



NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 17 MARCH 2021 at 9:00am at the CTRC Board Room, 12 Mosman Street, Charters Towers.

A Johansson
Chief Executive Officer

“254I Meetings in public unless otherwise resolved

A local government meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 254J.

254J Closed meetings

- 1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- 2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- 3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
 - a) the appointment, discipline or dismissal of the chief executive officer;
 - b) industrial matters affecting employees;
 - c) the local government’s budget;
 - d) rating concessions;
 - e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
 - f) matters that may directly affect the health and safety of an individual or a group of individuals;
 - g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
 - h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
 - i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- 4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in section 150ER(2), 150ES(3) or 150EU(2) of the Act will be considered, discussed, voted on or made be closed.
- 5) A resolution that a local government meeting be closed must—
 - a) state the matter mentioned in subsection (3) that is to be discussed; and
 - b) include an overview of what is to be discussed while the meeting is closed.
- 6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.”

GENERAL MEETING

TO BE HELD WEDNESDAY, 17 MARCH 2021 AT 9:00AM

CTRC GOLD & BEEF ROOM, 12 MOSMAN STREET, CHARTERS TOWERS

MEETING AGENDA

| | |
|--|----|
| MEETING AGENDA | |
| 1. OPENING OF MEETING..... | 1 |
| 2. ATTENDANCE/APOLOGIES | 1 |
| 3. PRAYER..... | 1 |
| 4. CONDOLENCES | 1 |
| 5. DECLARATIONS OF INTEREST | 1 |
| 6. DEPUTATIONS..... | 1 |
| 7. CONFIRMATION OF MINUTES | 1 |
| 8. BUSINESS ARISING FROM PREVIOUS MINUTES | 1 |
| 9. MAYOR'S AND COUNCILLORS' REPORTS..... | 1 |
| 10. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES | 2 |
| 11. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES | 12 |
| 12. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER..... | 62 |
| 13. REPORTS FOR CONSIDERATION - CONFIDENTIAL | 84 |
| CLOSE OF MEETING FOR CONFIDENTIAL REPORTS | 84 |
| THE MEETING WILL BE OPENED FOR THE TAKING OF RESOLUTIONS | 84 |
| 14. MAYORAL MINUTE | 84 |
| 15. CLOSE OF MEETING | 84 |

Attachment "A" - Unconfirmed Minutes from General Meeting held 17 February 2021

1. OPENING OF MEETING

2. ATTENDANCE/APOLOGIES

3. PRAYER

4. CONDOLENCES

5. DECLARATIONS OF INTEREST

6. DEPUTATIONS

7. CONFIRMATION OF MINUTES

- ❖ Minutes of General Meeting held 17 February 2021.
-

8. BUSINESS ARISING FROM PREVIOUS MINUTES

9. MAYOR'S AND COUNCILLORS' REPORTS

10. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

10.1 Closure of unformed road reserve for multi-user intermodal rail facility

EXECUTIVE SUMMARY

Greenvale Silicon Pty Ltd (Greenvale Silicon) has requested Council's advice on impacts of closure of a portion of unformed road reserve between Greenvale Silicon property and the Queensland Rail, Mount Isa Rail Corridor. The closure will allow for construction of a multi-user intermodal rail facility. The closure does not impact on any use of Plum Tree Road.

OFFICER'S RECOMMENDATION

That Council:

- *Offer no objection to the proposed closure of a portion of unformed road reserve for multi-user intermodal rail facility; and*
- *Provide signed Part C statement in relation to an application under the Land Act 1994 over State land.*

BUDGET & RESOURCE IMPLICATIONS

There are no budget and resource implications associated with supporting this recommendation.

BACKGROUND

Greenvale Silicon (Greenvale Silicon Pty Ltd is a wholly owned subsidiary of Agripower Australia Limited) is the owner and developer of the Charters Towers Diatomaceous Earth Processing Facility, located at 203 Plum Tree Road, Broughton 4820, within the Charters Towers Regional Council area. The site is being developed under Development Approval MC 12/138 and Environmental Authority EPML00392513.

As part of the Development Approval, Greenvale Silicon is wishing to commence construction of a rail siding that will connect to the Mount Isa-Townsville main line and enable its products to be rail freighted to the Port of Townsville for export.

Early discussions have been held with Department of Transport and Main Roads (DTMR) and Queensland Rail regarding this connection, however, to facilitate the rail siding and associated rail platform, Greenvale Silicon is seeking the closure of a portion of unformed road reserve (refer Attachment A).

The area of the road reserve that Greenvale Silicon is seeking to close is approximately 7.6 hectares. Greenvale Silicon is the landholder of the two land parcels adjacent to the northern boundary of the road reserve, Lot 1 on MPH13840 and Lot 5 on MPH40800. They are seeking the balance of road reserve land be included into the Lot 1 land parcel, as per the survey plan shown in Attachment B.

Greenvale Silicon together with Charters Towers Regional Council (CTRC) have been discussing funding for this multi-user rail facility with the State Government, which is now advancing. To facilitate the construction of this multi-user rail facility at Charters Towers, Greenvale Silicon has requested Council's advice on impacts of closure of a portion of unformed road reserve. The closure does not impact on any use of Plum Tree Road.

The section of road reserve that Greenvale Silicon is seeking to close is currently unformed and unused and will not affect use or access via the existing alignment of the connecting Plum Tree Road. Therefore, it is recommended that Council provide statement in relation to an application under the *Land Act 1994* over State land (Part C).

Should the multi-user intermodal rail facility proceed, Greenvale Silicon will complete a minor amendment to their current material change of use (MCU) as part of the operations.

LINK TO CORPORATE PLAN

The recommendation links to the priority focus area of "Infrastructure and Sustainability" in Council's Corporate Plan (2018-2023).

CONSULTATION (Internal/External)

Internal: Director Infrastructure Services - John Teague
Manager Regional Development - Matt Kelly

External: Agripower Australia Limited - Jon Robbeson

LEGAL CONSIDERATIONS

There are no legal implications that warrant the recommendation being declined.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no political, public relations, financial, workplace health and safety risk implications that warrant the recommendations being declined.

| | |
|---|--|
| Report Prepared by: KELIE STANDFAST Executive Assistant to Director Infrastructure Services Date: 2 March 2021 | Report Authorised by: JOHN TEAGUE Director Infrastructure Services |
|---|--|

