical solution. Temporary works complete to stabilise site prior to the 25/26 wet season. Onsite investigations in progress to determine next steps.
Top Eureka Creek Road Culvert	Rock protection works complete. Rock mattress works to be undertaken in 2026.
Fallon Road Pavement	Approval received for minor pavement works on Fallon Road. Request for quote for these works is out to market.
PDQ-MSC2025-17 Maria Close RCP Replacement	Approval received for replacement of stormwater line on Maria Close. Works awarded to Terra Novus. Works completed on site, to be removed from next month’s Council report.

Project Name	Update
Cooktown Crossing, Kondaparinga Road	Approval received for replacement of Cooktown Crossing on Kondaparinga Road. Construction to be as per current DAF guidelines (like for like). Site investigations have commenced.
Butler Drive, Kuranda Landslip	Approval received for stabilisation of downslope bank adjacent Butler Drive. Slip has compromised stormwater drainage. Site investigations progressing well.
Aerodrome Drain, Mareeba	Approval received for rock mattress works at end of aerodrome drain adjacent Ray Road.

**2026 DRFA – North Queensland Monsoon Trough, Associated Tropical Cyclone Koji and Severe Weather (commencing 24 December 2025)**

Mareeba Shire Council has activated for the ‘North Queensland Monsoon Trough, Associated Tropical Cyclone Koji and Severe Weather (commencing 24 December 2025)’ weather event.

**Emergency Works (EW)**

The Emergency Works period has ended in eastern townships unless extensions of time have been granted otherwise. Works continue on roads where access has been restricted.

**Reconstruction of Essential Public Assets (REPA) Projects**

Project Name	Update
Spring Valley Road Causeway	Approval received for reconstruction of concrete causeway on Spring Valley Road. Failed crossing removed and temporary crossing constructed under Emergency Works. Permanent works to be undertaken in dry season 2026.
Argyle Street, Dimbulah	Approval received for pavement works on Argyle Street, Dimbulah.

**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.

## 10 OFFICE OF THE CEO

### 10.1 OFFICE CLOSURE FOR STAFF FUNCTION

**Date Prepared:** 9 June 2026  
**Author:** Chief Executive Officer  
**Attachments:** Nil

---

#### EXECUTIVE SUMMARY

This report is presented to Council seeking authorisation to close service centres and Libraries for a staff function.

#### RECOMMENDATION

That Council approves the closure of all Council offices and Libraries from 12:30pm on Wednesday 15 July 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).

The management team have worked very closely with staff to maintain a positive culture and are recommending that service centres close at 12:30pm on Wednesday 15 July 2026 to allow all staff to attend the annual staff function.

Council's after-hours service will operate during the afternoon and staff will be available to deal with critical and emergency issues.

#### RISK IMPLICATIONS

Nil

#### LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

#### FINANCIAL AND RESOURCE IMPLICATIONS

##### *Capital*

Nil

##### *Operating*

The cost of the function has been included in the budget.

#### 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**

If approved, communications will be provided both internally and externally advising of the closure period for the staff function.

**10.2 MANAGEMENT AGREEMENTS FOR MAREEBA SHIRE TOURISM INC AND MAREEBA HERITAGE MUSEUM AND VISITOR INFORMATION CENTRE**

**Date Prepared:** 9 June 2026

**Author:** Tourism & Economic Development Officer

**Attachments:**

1. Mareeба Heritage MSC Agreement 2026-2028 - Confidential (under separate cover) [⇒](#)
2. Kuranda Visitor MSC Agreement 2026-2028 - Confidential (under separate cover) [⇒](#)

---

**EXECUTIVE SUMMARY**

The purpose of this report is to recommend to Council that it enters into new management agreements with Mareeба Shire Tourism Inc. (Kuranda Visitor Information Centre) and the Mareeба Heritage Centre Inc. (Mareeба Heritage Museum and Visitor Information Centre). The agreements will be for a period of two (2) years.