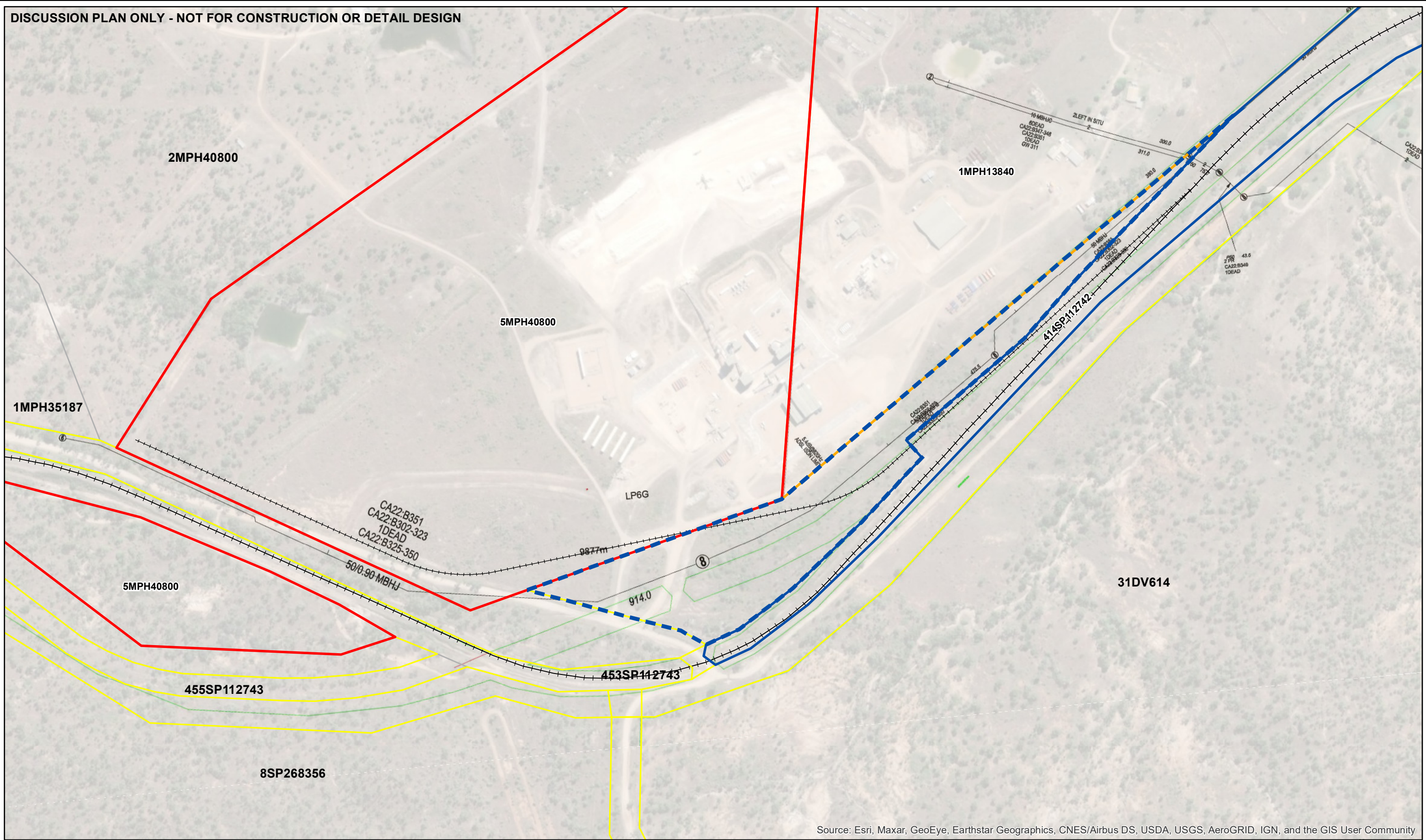
ATTACHMENTS

- Attachment A – Map of proposed application for closure
- Attachment B – Survey plan SP324060

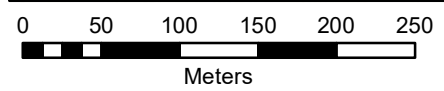
REFERENCE DOCUMENT

- Ardent Group Road Closure Application Document No. 1430370
 - Officer's Report Document No. 1430363
-

DISCUSSION PLAN ONLY - NOT FOR CONSTRUCTION OR DETAIL DESIGN



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



AGRIPOWER AUSTRALIA LTD
Planning Overview



Rail Siding & Connections
Concept Design
DISCUSSION PLAN ONLY

- Property Boundary
- Current Road Corridor
- 414SP112472
- 5MPH40800
- 1MPH13840

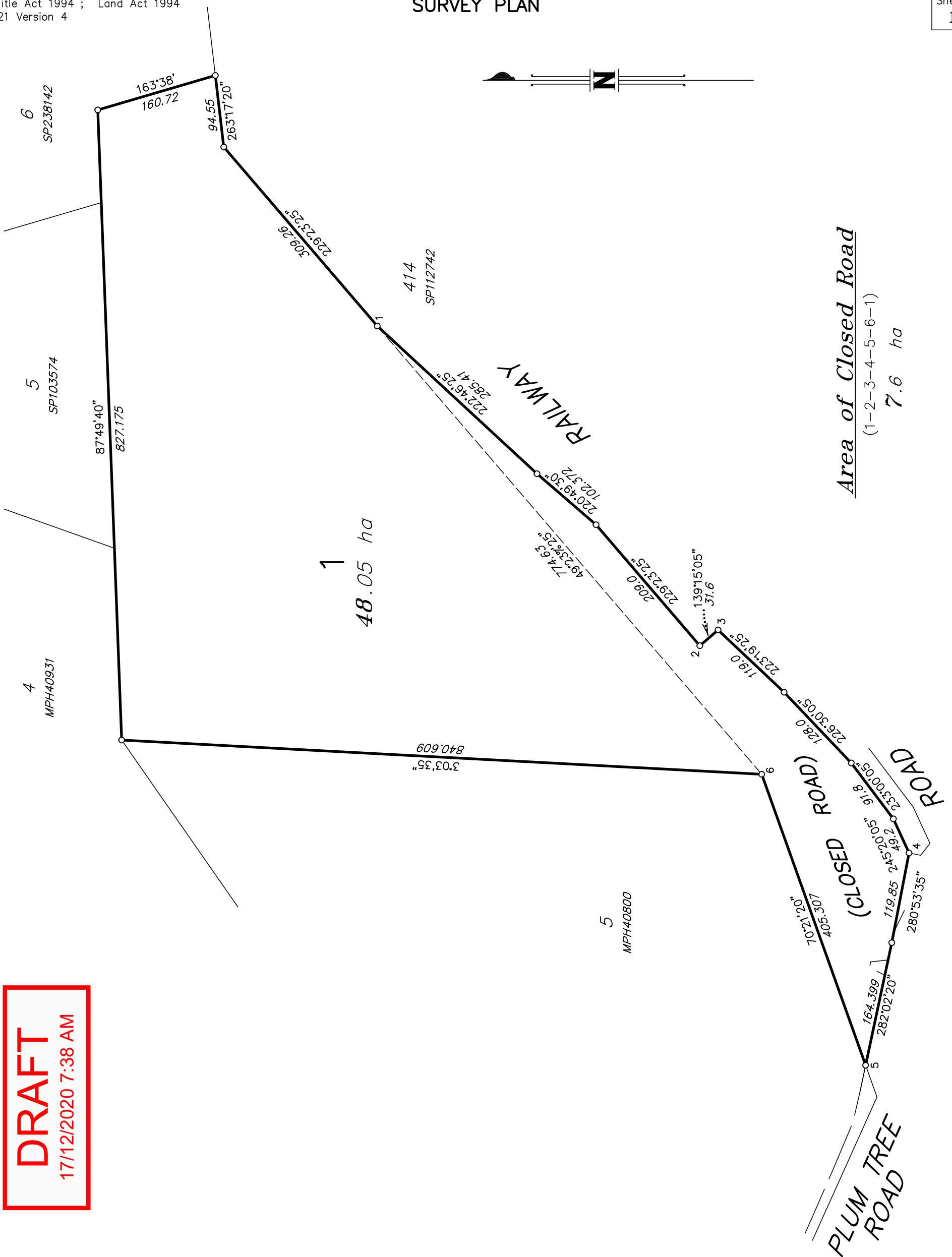
- Existing Rail Line
- Proposed Rail Line (2020-12-03)
- Road Closure (Vision Surveys 2020-12-17)

Includes Telstra Network Information as an image overlay

Drawn By: Chris Schlebusch
 Requested by: Richard Smith
 Date: 22/02/2021

Sheet No.
 RTPL_ARD_AGP001_MAP_0004_B

Data sources:
 ©Queensland Department of Resources

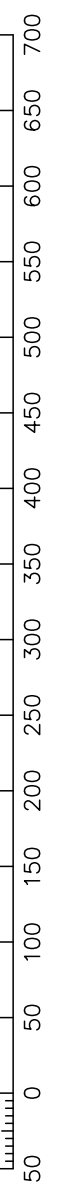


DRAFT
17/12/2020 7:38 AM

VISION SURVEYS (QLD) PTY LTD (ABN 84 128 752 947) hereby certify that the land comprised in this plan was surveyed by the corporation, by Danny LINCEZ, surveying graduate, for whose work the corporation accepts responsibility, under the supervision of John Stewart HARKER, cadastral surveyor and that the plan is accurate, that the said survey was performed in accordance with the Survey And Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on / /2020.

| | |
|---|----------------------------|
| 0 50mm 100mm 150mm State copyright reserved. | |
| Plan of Lot 1 | |
| <i>Cancelling Lot 1 on MPH13840 and part of USL being Closed Road</i> | |
| LOCAL GOVERNMENT: <i>CHARTERS TOWERS REGIONAL</i> | LOCALITY: <i>BROUGHTON</i> |
| SP324060 | |
| Date | Authorised Delegate |
| Meridian: <i>MGA Zone 55 vide IS234722</i> | Survey Records: <i>No</i> |

Scale 1:5000 - Lengths are in Metres.



**WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins.**

(Dealing No.)

5. Lodged by

(Include address, phone number, reference, and Lodger Code)

1. Certificate of Registered Owners or Lessees.

+/We GREENVALE SILICON PTY LTD
A.C.N 097 148 680

(Names in full)

~~* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.~~

~~* as Lessees of this land agree to this plan.~~

Signature of * Registered Owners Lessees

| 6. Existing | | Created | | |
|-----------------|-------------------|----------|------|---------------------|
| Title Reference | Description | New Lots | Road | Secondary Interests |
| 21530013 | Lot 1 on MPH13840 | 1 | - | - |
| - | USL (Closed Road) | 1 | - | - |

MORTGAGE ALLOCATIONS

| Mortgage | Lots Fully Encumbered | Lots Partially Encumbered |
|-----------|-----------------------|---------------------------|
| 718165585 | 1 | - |

DRAFT
17/12/2020 7:38 AM

* Rule out whichever is inapplicable

2. Planning Body Approval.

*
hereby approves this plan in accordance with the :
%

Dated this day of

..... #

..... #

* Insert the name of the Planning Body.
Insert designation of signatory or delegation

% Insert applicable approving legislation.

3. Plans with Community Management Statement :

CMS Number :

Name :

4. References :

Dept File :

Local Govt :

Surveyor : 16492

7. Orig Grant Allocation :

8. Passed & Endorsed :

By : VISION SURVEYS (QLD) PTY LTD

Date :

Signed :

Designation : Liaison Officer

9. Building Format Plans only.

I certify that :

* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road;

~~* Part of the building shown on this plan encroaches onto adjoining lots and road~~

..... cadastral surveyor/Director* Date

*delete words not required

10. Lodgement Fees :

Survey Deposit \$

Orig Lodgement \$

..... New Titles \$

Photocopy \$

Postage \$

TOTAL \$

11. Insert Plan Number

SP324060

EXECUTIVE SUMMARY

This report seeks approval to enter into a Sub-lease over Lot 134 on Plan DV398 to the previous Sublessee, Charters Towers Tennis Club Inc., for a fifteen (15) year period.

OFFICER'S RECOMMENDATION

That Council:

- *Apply the exception under the provisions of Section 236(1)(b)(ii) or 236(1)(c)(iii) of the Local Government Regulation 2012 for the disposal of Lot 134 on Plan DV398;*
- *Offer a Sub-lease over Lot 134 on Plan DV398 to the previous Sublessees (Charters Towers Tennis Club Inc.) of the parcel, conditional upon consent of the Minister and based generally on standard terms and conditions for a term of fifteen (15) years;*
- *Set the rent at the existing peppercorn rate of \$1.00 for this sporting group; and*
- *Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Sub-lease as required, including making application to the Minister for consent to same.*

BUDGET & RESOURCE IMPLICATIONS

No additional budgetary resources or expenditure will be required on Council's part.

There is no cost for preparation of a Sub-lease agreement as Council intends using a draft template Sub-lease generally.

The cost of registration of the Sub-lease with the Department of Resources (DOR) is \$195. This cost will be the responsibility of the Sublessee in accordance with the terms of the Sub-lease.

BACKGROUND

Council leases the parcel described as Lot 134 on Plan DV398 and located at the Tennis Courts, 1-11 Aplin Street from the State of Queensland. The parcel is currently sub-leased to the Charters Towers Tennis Club Inc. The existing Sub-lease was registered 3 December 2004 and is due to expire on 31 May 2021. The Sublessee's have now requested to enter into a new Sub-lease at expiration of the existing. This is considered renewing the Sub-lease of the land to the existing Sublessees of the land.

The tenure on this parcel is secured via a Term Lease (TL 0/235005) which was granted to Council on 30 June 2011 and is due to expire 29 June 2036.

Council is unable to sub-lease the parcel for a term outside the head lease and as such, it is proposed to enter into a Sub-lease for a fifteen (15) year period until 28 June 2036, to coincide its expiry with the head lease term.

Discussions have occurred with the current Sublessee and it is considered that the current Sublessee is best placed to utilise and maintain this land on Council's behalf and for the community benefit for which the land was designated.

LINK TO CORPORATE PLAN

The recommendation links to the priority focus area of "Infrastructure and Sustainability" and "Community" in Council's Corporate Plan (2018-2023).

CONSULTATION (Internal/External)

Internal: Director Infrastructure Services - John Teague
Facilities Compliance Coordinator - Walter Thomasson
Manager Governance and Communications - Camille Conaghan
Governance Officer - Melissa King
Manager Community Services - Hayley Thompson

External: Department of Resources – Paula Thomas
Representatives of the Charters Towers Tennis Club Inc.

LEGAL CONSIDERATIONS

Local Government Regulation 2012

Section 236(1)(c)(iii) states that a Lease can be offered to the existing tenant of said land, provided various conditions are met. Section 236(1)(b)(ii) also provides that a non-current asset can be disposed of to a community organisation. The applicant is considered the existing tenant and they also meet the definition of a community organisation.

Section 236(2) states that disposal of land under this section can only be decided by Council Resolution. (Disposal includes release of responsibility to another party).

Land Act 1994

Part 4, Division 3 Sub-leases - provides the framework for sub-leases.

POLICY IMPLICATIONS

The Sub-lease meets the disposal conditions of the *Local Government Regulation 2012* and, subject to Ministerial consent being obtained, also meets the requirements of the *Land Act 1994*.

The Land Title Practice Manual outlines further conditions on the term of the Sub-lease and this proposed Sub-lease meets those requirements.

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no political, public relations, financial, workplace health and safety risk implications that warrant the recommendations being declined.

| | |
|--|--|
| Report Prepared by: PETER WATLING Manager Council Facilities Date: 25 February 2021 | Report Authorised by: JOHN TEAGUE Director Infrastructure Services |
|--|--|

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Term Lease TL0/235005 – Doc No. 439656; 1424750
- Proposed draft lease – Doc No. 1424003
- Officer's Report Document No. 1427086

10.3 Local Roads and Community Infrastructure Program to provide partial funding of Charters Towers Water Park

EXECUTIVE SUMMARY

Local Roads and Community Infrastructure Program (LRCI), Phase 2 is open for submission of a work schedule (project nomination) by 31 July 2021. Charters Towers Regional Council's allocation of Phase 2 funding is \$1,446,153. It is recommended that the Charters Towers Water Park be submitted for this funding, to be used in conjunction with funds allocated through the State Governments Works for Queensland program (W4Q).

OFFICER'S RECOMMENDATION

That Council:

- ***Approve submission of project nomination to Local Roads and Community Infrastructure Program (LRCI), Phase 2 for the Charters Towers Water Park. Upon approval by the Federal Government the funds will be used in conjunction with funds allocated through the State Governments Works for Queensland program (W4Q).***

BUDGET & RESOURCE IMPLICATIONS

Local Roads and Community Infrastructure Program (LRCI), Phase 2, has a total of \$1,446,153 available for Charters Towers Regional Council, which is determined by formula and considers road length and population. These funds will be used in conjunction to funds allocated through Round 3 W4Q (\$882,000) and COVID W4Q (\$1,970,000). Should the LRCI submission be successful a total of \$4,298,153 will be available for the Charters Towers Water Park project. It is anticipated that these funds will also allow the installation of an optic fibre connection and CCTV along with the construction of some elements of Stage 2 of the water park precinct.

BACKGROUND

At the June 2020 General Meeting of Council, Council endorsed the actions of the Chief Executive Officer in providing "Charters Towers Water Park" as the preferred project for Council's allocation of 2020-21 COVID Works for Queensland (W4Q) funding and authorised the Chief Executive Officer to request a variation for existing W4Q (Round 3) funds to be reallocated from the Kennedy Regiment Memorial Pool (KRMP) – Refurbishment of 50m Pool to "Charters Towers Water Park – Amenities".

Following close of tender for the Charters Towers Water Park on Monday 15 February 2021, all tender submissions were over the budget allocation and could not be delivered on time due to COVID-19 issues relating to supply of play equipment. The cost increase relates to decisions made in relation to chemical dosing systems during the detailed design process, along with a general increase in costs due to COVID. Time constraints for the W4Q funding have been rectified with the State Government and the budget issue can be rectified by nominating the Water Park for LRCI, Phase 2 funding.

Phase 2 of the LRCI Program is a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

Work Schedules are to be submitted to the Department by 31 July 2021, approved projects are required to be physically completed by 31 December 2021.