Both organisations maintain strong relationships with local tourism operators, volunteers, community groups, and stakeholders and play an important role in representing and promoting the Mareeба Shire visitor economy.

**RECOMMENDATION**

That Council:

1. Enters into a two (2) year management agreement with Mareeба Shire Tourism Inc (Local Tourism Organisation) for the management of the Kuranda Visitor Information Centre for the period 2026-28.
2. Enters into a two (2) year management agreement with Mareeба Heritage Centre Inc to occupy and manage the Heritage Centre and deliver visitor information services for the period 2026-28.

**BACKGROUND**

Tourism contributes significantly to the local economy—supporting jobs, businesses, and services across the Mareeба Shire. Whether it is a tourism operator, retail store, café, accommodation provider, or professional service, the entire community benefits from a thriving visitor economy.

In 2024/25, total tourism sales in the Mareeба Shire reached \$185.5 million, underscoring the sector's growing importance to the region and its role in supporting employment, investment, and economic activity across the Shire.

Visitor Information Services are an essential component of the visitor economy, providing trusted information and local knowledge to visitors both domestically and internationally. These services support visitor dispersal, encourage increased visitor spend and length of stay, and contribute to positive visitor experiences and regional reputation.

Council currently supports the delivery of visitor information services through partnerships with community-based organisations operating the Kuranda Visitor Information Centre (Mareeба Shire

Tourism Inc.) and the Mareeba Heritage Museum and Visitor Information Centre (Mareeba Heritage Centre Inc.) Both organisations have demonstrated strong commitment to delivering visitor servicing outcomes and supporting tourism industry development within the region.

Both organisations maintain strong relationships with local tourism operators, volunteers, community groups, and stakeholders and play an important role in representing and promoting the Mareeba Shire visitor economy.

#### **Mareeba Shire Tourism Inc – Kuranda Visitor Information Centre**

It is proposed that Council enter a further two (2) year management agreement with Mareeba Shire Tourism Inc for the management of the Kuranda Visitor Information Centre for the period 1 July 2026 to 30 June 2028.

The initial management arrangement with Mareeba Shire Tourism was intentionally structured as a one (1) year agreement to allow Council to assess operational outcomes, stakeholder satisfaction, and organisational capability during the early stages of the Local Tourism Organisation's establishment and transition into visitor information management.

Following the first year of operations, the proposed two (2) year extension is considered appropriate to provide continuity and operational stability while still enabling Council to review longer-term arrangements following the appointment of a new Council in March 2028.

At this stage, a formal lease arrangement has not been developed for the Kuranda Visitor Information Centre site. The establishment of a lease would require significant preliminary work by Council, including surveying requirements, community engagement processes, and consideration of land management plan obligations and statutory requirements. As such, continuation under a management agreement model is considered the most practical and appropriate arrangement currently.

The proposed two (2) year term will provide operational certainty to Mareeba Shire Tourism while allowing sufficient time for Council to further investigate future tenure and governance arrangements for the facility.

#### **Mareeba Heritage Centre Inc – Heritage Museum and Visitor Information Services**

It is proposed that Council enter a further two (2) year agreement with Mareeba Heritage Centre Inc for the occupation and management of the Mareeba Heritage Centre and delivery of visitor information services for the period 1 July 2026 to 30 June 2028.

The proposed term aligns with the organisation's existing lease arrangements, which expire on 30 June 2028 and include an option for a further three (3) year renewal term. Aligning the management agreement period with the existing lease arrangements will improve administrative consistency and provide operational certainty for the organisation.

The proposed timeframe will also align future Council consideration of both visitor information service agreements following the March 2028 Local Government Election.

#### **Strategic Implications**

The continuation of these partnerships supports Council's Corporate Plan objectives relating to economic development, tourism growth, community partnerships, and place activation.

The agreements recognise the important role community-based organisations play in delivering visitor servicing outcomes and supporting the tourism industry across the Mareeba Shire.

Providing two (2) year agreements offers both organisations greater certainty to support staffing, volunteer coordination, operational planning, tourism promotion activities, and ongoing service delivery.