As with the first funding round for the LRCI Program, recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

It is recommended that Charters Towers Water Park be nominated for the LRCI, Phase 2 funding to allow construction of the Water Park to proceed and be delivered by 31 December 2021 and allow commencement of Stage 2 of the project.

Should Council wish to proceed with the submission, a work program will be prepared, and both the State and Federal Governments will be advised as to which components of the project their funding will provide.

LINK TO CORPORATE PLAN

The recommendation links to the priority focus area of "Infrastructure and Sustainability" in Council's Corporate Plan (2018-2023).

CONSULTATION (Internal/External)

Internal: Chief Executive Officer - Aaron Johansson
Director Infrastructure Services - John Teague
Water Projects Manager - Mark Harvey
Procurement & Depot Coordinator - Paul Weston
Chief Financial Officer - Shane Cagney
Financial Services Coordinator - Belinda Blokland
Councillor Workshop

External: Local Government Division, Department of Local Government, Racing and Multicultural Affairs, Regional Director (Northern) - Jo Stephenson
The Department of Infrastructure, Transport, Regional Development and Communications, LRCI Program - Nick McLachlan

LEGAL CONSIDERATIONS

There are no legal implications that warrant the recommendation being declined.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no enterprise, political, public relations, financial or work health and safety risk implications that warrant the recommendations being declined.

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|---|--|
| Report Prepared by: KELIE STANDFAST Executive Assistant to Director Infrastructure Services Date: 3 March 2021 | Report Authorised by: JOHN TEAGUE Director Infrastructure Services |
|---|--|

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Priority Projects 2020-2024 Document No. 1381829
- LRCI Guidelines
- Officer's Report Document No. 1430377

10.4 T060/20 Construction of Charters Towers Water Park

EXECUTIVE SUMMARY

Council advertised a tender for the construction of the Charters Towers Water Park.

OFFICER'S RECOMMENDATION

That Council:

- ***Award tender T060/20 for the construction of the Charters Towers Water Park to Taylor Builders Pty Ltd for the total value of \$3,512,050.***

BUDGET & RESOURCE IMPLICATIONS

The original project budget adopted by Council at the June 2020 General Meeting was \$2,852,000 comprising of Round 3 W4Q (\$882,000) and COVID W4Q (\$1,970,000). The average value of works from tenderers came in \$1,000,000 over that budget.

As there are insufficient funds available in the budget for the project, a report recommending use of Local Roads and Community Infrastructure Program (LRCI), Phase 2 funding of \$1,446,153 has been tabled.

BACKGROUND

Tender T060/20 was called through Council's VendorPanel website on 15 January 2021. Tenders closed at 2.00pm 15 February 2021.

The tendered works include construction of a zero-depth interactive water play park with associated site works and supporting facilities including amenities, plantroom, filtration plant, shade sails, site civil works, landscaping and chemical truck delivery bund.

Tenders Received

Eight submissions were received from the following:

COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

LINK TO CORPORATE PLAN

The recommendation links to the priority focus area of “Community” in Council’s Corporate Plan (2018-2023).

CONSULTATION (Internal/External)

Internal: Procurement & Depot Coordinator - Paul Weston (Evaluation Panel)
Water Projects Manager - Mark Harvey (Evaluation Panel)

External: Daniel Willis, GHD (Evaluation Panel)
Daniel Bestmann, GHD

LEGAL CONSIDERATIONS

There are no legal implications that warrant the recommendation being declined.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no political, public relations, financial or workplace health and safety risk implications that warrant the recommendation being declined.

| | |
|--|--|
| Report Prepared by: MARK HARVEY Water Projects Manager Date: 9 March 2021 | Report Authorised by: JOHN TEAGUE Director Infrastructure Services |
|--|--|

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Local Government Regulation 2012
- GHD Tender Assessment Report No. 1431980
- Vendorpanel Multi party evaluation report No. 1432334
- Officer’s Report Document No. 1432439

11. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

11.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2020/21 adopted budget is presented for consideration, together with the Income Statement, Balance Sheet and Cash Flow as at 28 February 2021.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the monthly financial report presenting the progress made as at 28 February 2021 in relation to the 2020/21 adopted budget and including the:*
 - *Consolidated Income Statement*
 - *Consolidated Balance Sheet*
 - *Consolidated Cashflow Statement*

BUDGET & RESOURCE IMPLICATIONS

A monthly report is presented to Council on its financial position as at 28 February 2021 and includes analysis of actual versus original budget performance at a whole of organisation level.

The report reflects that income and expenditure levels are at a reasonable level for this time of year and indicate alignment of year to date service delivery with the 2020/21 Council Operating Plan and Budget.

BACKGROUND

This report discusses actual versus original budget performance, including a rates and charges revenue overview, and an update on Council cash, investments and borrowings.

Financial Results as at 28 February 2021

The following tables provide a snapshot of key financial information for the reporting period 1 July 2020 to 28 February 2021.

Income Statement Summary as at 28 February 2021

The Income Statement Summary separates the DRFA disaster funding and expenditure from normal Council operations. This provides a snapshot of the actual versus original budget performance for normal operations and for DRFA activities.

As February 2021 is the eighth month of the 2020/21 financial year, it is reasonable to expect actual income and expenditure to be at approximately 67% of total budget for the year.

Excluding DRFA, total recurrent revenue as at 28 February 2021 is \$30.3 million or 80% of the original 2020/21 budget. This figure is above the YTD budget of 67%, reflecting the second half-yearly rate notices raised during January 2021.

Excluding DRFA, total recurrent expenditure as at 28 February 2021 is \$27.2 million or 64% of the original 2020/21 budget. Actual expenses to date are on track with the 2020/21 budget.

The table below provides a summary of key income statement information and is extracted from the 28 February 2021, Income Statement (Attachment A).

| Income Statement Summary | 2020/21 | | Feb 2021 YTD (\$'000s) | Notes |
|---|---------------------------|-------------------------|------------------------|---|
| | Original Budget (\$'000s) | Proposed Amended Budget | | |
| Total recurrent revenue (excl DRFA) | \$37,952 | \$38,746 | \$30,354 | Variance is reasonable and reflects the second half-yearly rate notices raised in January 2021. |
| Total recurrent expenses (excl DRFA) | (\$42,316) | (\$42,659) | (\$27,199) | On target. |
| Operating result (excl DRFA) | (\$4,364) | (\$3,913) | \$3,155 | YTD surplus reflects the raising of all 2020/21 rate notices. |
| DRFA operating result (rev less exp below) | (\$12,405) | \$150 | - | New Acc Standards matching timing of DRFA rev to works carried out |
| DRFA revenue | \$25,324 | \$42,555 | \$31,763 | DRFA revenue recognised as CTRC work is carried out |
| DRFA expenses | (\$37,729) | (\$42,405) | (\$31,763) | DRFA works carried out by CTRC |
| Capital revenue | \$9,717 | \$10,595 | \$4,109 | Reasonable variance reflects timing of 20/21 capital works funded projects. |
| Capital expenses | - | (\$132) | (\$132) | Loss on disposal of fixed assets at auction. |
| Net result | (\$7,052) | \$6,699 | \$7,132 | |

New Accounting Standards require that DRFA revenue is recognised in the Income Statement as the DRFA contract works are being expensed. As indicated above, actual DRFA revenue matches actual year to date DRFA expenses of \$31.7 million. The 2020/21 DRFA revenue and expenses budget was prepared prior to the introduction of the Standards. The mid-year budget review reflects the realignment of the DRFA budget to the new Accounting Standards.

The table above also shows an operating surplus as at 28 February 2021 of \$3.1 million and a net result surplus of \$7.1 million (including capital revenue and expenses).

Balance Sheet Summary as at 28 February 2021

The table below provides a summary of key balance sheet information and is extracted from the Balance Sheet as at 28 February 2021 (Attachment B). The table also includes January 2021 figures for comparison of movement against these highlighted balance sheet items.

| Balance Sheet Summary | 2020/21 Budget (\$'000s) | Feb 2021 YTD (\$'000s) | Jan 2020 YTD (\$'000s) | Notes |
|----------------------------|--------------------------|------------------------|------------------------|--|
| Cash & investments | \$42,285 | \$21,484 | \$18,210 | Increase from prior month reflects payments of the second half yearly rate debtors and Financial Assistance Grant monies received. |
| Property plant & equipment | \$463,295 | \$453,982 | \$454,170 | All asset types including roads and water Minor movement. |
| Receivables (Current) | \$6,330 | \$8,734 | \$14,298 | Decrease from prior month reflects the payment of rate debtors for the second half yearly rate run. |
| Payables (Current) | \$5,589 | \$3,405 | \$2,733 | Reasonable level of accounts payable. |
| Contract assets | - | \$23,462 | \$23,161 | Minor increase due to continuing DRFA works carried out prior to DRFA claim. |
| Contract liabilities | - | \$3,986 | \$4,282 | Decrease from prior month due to continued DRFA works carried out on DRFA funds received in advance. |

Cash, Investments & Borrowings as at 28 February 2021

The cash, investments and borrowings as at 28 February 2021 are summarised and presented with key financial stability ratios. These ratios provide a snapshot of the management cash, investment and borrowing resources.

| Cash & Investments | 2020/21 Budget (\$'000s) | Feb 2021 YTD (\$'000s) | Notes |
|-------------------------------|--------------------------|------------------------|--|
| Current account | | \$413 | Daily transaction management |
| Investment - QCCU | | \$1,000 | 12 month matures 12/06/2021 – interest rate 1.30% |
| Investment - QTC | | \$20,071 | Daily cash fund – interest rate 0.68% |
| Total cash & investments | \$42,285 | \$21,484 | |
| Borrowings¹ | | | |
| Current - QTC | \$147 | \$78 | Quarterly payments payable in current financial year |
| Non-current - QTC | \$804 | \$949 | Payable over term– maturity date 15/06/2027 |
| Total borrowings | \$951 | \$1,027 | Book rate 2.67% + Admin fee 0.12% |

The YTD 2020/21 financial stability ratios reflect strong cash resources available to fund operations.

| Financial Stability Ratios | Target | 2020/21 Budget | Feb 21 YTD | Jan 20 YTD | Notes |
|----------------------------|-----------|----------------|------------|------------|---|
| Current ratio | >1.1 | 5.01 | 4.83 | 5.01 | Well exceeds target. |
| Cash cover ratio | >1.1 | 4.30 | 1.89 | 1.66 | Increase from January reflects payment of rate debtors. |
| Cash capacity in months | >3 months | 7.69 | 3.91 | 3.31 | Cash available to fund over 3 months of operations. |

| | |
|----------------------------|---|
| 1. Current ratio | This is our ability to pay our bills. Measures the extent to which Council has liquid assets available to meet short term financial obligations. Current assets ÷ current liabilities |
| 2. Cash cover ratio | This is our ability to pay our bills with cash at bank. Measures the extent to which Council's cash at bank can meet short term financial obligations. Cash at bank ÷ current liabilities |
| 3. Cash capacity in months | An indication as to the number of months available cash would cover operating cash outflows. Cash at bank ÷ (annual cash operating costs ÷ months per year) |

Rates & Charges Summary

The table below provides key Rates and Charges Income Statement information and includes the first and second half-yearly rate revenue for the 2020/21 financial year.

| Rates & Charges Summary | 2020/21 | | Feb 2021 YTD (\$'000s) | Notes |
|-------------------------|---------------------------|-------------------------|------------------------|--|
| | Original Budget (\$'000s) | Proposed Amended Budget | | |
| General rates | \$12,478 | \$12,517 | \$12,646 | Reflects 1 st and 2 nd half-yearly rate notices raised for 2020/21 |
| Waste management | \$1,315 | \$1,322 | \$1,336 | |
| Water | \$6,040 | \$6,210 | \$5,281 | |
| Sewerage | \$3,607 | \$3,626 | \$3,662 | |
| Excess water | \$525 | \$473 | \$261 | |
| Total rates & charges | \$23,965 | \$24,148 | \$23,186 | |

2020/21 Rating Calendar:

1. First half-yearly rates levies issue date was 24 September 2020. Prompt payment discount due date was 16 November 2020.
2. Second half-yearly rates levies issue date was 4 February 2021 with prompt payment discount due date was 8 March 2021.

The table below provides key rates and charges Balance Sheet information.

| Rates & Charges Debtors | Feb 2021 YTD (\$'000s) | % of rates debtors | % of rates revenue | Notes |
|-------------------------------------|------------------------------|--|-----------------------|---|
| Rates debtors | | | | |
| • Current (<30 days) | \$6,396 | 89.3% | 23.7% | Reflects 2 nd half-yearly rates notices raised |
| • Overdue (2019/20 rates) | \$502 | 7.0% | 1.9% | Reduced by \$44k in Feb |
| • Overdue (pre-2019/20 rates) | \$265 | 3.7% | 1.1% | Reduced by \$8k in Feb |
| Total rates debtors | \$7,163 | 100% | | |
| Prepaid Rates & Charges | | | | |
| Prepaid rates (current liabilities) | \$623 | Rates paid in advance, mostly via periodic planned payments. | | |

LINK TO CORPORATE PLAN

Our Organisation – To be an efficient and effective organisation underpinned by a customer service centric culture.

CONSULTATION (Internal/External)

Internal: Financial Services Coordinator - Belinda Blokland
Rates Coordinator - Selina Pitt
Chief Financial Officer - Shane Cagney

External: N/A

LEGAL CONSIDERATIONS

Section 204 of the *Local Government Regulations (2012)* requires that Council prepare a financial report that is tabled monthly at Council's General Meeting.

The financial report must state the progress made in relation to the budget for the period of the financial year up to a day, as near as practicable, to the end of the month before the meeting is held.

POLICY IMPLICATIONS

The report aligns with the adopted 2020/21 budget policies including the Investment Policy, Debt Policy, Revenue Policy and Revenue Statement.

RISK IMPLICATIONS

1. Forward financial planning continues to be a high priority, and the Long-Term Financial Model is actively referenced and updated with key changes throughout the year.
2. Large Asset Classes and Projects are actively monitored throughout each fortnight. Fortnightly positions captured via reporting in the case of Roads and Plant, and monthly reports in respect to Water, Sewerage and Buildings. Monitoring and reporting incorporate both actuals and commitments, enabling early detection of concerning variations to budget or possible trends.

| | |
|--|--|
| Report Prepared by: SHANE CAGNEY Chief Financial Officer Date: 5 March 2021 | Report Authorised by: KIM HARGREAVES Director Corporate & Community Services |
|--|--|

ATTACHMENTS

Council's position as at 28 February 2021:

- Attachment A - Consolidated Income Statement
- Attachment B - Consolidated Balance Sheet
- Attachment C - Consolidated Cashflow Statement

REFERENCE DOCUMENT

- Monthly Rating Model for February 2021 Document No. 1429458
 - Officer's Report Document No. 1428411
-