## **RISK IMPLICATIONS**

### **Legal and Compliance**

The proposed agreements provide continuity of visitor information services while allowing Council flexibility to review future governance and tenure arrangements following the 2028 Local Government Election.

For the Kuranda Visitor Information Centre, continuation under a management agreement model is considered appropriate while longer-term leasing, land tenure, and land management planning matters are further explored.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

### ***Operating***

Funding for the management agreements is provided for within existing operational budgets.

### ***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.

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

## **IMPLEMENTATION/COMMUNICATION**

Management Agreements issued and sent to both organisations.



**11 CONFIDENTIAL REPORTS**

Nil

**12 BUSINESS WITHOUT NOTICE**

**13 NEXT MEETING OF COUNCIL**



**14 FOR INFORMATION**

**14.1 SUMMARY OF NEW PLANNING APPLICATIONS & DELEGATED DECISIONS FOR THE MONTH OF MAY 2026**

**Date Prepared:** 2 June 2026

**Author:** Planning Technical Support Officer

**Attachments:** Nil

---

**Summary of New Planning Development Applications and Delegated Decisions for May 2026**

<b>New Development Applications</b>					
<b>Application</b>	<b>Lodgement Date</b>	<b>Applicant</b>	<b>Site Address &amp; Property Description</b>	<b>Application Type</b>	<b>Status</b>
RAL/26/0009	8/05/2026	W, G & A Stewart C/- Freshwater Planning	106 River Road, Biboohra Lots 85 & 86 on SP227512	ROL – Boundary Realignment	Assessment Stage
RAL/26/0010	13/05/2026	R Coleman-Hann	109 Short Road, Dimbulah Lot 5 on SP114410	ROL – (1 Lots into 3 Lots)	Decision Notice
RAL/26/0011	29/05/2026	B Stevensen TTE C/- Neil Beck Town Planner	18 Coconut Grove, Kuranda Lot 99 on SP184838	ROL – (1 Lot into 2 Lots)	Assessment Stage
MCU/26/0007	8/05/2026	RADCARE INC C/- Urban Sync	10 Lloyd Street, Mareeba Lot 1 on RP713080	MCU – Office	Public Notification
MCU/26/0008	19/05/2026	J & R Raso	141 Walsh Street, Mareeba Lot 903 on M3565	MCU – Low Impact Industry	Decision Notice
OPW/26/0002	18/05/2026	Res Family Operation C/- DEQ Consulting Pty Ltd	12 Reynolds Street Mareeba	OPW – Veterinary Clinic	Application Stage
OPW/26/0003	22/05/2026	BTM & S Stankovich Pty Ltd C/- Neon Consulting	Karobean Drive, Mareeba Lot 500 on SP352770	OPW for RAL/25/0010 Amaroo Estate Stage 15 (1 Lot into 20 Lots)	Assessment Stage
OPW/26/0004	28/05/2026	McGrath Devco Steven Grist C/- Lekker Urban Pty Ltd	30 McGrath Road, Mareeba	OPW for RAL/25/0017 – (2 Lots into 12 Lots)	Assessment Stage

<b>Decision Notices issued under Delegated Authority</b>					
<b>Application</b>	<b>Date of Decision Notice</b>	<b>Applicant</b>	<b>Address</b>	<b>Property Description</b>	<b>Application Type</b>
MCU/26/0005	11/05/2026	BTM & S Holdings Pty Ltd Freshwater Planning Pty Ltd	2-8 Karobean Drive, Mareeba	Lot 2 on SP298298	Development Permit for Material Change of Use – Food and Drink Outlet (Restaurant)

May 2026 (Regional Land Use Planning)

MCU/26/0008	28/05/2026	J & R Raso	141 Walsh Street, Mareeba	Lot 903 on M3565	Development Permit for Material Change of Use – Low Impact Industry
RAL/26/0008	11/05/2026	WR, R & P Blundell C/- U&i Town Plan	11 and 109 Cobra Road, Mareeba	Lot 88 on SP342254 and Lot 23 on SP184955	Development Permit for Reconfiguration of a Lot – Boundary Realignment (2 Lots into 2 Lots)