INCOME STATEMENT
As at 28 February 2020
Year Ended 30 June 2021



| | 2020/2021 Original Annual Budget | 2020/2021 Proposed Amended Budget | 2020/2021 Actuals YTD | 2020/2021 Percentage Position 67% |
|--|---|--|-----------------------------|--|
| REVENUE | | | | |
| Recurrent Revenue | | | | |
| Nett Rate Levies & Charges | | | | |
| General Levies | 12,478,000 | 12,516,476 | 12,646,311 | 101% |
| Waste Management Levies | 1,314,500 | 1,322,103 | 1,336,230 | 102% |
| Water Allocation Levies | 6,040,000 | 6,209,493 | 5,280,523 | 87% |
| Sewerage Levies | 3,606,600 | 3,626,332 | 3,662,617 | 102% |
| Excess Water Levies | 524,500 | 473,252 | 261,088 | 50% |
| Total Nett Rate Levies & Charges | 23,963,600 | 24,147,656 | 23,186,769 | |
| Fees & Charges | | | | |
| Water Fees & charges | 20,000 | 45,000 | 38,911 | 195% |
| Sewerage Fees & charges | 45,000 | 135,000 | 142,230 | 316% |
| Other Fees & charges | 2,588,500 | 3,516,416 | 2,481,276 | 96% |
| Total Fees & Charges | 2,653,500 | 3,696,416 | 2,662,417 | |
| Interest received (includes rates & community loans) | 842,700 | 394,533 | 196,606 | 23% |
| Sales | 150,000 | 160,000 | 154,386 | 103% |
| Contract Income - RMPC, RPC, PW | 2,805,000 | 2,977,966 | 1,156,402 | 41% |
| Proceeds from Sale of Equipment | - | 123,883 | 123,883 | 100% |
| Other recurrent income | 150,400 | 94,047 | 53,590 | 36% |
| Operating Grants & Subsidies | | | | |
| Operating Grants & Subsidies | 7,394,242 | 7,151,010 | 2,820,211 | 38% |
| Non Capital Flood Event Grants | 25,323,524 | 42,555,319 | 31,762,954 | 125% |
| Total Operating Grants & Subsidies | 32,717,766 | 49,706,329 | 34,583,165 | |
| TOTAL Recurrent Revenue | 63,282,966 | 81,300,830 | 62,117,218 | 98% |
| Capital revenue | | | | |
| Capital Grants & Subsidies | 7,759,284 | 8,608,119 | 3,792,480 | 49% |
| Capital Flood Event Grants (DRFA) | 1,660,000 | 1,660,000 | - | 0% |
| Capital Contributions | 15,000 | 10,000 | - | 0% |
| Gain on Sale of Assets | 283,000 | 316,895 | 316,895 | 112% |
| Total Capital Revenue | 9,717,284 | 10,595,014 | 4,109,375 | |
| TOTAL INCOME | 73,000,250 | 91,895,844 | 66,226,593 | 91% |
| EXPENSES | | | | |
| Recurrent expenses | | | | |
| Materials, Services & Maintenance | (13,764,110) | (14,072,482) | (8,295,812) | 60% |
| Flood Event Materials, Services & Maintenance (DRFA) | (37,314,498) | (41,991,748) | (31,389,226) | 84% |
| Employee Benefits | (19,366,189) | (19,396,236) | (12,792,608) | 66% |
| Flood Event Employee Benefits (DRFA) | (413,571) | (413,571) | (378,455) | 92% |
| Audit Fees | (242,500) | (245,000) | (79,155) | 33% |
| Finance Costs | (69,800) | (72,040) | (42,574) | 61% |
| Depreciation & amortisation | (8,873,132) | (8,873,131) | (5,984,094) | 67% |
| TOTAL Recurrent Expenses | (80,043,800) | (85,064,208) | (58,961,924) | 74% |
| Capital operating expenses | | | | |
| | - | (132,232) | (132,232) | 100% |
| | - | (132,232) | (132,232) | |
| TOTAL EXPENSES | (80,043,800) | (85,196,440) | (59,094,156) | 74% |
| Notional result attributable to council (exc DRFA) | 3,700,995 | 4,889,404 | 7,137,164 | |
| Notional result attributable to council (inc DRFA) | (7,043,550) | 6,699,404 | 7,132,437 | |
| Notional Operating Position before Capital Income (exc DRFA) | (4,356,289) | (3,913,378) | 3,160,021 | |
| Notional Operating Position before Capital Income (inc DRFA) | (16,760,834) | (3,763,378) | 3,155,294 | |
| Notional Op Position before Capital Income & Excess Water | (17,285,334) | (4,236,630) | 2,894,206 | |
| Notional Cash available for Capital including Grants | 1,829,582 | 15,704,767 | 13,248,763 | |
| Notional 'Council funded Cash' available for Capital | (7,887,702) | 5,241,985 | 9,271,620 | |

BALANCE SHEET
As at 28 February 2020
Year Ended 30 June 2021



| | 2020/2021 Original Annual Budget | 2020/2021 Proposed Amended Budget | 2020/2021 Actuals YTD |
|--------------------------------------|---|--|-----------------------------|
| CURRENT ASSETS | | | |
| Cash at Bank & On-Call Investments | 42,284,900 | 38,914,769 | 21,483,829 |
| Cash Floats | 7,100 | 6,500 | 6,500 |
| Trade and Other Receivables | 6,330,000 | 5,998,035 | 8,734,498 |
| Contract Assets | - | - | 23,462,483 |
| Inventories | 634,895 | 629,699 | 675,857 |
| Accrued revenue & prepayments | - | - | 554,880 |
| TOTAL CURRENT ASSETS | 49,256,895 | 45,549,003 | 54,918,047 |
| NON-CURRENT ASSETS | | | |
| Receivables | 3,532 | 2,333 | 1,809 |
| Property, plant and equipment | 463,295,000 | 465,668,816 | 453,982,251 |
| Internal Loan Receivables | 184,000 | 184,000 | 276,000 |
| TOTAL NON-CURRENT ASSETS | 463,482,532 | 465,855,149 | 454,260,060 |
| TOTAL ASSETS | 512,739,427 | 511,404,152 | 509,178,107 |
| CURRENT LIABILITIES | | | |
| Trade and other Payables | 5,589,193 | 12,335,331 | 3,405,054 |
| Contract Liabilities | - | - | 3,986,324 |
| Borrowings | 147,000 | 147,000 | 78,139 |
| Annual & LSL Provisions | 4,101,807 | 1,661,417 | 3,909,967 |
| TOTAL CURRENT LIABILITIES | 9,838,000 | 14,143,748 | 11,379,484 |
| NON-CURRENT LIABILITIES | | | |
| Borrowings | 804,000 | 804,000 | 949,418 |
| Non Current LSL Provision | 2,738,683 | 1,702,597 | 1,702,597 |
| Internal Loans Payable | 184,000 | 184,000 | 276,000 |
| TOTAL NON-CURRENT LIABILITIES | 3,726,683 | 2,690,597 | 2,928,015 |
| TOTAL LIABILITIES | 13,564,683 | 16,834,345 | 14,307,499 |
| NET ASSETS | 499,174,744 | 494,569,807 | 494,870,608 |
| COMMUNITY EQUITY | | | |
| Council Capital | 333,523,165 | 312,673,447 | 312,673,446 |
| Asset Revaluation Reserve | 121,734,679 | 121,734,680 | 121,734,680 |
| Retained Surplus/(Deficiency) | - | 6,831,635 | 7,132,437 |
| Cash Reserves | 43,916,900 | 53,330,045 | 53,330,045 |
| TOTAL COMMUNITY EQUITY | 499,174,744 | 494,569,807 | 494,870,608 |

CASH FLOW STATEMENT
As at 28 February 2020
Year Ended 30 June 2021



| | 2020/2021 Original Annual Budget | 2020/2021 Proposed Amended Budget | 2020/2021 Actuals YTD |
|--|---|--|-----------------------------|
| CASH FLOW FROM OPERATING ACTIVITIES | | | |
| Receipts from customers | 27,195,143 | 20,561,942 | (14,458,473) |
| Payments to suppliers & employees benefits | (66,004,000) | (76,155,841) | (50,784,350) |
| | <u>(38,808,857)</u> | <u>(55,593,899)</u> | <u>(65,242,823)</u> |
| Interest Received | 834,000 | 393,833 | 196,429 |
| Non capital grants & contributions | 7,394,242 | 7,151,010 | 2,820,211 |
| Non capital NDRRA Event Grants | 25,323,524 | 42,555,319 | 31,762,954 |
| Borrowing costs | (29,000) | (30,040) | (19,658) |
| Net Cash inflow (outflow) from operating activities | <u>(5,286,091)</u> | <u>(5,523,777)</u> | <u>(30,482,887)</u> |
| CASH FLOW FROM INVESTING ACTIVITIES | | | |
| Payments for property, plant & equipment | | | |
| Payments for property, plant & equipment | (16,303,700) | (19,345,926) | (5,920,798) |
| | <u>(16,303,700)</u> | <u>(19,345,926)</u> | <u>(5,920,798)</u> |
| Receivables-Community Loan Repayments | 934 | 1,899 | 1,899 |
| Receivables-Internal Loans | 92,000 | 92,000 | - |
| Proceeds from sale of property, plant & equipment | 283,000 | 316,895 | 829,020 |
| Capital grants, subsidies, contributions | 9,434,284 | 10,278,119 | 3,792,480 |
| Net cash inflow (outflow) from investing activities | <u>(6,493,482)</u> | <u>(8,657,013)</u> | <u>(1,297,399)</u> |
| CASH FLOW FROM FINANCING ACTIVITIES | | | |
| Repayment of Internal Loan Borrowings | (92,000) | (92,000) | - |
| Repayment of External Loan Borrowings | (143,427) | (143,086) | (66,529) |
| Net cash flow from financial activities | <u>(235,427)</u> | <u>(235,086)</u> | <u>(66,529)</u> |
| NET INCREASE (DECREASE) IN CASH | <u>(12,015,000)</u> | <u>(14,415,876)</u> | <u>(31,846,815)</u> |
| Opening Cash | | | |
| Beginning of Reporting Period - Cash at Bank | 54,299,900 | 53,330,045 | 53,330,044 |
| Beginning of Reporting Period - Cash Floats | 7,100 | 7,100 | 7,100 |
| Cash at beginning of reporting period | <u>54,307,000</u> | <u>53,337,145</u> | <u>53,337,144</u> |
| Closing Cash | | | |
| End of Reporting Period - Cash at Bank | 42,284,900 | 38,914,769 | 21,483,829 |
| End of Reporting Period - Cash Floats | 7,100 | 6,500 | 6,500 |
| Cash at end of reporting period | <u>42,292,000</u> | <u>38,921,269</u> | <u>21,490,329</u> |
| Cash Movement | | | |
| Net Increase/(Decrease) in Cash at Bank | (12,015,000) | (14,415,276) | (31,846,215) |
| Net Increase/(Decrease) in Cash Floats | - | (600) | (600) |
| NET INCREASE (DECREASE) IN CASH | <u>(12,015,000)</u> | <u>(14,415,876)</u> | <u>(31,846,815)</u> |