**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					

**Referral Agency Response Decision Notices issued under Delegated Authority**

Application	Date of Decision	Applicant	Address	Property Description	Application Type
CAR/26/0006	7/05/2026	K Williams, C Williams T Cousins, D Williams C/- Buildable Approvals	3 Christensen Road, Kuranda	Lot 2 on SP218651 ESP218651	Referral agency response for building work (Class 1a Dwelling) assessable against the Mareeba Shire Council Planning Scheme 2016 (Hill and Slope Overlay Code)
CAR/26/0007	27/05/2026	C McCarthy	9 Young Court, Mareeba	Lot 50 on SP353962	Referral agency response for building work assessable against the Mareeba Shire Council Planning Scheme 2016 (Class 10a Shed Height Dispensation)

May 2026 (Regional Land Use Planning)

Extensions to Relevant Period issued					
Application	Date of Decision	Applicant	Address	Property Description	Application Type
RAL/22/0007	29/05/2026	R & L Cater	10 Collins Court, Mareeba	Lot 6 on SP189419	Development Permit for Reconfiguring a Lot – Subdivision – (1 into 2 Lots) The relevant period for Development Permit RAL/22/0007 be extended for four years from 1 June 2026 to 1 June 2030

Survey Plans Endorsed					
Application #	Date	Applicant	Address	Property Description	No of Lots
RAL/22/0010	20/05/2026	R Sheppard C/- Northpoint Law	141 Cobra Road, Mareeba	Survey Plan of Lots 1 & 2 on SP349389 and Easement A int Lot 2 Cancelling Lot 11 on RP800497	2

May 2026 (Regional Land Use Planning)

**14.2 GREAT WHEELBARROW RACE ADVISORY COMMITTEE - MINUTES OF MEETING HELD WEDNESDAY, 15 APRIL 2026**

**Date Prepared:** 2 June 2026

**Author:** Corporate Communications Officer

**Attachments:** 1. **Great Wheelbarrow Race Advisory Committee - Minutes of meeting held Wednesday, 15 April 2026** [↓](#)

---

The purpose of this report is to present the Minutes of the Great Wheelbarrow Race Advisory Committee Meeting held on Wednesday, 15 April 2026.



# Great Wheelbarrow Race

## Advisory Committee Meeting Minutes Wednesday, 15 April 2026

---

**Time commenced: 6:00pm**

**Location: Mareeba Shire Council Boardroom**

---

**Present:** Cr Nipper Brown, Rochelle Harding, Narelle Duncan Jared Hohns, Jordan Hohns and Terry Roos, Frances Schafer

**Apologies:** Cr Ross Cardillo

**Absent:** Nil

### Agenda Items

**1. Declaration of conflict of interest from committee members**

Nil

**2. Business arising from the minutes of the previous meeting**

- Volunteer Induction in April – The first induction was held 5pm 15 April and a second induction is scheduled for Friday, 24 April
- 2027 event dates – 14-16 May, swapping with Chillagoe Rodeo and won't clash with Field Days or Dimbulah Lions Festival. This will also avoid clashing with Mother's Day and the Sunwater outage in Dimbulah. – Noted

**3. Traffic and permit update**

- Permits have been applied for and TGS has been supplied. Will continue to work closely with the QPS and TMR to receive permits in time for the event and meet their conditions.

**4. Sponsorship Update**

- A discussion was held about the current sponsorship funds.

**5. Supplier Update**

The following suppliers have been approved for the event.