EXECUTIVE SUMMARY

Council adopted its 2020/21 Annual Budget in June 2020. A mid-year review of the adopted original budget has been completed. The proposed 2020/21 Amended Budget is presented for Council consideration and adoption.

OFFICER'S RECOMMENDATION

That Council:

- ***In accordance with the requirements of s170(3) of the Local Government Regulation 2012, adopt the final amended budget for 2020/2021 in accordance with the attached statements containing:***
 - ***Budget Income Statement;***
 - ***Budget Cashflow Statement;***
 - ***Budget Balance Sheet; and***
 - ***Budget Statement of Equity.***

BUDGET & RESOURCE IMPLICATIONS

The 2020/21 Amended Budget realigns the adopted 2020/21 Annual Budget with the adopted 2020/21 Annual Operating Plan. It is based on an analysis of the completed eight months of the 2020/21 current financial year and a forecast of the remaining four months of the 2020/21 financial year.

BACKGROUND**2020/21 Amended Capital Works Program Budget**

The 2020/21 Amended Budget provides an Amended 2020-21 Capital Works Program Budget of \$19.346million and:

- is based on the 2020-21 Original Budget and mid-year review forecast,
- incorporates the 2019-20 Carryovers into the 2020-21 Capital Works Program,
- recognises savings from the total adopted 2020-21 Budget and 2019-20 Carryovers

2020/21 Amended Budget

The 2020/21 Amended Budget includes the following significant changes to the Original Budget:

- Incorporates the New Accounting Standards required for DRFA flood damage works,
- Includes capital and operating grant revenue and expenditure that eventuated since the adoption of the original budget in June 2020,
- Incorporates updates to revenue and expenditure items based on actuals and forecasts while still aligning with the adopted 2020/21 Operational Plan,
- Improves the 2020/21 Operating Result (excluding DRFA Flood Damage Works) by \$0.5million, and
- Improves the 2020/21 Operating Result (including DRFA Flood Damage Works) by \$13million through the recognition of the new Accounting Standards.

LINK TO CORPORATE PLAN

Our Organisation – To be an efficient and effective organisation underpinned by a customer service centric culture.

CONSULTATION (Internal/External)

Internal: All budget owners, senior management, and executive staff.
Councillor Workshop

External: N/A

LEGAL CONSIDERATIONS

Section 170(3) of the *Local Government Regulations (2012)* provides that Council may amend the budget for a financial year at any time before the end of that financial year.

The Amended Budget complies with Section 169 of the *Local Government Regulations (2012)*. The Amended Budget only amends the financial statements, namely the Income Statement, Balance Sheet, Cash Flow Statement and Statement of Equity. The 2020/21 Amended Financial Statements are presented for adoption by Council.

The Amended Budget does not change any other 2020/21 Original Budget documentation such as the Revenue Statement, Revenue Policy or any Original Budget decision about the rates and charges to be levied for the financial year.

POLICY IMPLICATIONS

The report aligns with the adopted 2020/21 Original Budget policies including the Investment Policy, Debt Policy, Revenue Policy and Revenue Statement.

RISK IMPLICATIONS

1. Forward financial planning continues to be a high priority, and the Long-Term Financial Model is actively referenced and updated with key changes throughout the year.

| | |
|--|--|
| Report Prepared by: SHANE CAGNEY Chief Financial Officer Date: 5 March 2021 | Report Authorised by: KIM HARGREAVES Director Corporate & Community Services |
|--|--|

ATTACHMENTS

- Budget Income Statement
- Budget Cashflow Statement
- Budget Balance Sheet
- Budget Statement of Equity

REFERENCE DOCUMENT

- Council original budget, adopted by Council 29.07.20 for the 2020-2021 financial year
 - Officer's Report Document No. 1429537
-

BUDGET INCOME STATEMENT
2020/2021 Amended Budget
Year Ended 30 June 2021



| | 2020/2021 Original Annual Budget | 2020/2021 Amended Annual Budget |
|--|---|--|
| REVENUE | | |
| Recurrent Revenue | | |
| Nett Rate Levies & Charges | | |
| General Levies | 12,478,000 | 12,516,476 |
| Waste Management Levies | 1,314,500 | 1,322,103 |
| Water Allocation Levies | 6,040,000 | 6,209,493 |
| Sewerage Levies | 3,606,600 | 3,626,332 |
| Excess Water Levies | 524,500 | 473,252 |
| Total Nett Rate Levies & Charges | 23,963,600 | 24,147,656 |
| Fees & Charges | | |
| Water Fees & charges | 20,000 | 45,000 |
| Sewerage Fees & charges | 45,000 | 135,000 |
| Other Fees & charges | 2,588,500 | 3,516,416 |
| Total Fees & Charges | 2,653,500 | 3,696,416 |
| Interest received (includes rates & community loans) | 842,700 | 394,533 |
| Sales | 150,000 | 160,000 |
| Contract Income - RMPC, RPC, PW | 2,805,000 | 2,977,966 |
| Proceeds from Sale of Equipment | - | 123,883 |
| Other recurrent income | 150,400 | 94,047 |
| Operating Grants & Subsidies | | |
| Operating Grants & Subsidies | 7,394,242 | 7,151,010 |
| Non Capital Flood Event Grants (DRFA) | 25,323,524 | 42,555,319 |
| Total Operating Grants & Subsidies | 32,717,766 | 49,706,329 |
| TOTAL Recurrent Revenue | 63,282,966 | 81,300,830 |
| Capital revenue | | |
| Capital Grants & Subsidies | 7,759,284 | 8,608,119 |
| Capital Flood Event Grants (DRFA) | 1,660,000 | 1,660,000 |
| Capital Contributions | 15,000 | 10,000 |
| Gain on Sale of Assets | 283,000 | 316,895 |
| Total Capital Revenue | 9,717,284 | 10,595,014 |
| TOTAL INCOME | 73,000,250 | 91,895,844 |
| EXPENSES | | |
| Recurrent expenses | | |
| Materials, Services & Maintenance | (13,764,110) | (14,072,482) |
| Flood Event Materials, Services & Maintenance (DRFA) | (37,314,498) | (41,991,748) |
| Employee Benefits | (19,366,189) | (19,396,236) |
| Flood Event Employee Benefits (DRFA) | (413,571) | (413,571) |
| Audit Fees | (242,500) | (245,000) |
| Finance Costs | (69,800) | (72,040) |
| Depreciation & amortisation | (8,873,132) | (8,873,131) |
| TOTAL Recurrent Expenses | (80,043,800) | (85,064,208) |
| Capital operating expenses | - | (132,232) |
| | - | (132,232) |
| TOTAL EXPENSES | (80,043,800) | (85,196,440) |
| Notional result attributable to council (exc DRFA) | 3,700,995 | 4,889,404 |
| Notional result attributable to council (inc DRFA) | (7,043,550) | 6,699,404 |
| Notional Operating Position before Capital Income (exc DRAF) | (4,356,289) | (3,913,378) |
| Notional Operating Position before Capital Income (inc DRFA) | (16,760,834) | (3,763,378) |
| Notional Op Position before Capital Income & Excess Water | (17,285,334) | (4,236,630) |
| Notional Cash available for Capital including Grants | 1,829,582 | 15,704,767 |
| Notional 'Council funded Cash' available for Capital | (7,887,702) | 5,241,985 |