- Audio – Cr Nipper
- Photography – Shamrock Space Studio
- Accommodation – Dimbulah Junction Hotel and Almaden Railway Hotel
- VMS - Northire
- Portaloo – The Portaloo Co
- Corflutes and magnets - Vistaprint
- Bananas – Howes Farming
- Wholelife bags – Wholelife Pharmacy
- Coffee – Energise Espresso (For Friday morning and Sunday morning)
- Trophies – Mareeba Trophies
- Davies Park – Breakfast – Gladiators Juniors

**6. Registrations to date**

- Refer to sheet – 49 registrations

**7. Vaughn Street**

- A discussion was held around the plan for Vaughn St start line to ensure it is set up and has a good atmosphere for the solos and duos, including marquees, registration packs, goodie bags, music and photography.

**8. Roles**

- A discussion was held to allocate roles to volunteers, staff and committee members over the weekend. A meeting will be set to go over the roles with everyone before the event to make sure everyone is comfortable with their tasks and can ask any questions. This is important because on Friday morning, people will be starting in different locations and for many it will be the first time they have volunteered with the race.

**9. Business Arising**

- Nil

**Proposed meeting dates**

For meetings at 5pm in the boardroom.

- 6pm 28<sup>th</sup> April
- 8-10 May 2026 – event
- 2 June 2026 – Debrief

**Actions**

Task	Person Responsible	By -
<b>Quotes and Suppliers</b>		
Photography EOI	MSC Officer	Complete
Sound quote	MSC Officer	Complete
Medical quote	MSC Officer	Complete
Accommodation	MSC Officer	Complete
<b>Event Prep</b>		
Draft Event Management Plan	MSC Officer	Complete
Submit application for TGS	MSC Officer	Complete
Submit permits – TMR, Police, MSC	MSC Officer	Ongoing
<b>Sponsorship</b>		
Continue reaching out to potential sponsors	Cr Ross	Complete
<b>Volunteers</b>		
Organise volunteer induction	MSC	Ongoing
Roles meeting	MSC	Ongoing
<b>Advertising / Marketing</b>		
Facebook posts	MSC Officer	Ongoing
Radio ads	MSC Officer	Ongoing
Competitor safety video	Jared and Jordan	Ongoing

**Meeting closed: 7pm 15 April 2026**

**Next meeting: 6pm 28 April 2026 (Following the volunteer roles meeting)**



**14.3 GREAT WHEELBARROW RACE ADVISORY COMMITTEE - MINUTES OF MEETING HELD TUESDAY 28 APRIL 2026**

**Date Prepared:** 2 June 2026

**Author:** Corporate Communications Officer

**Attachments:** 1. **Great Wheelbarrow Race Advisory Committee - Minutes of meeting held Wednesday, 28 April 2026** [↓](#)

---

The purpose of this report is to present the Minutes of the Great Wheelbarrow Race Advisory Committee Meeting held on Tuesday, 28 April 2026.



# Great Wheelbarrow Race

## Advisory Committee Meeting Minutes Tuesday, 28 April 2026

---

**Time commenced: 6:00pm**

**Location: Mareeba Shire Council Boardroom**

---

**Present:** Cr Ross Cardillo, Cr Nipper Brown, Rochelle Harding, Narelle Duncan Jared Hohns, Jordan Hohns and Terry Roos, Frances Schafer

**Apologies:** Nil

**Absent:** Nil

### Agenda Items

**1. Declaration of conflict of interest from committee members**

Nil

**2. Business arising from the minutes of the previous meeting**

Nil

**3. Traffic and permit update**

Continuing to work closely with QPS and TMR to receive permits.

**4. Davies Park and Parade**

- Davies Park – Suppliers onsite will be NBN stall, 4am radio (including lucky door prize of a wheelbarrow full of goodies supplied by 4am), Gladiators making breakfast, coffee van. This will be included in the program (which will be finalised shortly)
- Parade - A map has been provided to the team captains so they know where to go for the parade. The busses will be lined up based on rows to help keep them in order when they leave for the parade. Cr Ross will lead with the golden barrow, as well as the police and naming sponsor Bendigo Bank, followed by the teams.

**5. Photography Update**

The photography team has been provided with an event brief, highlighting the key aspects that need to be covered over the three days. The team will do pre-filming during the lead up to the event with Cr Ross, Jared and Stephen (Bendigo Bank).

**6. Evening Updates**

- Dimbulah – Over 200 people have registered for the dinner in the park. Activities will include a live band, tug-o-war and the Friday highlights video.
- Almaden – Dinner will be provided by the hotel and pizza van. Activities will include a talent quest (first prize \$150, second prize \$100, third prize \$50). Prize for best dressed in the parade, and the Saturday highlights video. Will also play Friday's video earlier as a lot of people travel back to Mareeba on Friday night and may have missed it.

**7. Chillagoe Festival**

- The Chillagoe Alliance has been requested to apply for a liquor permit if they intend to sell alcohol at the Festival.
- Their parade will be around 8am Sunday morning, which will fall under our TGS road closure application for Queen Street.

**8. Registrations to date**

- Refer to sheet – 48 registrations

**9. Roles**

- An in-depth discussion was held before tonight’s meeting to allocate roles to volunteers, committee and staff. This is captured in the roles document.

**10. Business Arising**

- A discussion was held to allocate roles to volunteers, staff and committee members over the weekend. A meeting will be set to go over the roles with everyone before the event to make sure everyone is comfortable with their tasks and can ask any questions. This is important because on Friday morning, people will be starting in different locations and for many it will be the first time they have volunteered with the race.

**11. Business Arising**

- Nil

**Proposed meeting dates**

- 8-10 May 2026 – event
- 2 June 2026 – Debrief

**Actions**

Task	Person Responsible	By -
<b>Event Prep</b>		
Draft Event Management Plan	MSC Officer	Complete
Submit application for TGS	MSC Officer	Complete
Submit permits – TMR, Police, MSC	MSC Officer	Ongoing
Program	MSC	Ongoing
<b>Volunteers</b>		
Organise volunteer induction	MSC	Complete
Roles meeting	MSC	Complete
<b>Advertising / Marketing</b>		
Facebook posts	MSC Officer	Ongoing
Radio ads	MSC Officer	Ongoing
Competitor safety video	Jared and Jordan	Ongoing

**Meeting closed: 7pm 28 April 2026**

**Next meeting: Debrief – to be advised**



**14.4 GREAT WHEELBARROW RACE ADVISORY COMMITTEE - MINUTES OF MEETING HELD TUESDAY, 2 JUNE 2026**

**Date Prepared:** 9 June 2026

**Author:** Corporate Communications Officer

**Attachments:** 1. **Great Wheelbarrow Race Advisory Committee - Minutes of meeting held Tuesday, 2 June 2026** [↓](#)

---

The purpose of this report is to present the Minutes of the Great Wheelbarrow Race Advisory Committee Meeting held on Tuesday, 2 June 2026.



## Great Wheelbarrow Race

### Advisory Committee Meeting Minutes Tuesday, 2 June 2026

---

**Time commenced: 5:00pm**

**Location: Mareeba Shire Council Boardroom**

---

**Present:** Cr Ross Cardillo, Cr Nipper Brown, Rochelle Harding, Narelle Duncan Jared Hohns, Jordan Hohns and Terry Roos, Frances Schafer

**Apologies:** Nil

**Absent:** Nil

#### Agenda Items

**1. Mayor's thank you message**

The Mayor thanked the committee for planning and delivering a successful Great Wheelbarrow Race.

**2. Declaration of conflict of interest from committee members**

Nil

**3. Business arising from the minutes of the previous meeting**

Nil

**4. 2027 Dates and registrations / pricing**

The GWR 2027 will be held on the third weekend of May instead of the second. The third weekend provides several benefits for the Great Wheelbarrow Race, as it avoids Mother's Day, the Sunwater outage in Dimbulah, and allows Council staff an additional week between Anzac Day and the GWR to finalise logistics. The Ingham Rodeo and the Chillagoe Rodeo have also agreed to the new date change.

The registrations will open online by mid-June. The fee will stay the same for the solos, duos and trios. It will increase from \$880 to \$990 for teams as prices haven't increased for the last few years and event expenses are increasing. A 10% early bird discount will apply until 31 January 2027.

**5. Feedback from teams**

Feedback was shared from the teams with the committee.

**6. Fundraising update**

The teams have raised \$226,000, still following up with a few teams to finalise the total.

**7. Traffic updates – Granite Gorge review**

The new traffic arrangements with the Granite Gorge helped the traffic flow better and it was safer for participants. We will do this set up in 2027.

**8. Safety / paramedics / communication**

The paramedics were very professional and provided an essential service throughout the weekend, including a few after hour call outs on Saturday. The communication was good with the paramedics using the radios. Next year, we will organise accommodation for the paramedics. We will need to communicate with the captains about which room to find the paramedics in as the phone reception was an issue, particularly in Almaden. We were able to mitigate afterhours medical call outs as the committee / staff were available, but next year we need to communicate better. Starlink was used to be able to post the times on FB in Almaden. A satellite phone was also used to make calls. No serious injuries occurred during the race.

**9. Social Category Timing Change**

The timing for the social category will change so that only the start and finish times will be recorded (and a 20 stoppage time for Petford). No other stoppage time will be included for the social teams. The social teams are not competitive, and with half of the teams being social in 2026, it adds a lot of extra work for the timekeepers.

There will be no prize in 2027 for the social team. In 2026 there was a random draw.

Social teams are still required to hand in a time sheet at the end of the day so that the team checks in with the GWR team to let us know they have arrived safely, and it is also an opportunity for them to let us know if there were any issues during the day.

Having a different colour paper for the social team bus number was useful, however we need a bright colour as the dark blue was difficult to read from a distance.

**10. Duo / Trio categories**

In 2027, male, female and mixed will be introduced to the event to make it fairer, and this already exists for the solos. For the registration, it will just be solo – duo – trio and then in the backend we will be able to determine how many categories there are.

**11. Actuals 2026**

The GWR committee reviewed the budget.

**12. Supplier review**

The committee reviewed the suppliers for this year and feedback will be provided.

**13. Volunteers / inductions**

In 2027, we will continue to induct new volunteers and we will have at least one pre-event meeting with everyone to go over tasks, meet new volunteers, ask any questions, and review key safety considerations.

**14. Evening events and Chillagoe Festival**

- Dimbulah – The food was excellent quality and well received by the participants. We would like to do the Dimby Do again next year.
- Almaden – The talent quest and calcutta went well. For best dressed, we can do this as a public vote on FB based on photos from the parade and at Almaden. We will investigate if we can play the football on the big screen.
- Chillagoe Festival – feedback was that no one from GWR stayed for the afternoon entertainment. The Festival was a nice addition to the presentations and we are happy to work with the Festival if they wish to hold it again.

**15. Marketing coverage**

Preparations will go ahead to work on marketing coverage for 2027.

**16. Sponsorship structure update**

The committee will consider a new sponsorship structure in 2027 (including gold, silver and bronze levels).

**17. Business Arising (including group chat notes)**

- Recommend that the Almaden Railway Hotel either rents a bain maree or we hire a food truck to do breakfast on Sunday morning. It is too difficult to transport the bain maree and it is needed in Dimbulah.
- We will investigate alternative options for time keeping, including timers on the wheelbarrows in time for October’s meeting.
- A letter of thanks will be sent to the Chillagoe Rodeo for working with GWR to allow us to change to the third weekend in May.
- It was noted that a letter of thanks was sent to FNQ Rotary Field Days for lending the light tower which made the Saturday evening much safer.
- Updates will be made to the timesheets to make them easier for teams to understand.
- Updates need to be made to the rule book, really highlighting the importance of stopping when letting another team overtakes.
- A thank you dinner will be held for the volunteers.

**18. Proposed meeting dates**

The first planning meeting of 2027 will be in October – date TBC.

**Actions**

Task	Person Responsible	By -
<b>Event Prep</b>		
Update 2027 Event Management Plan	MSC Officer	Mid-August
Update 2027 Rules	MSC Officer	Mid-June
Open registrations	MSC Officer	Mid-June
Request update to TGS (7 am for Dimbulah closure and 2027 dates)	MSC Officer	Mid-June
Investigate timekeeping alternatives	Jared	Oct meeting
Investigate screen / audio	Jared / MSC Officer	Oct meeting
<b>Advertising / Marketing</b>		
Announce 2027 dates	MSC Officer	ASAP
Announce fundraising totals and update website	MSC Officer	June
Set up meeting with radio	MSC Officer	June

**Meeting closed: 7pm 2 June 2026**

**Next meeting: October 2026 TBC**

**14.5 MAREEBA MULTICULTURAL FESTIVAL ADVISORY COMMITTEE - MINUTES OF MEETING HELD TUESDAY, 21 APRIL 2026**

**Date Prepared:** 2 June 2026

**Author:** Corporate Communications Officer

**Attachments:** 1. **Mareeba Multicultural Festival Advisory Committee - Minutes of Meeting held 21 April 2026** [↓](#)

---

The purpose of this report is to present the Minutes of the Mareeba Multicultural Festival Advisory Committee Meeting held on Tuesday, 21 April 2026.



# Mareeba Multicultural Festival

**Advisory Committee Meeting Minutes  
Tuesday, 21 April March 2026**

---

**Time commenced: 5:15pm**  
**Location: Mareeba Shire Council Boardroom**

---

**Present:** Cr Mary Graham, Rochelle Harding, Narelle Duncan, Andrew Singh, Wesley Stiffle and Fatima Metou

**Apologies:** Nil  
**Absent:** Nil

## Agenda Items

- 1. Receive and Note Previous Minutes from 9 September 2025**  
Moved: Fatima      Seconded: Wesley
- 2. Business arising from previous minutes**  
Nil
- 3. Applications**  
The applications for stall holders and performers were opened on 1 April on the MMF website and shared on the MMF Facebook page. Applications will close on 1 July and the committee will meet on 7 July to finalise the stalls and performers.
- 4. Quotations**  
The following quote was approved
  - TV advertising and production
- 5. Sponsorships and donations**  
Letters will be sent out to local businesses to share sponsorship opportunities.
- 6. General business**
  - The Celebrating Multicultural Queensland Round 2 grant application was submitted, and the outcome should be available soon.
  - It was noted that the field where the kids activities are held will be a construction site for the new PCYC facility.

**Actions**

<b>Task</b>	<b>Person Responsible</b>	<b>By -</b>
<b>Quotes and Suppliers</b>		
Photography	MSC Officer	23 June 26
Sound quote	MSC Officer	23 June 26
Jumping castle	MSC Officer	23 June 26
	MSC Officer	23 June 26
<b>Event Prep</b>		
Event Management Plan	MSC Officer	Complete
Application for park and hall hire	MSC Officer	Complete
Send invitation to Minister once grant outcome is confirmed	MSC Officer	Early June
Invite Cr Nipper to MC	MSC Officer	June
Organise street banner and signs	MSC Officer	June
Call for workshop nominations	MSC Officer	Early June
<b>Sponsorship</b>		
Reach out to potential sponsors	MSC Officer / Committee	Ongoing
<b>Volunteers</b>		
Organise volunteer induction	MSC	Ongoing
<b>Advertising / Marketing</b>		
Facebook posts	MSC Officer	Ongoing
TV ad production and booking	MSC Officer	Ongoing

Meeting closed 5.30pm

**2026 Meeting Dates**

- 5.15pm Wednesday, 23 June 2026
- 5.15pm Tuesday, 7 July 2026 (Deciding stalls and performers)
- 5.15pm Tuesday, 4 August 2026
- 5.15pm Tuesday, 25 August 2026
- 10-4pm Saturday 29 August – Festival Day
- 5.15pm Tuesday, 8 September 2026 - Debrief