BUDGET CASH FLOW STATEMENT
2020/2021 Amended Budget
Year Ended 30 June 2021



| | 2020/2021 Original Annual Budget | 2020/2021 Amended Annual Budget |
|--|---|--|
| CASH FLOW FROM OPERATING ACTIVITIES | | |
| Receipts from customers | 27,195,143 | 20,561,942 |
| Payments to suppliers & employees benefits | (66,004,000) | (76,155,841) |
| | (38,808,857) | (55,593,899) |
| Interest Received | 834,000 | 393,833 |
| Non capital grants & contributions | 7,394,242 | 7,151,010 |
| Non capital NDRRA Event Grants | 25,323,524 | 42,555,319 |
| Borrowing costs | (29,000) | (30,040) |
| Net Cash inflow (outflow) from operating activities | (5,286,091) | (5,523,777) |
| CASH FLOW FROM INVESTING ACTIVITIES | | |
| Payments for property, plant & equipment | | |
| Payments for property, plant & equipment | (16,303,700) | (19,345,926) |
| | (16,303,700) | (19,345,926) |
| Receivables-Community Loan Repayments | 934 | 1,899 |
| Receivables-Internal Loans | 92,000 | 92,000 |
| Proceeds from sale of property, plant & equipment | 283,000 | 316,895 |
| Capital grants, subsidies, contributions | 9,434,284 | 10,278,119 |
| Net cash inflow (outflow) from investing activities | (6,493,482) | (8,657,013) |
| CASH FLOW FROM FINANCING ACTIVITIES | | |
| Repayment of Internal Loan Borrowings | (92,000) | (92,000) |
| Repayment of External Loan Borrowings | (143,427) | (143,086) |
| Net cash flow from financial activities | (235,427) | (235,086) |
| NET INCREASE (DECREASE) IN CASH | (12,015,000) | (14,415,876) |

Opening Cash

| | | |
|--|-------------------|-------------------|
| Beginning of Reporting Period - Cash at Bank | 54,299,900 | 53,330,045 |
| Beginning of Reporting Period - Cash Floats | 7,100 | 7,100 |
| Cash at beginning of reporting period | 54,307,000 | 53,337,145 |

Closing Cash

| | | |
|--|-------------------|-------------------|
| End of Reporting Period - Cash at Bank | 42,284,900 | 38,914,769 |
| End of Reporting Period - Cash Floats | 7,100 | 6,500 |
| Cash at end of reporting period | 42,292,000 | 38,921,269 |

Cash Movement

| | | |
|---|--------------|--------------|
| Net Increase/(Decrease) in Cash at Bank | (12,015,000) | (14,415,276) |
| Net Increase/(Decrease) in Cash Floats | - | (600) |

| | | |
|--|---------------------|---------------------|
| NET INCREASE (DECREASE) IN CASH | (12,015,000) | (14,415,876) |
|--|---------------------|---------------------|

BUDGET BALANCE SHEET
2020/2021 Amended Budget
Year Ended 30 June 2021



| | 2020/2021 Original Annual Budget | 2020/2021 Amended Annual Budget |
|--------------------------------------|---|--|
| CURRENT ASSETS | | |
| Cash at Bank & On-Call Investments | 42,284,900 | 38,914,769 |
| Cash Floats | 7,100 | 6,500 |
| Trade and Other Receivables | 6,330,000 | 5,998,035 |
| Contract Assets | - | - |
| Inventories | 634,895 | 629,699 |
| Accrued revenue & prepayments | - | - |
| TOTAL CURRENT ASSETS | 49,256,895 | 45,549,003 |
| NON-CURRENT ASSETS | | |
| Receivables | 3,532 | 2,333 |
| Property, plant and equipment | 463,295,000 | 465,668,816 |
| Internal Loan Receivables | 184,000 | 184,000 |
| TOTAL NON-CURRENT ASSETS | 463,482,532 | 465,855,149 |
| TOTAL ASSETS | 512,739,427 | 511,404,152 |
| CURRENT LIABILITIES | | |
| Trade and other Payables | 5,589,193 | 12,335,331 |
| Contract Liabilities | - | - |
| Borrowings | 147,000 | 147,000 |
| Annual & LSL Provisions | 4,101,807 | 1,661,417 |
| TOTAL CURRENT LIABILITIES | 9,838,000 | 14,143,748 |
| NON-CURRENT LIABILITIES | | |
| Borrowings | 804,000 | 804,000 |
| Non Current LSL Provision | 2,738,683 | 1,702,597 |
| Internal Loans Payable | 184,000 | 184,000 |
| TOTAL NON-CURRENT LIABILITIES | 3,726,683 | 2,690,597 |
| TOTAL LIABILITIES | 13,564,683 | 16,834,345 |
| NET ASSETS | 499,174,744 | 494,569,807 |
| COMMUNITY EQUITY | | |
| Council Capital | 333,523,165 | 312,673,447 |
| Asset Revaluation Reserve | 121,734,679 | 121,734,680 |
| Retained Surplus/(Deficiency) | - | 6,831,635 |
| Cash Reserves | 43,916,900 | 53,330,045 |
| TOTAL COMMUNITY EQUITY | 499,174,744 | 494,569,807 |

BUDGET STATEMENT OF CHANGES IN EQUITY
2020/2021 Amended Budget
Year Ended 30 June 2021



| Description of Movements | Operating Position | Council Capital | Asset Revaluation Reserve | TOTAL |
|---|--------------------|-----------------|---------------------------|-------------|
| Opening Balance - Original Annual Budget 2020/2021 | 54,291,574 | 330,192,041 | 121,734,679 | 506,218,294 |
| <i>Projected Operating Movement</i> | (7,043,550) | - | - | (7,043,550) |
| Transfers from/to Capital & Reserves Original 2020/2021 | (3,331,124) | 3,331,124 | - | - |
| Closing Balance - Original Annual Budget 2020/2021 | 43,916,900 | 333,523,165 | 121,734,679 | 499,174,744 |
| Opening Balance - Amended Annual Budget 2020/2021 | 53,330,045 | 312,673,447 | 121,734,680 | 487,738,172 |
| <i>Projected Operating Movement</i> | 6,831,635 | - | - | 6,831,635 |
| Transfers from/to Capital & Reserves 2020/2021 | (21,246,911) | 21,246,911 | - | - |
| Closing Balance - Amended Annual Budget 2020/2021 | 38,914,769 | 333,920,358 | 121,734,680 | 494,569,807 |

EXECUTIVE SUMMARY

Council is required to consider a sole supplier arrangement under Section 235 *Local Government Regulation 2012* for a project that will capture reliable detailed descriptions of each UHF repeater asset, identify what equipment Council is responsible for, and complete preventative maintenance at each site. The sole supplier arrangement will engage the contractor involved with the original installation, management and maintenance of the UHF repeater assets.

OFFICER'S RECOMMENDATION

That Council:

- ***Appoint RB Communications Pty Ltd under a sole supplier arrangement to perform a review of the regional UHF repeater assets.***

BUDGET & RESOURCE IMPLICATIONS

The recommended sole supplier represents value for money given their extensive knowledge and history with the regional UHF repeater assets.

BACKGROUND

Council is responsible for the Australian Communications and Media Authority UHF repeater licences for seven sites across the region. Equipment at each site has varying levels of ownership between the landholder, other government and non-government entities, and Council. Maintenance on equipment in most cases is ad-hoc, and detailed descriptions of each site are inconsistent. This project aims to capture reliable and detailed descriptions of each site and, where possible, clearly identify what equipment Council is responsible for across the respective sites.

Ray Barnes from RB Communications Pty Ltd has had extensive involvement in the installation, management, and maintenance of these sites to date. Due to Ray Barnes' knowledge, a recommendation is being sought to appoint RB Communications Pty Ltd as the most suitable contractor to perform a review of the regional UHF repeater assets.

This recommendation will ensure compliance with Division 3 of the *Local Government Regulation 2012* by applying an exception under Section 235(b) based on the specialised and intimate knowledge of the UHF repeater assets held by RB Communications.

To maximise value for money, several of the sites will have preventative maintenance performed during the visit to ensure continued uninterrupted operation. The quoted values of works at each site include the costs of any preventative maintenance where identified.

COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

- Priority Focus Area 7 – Our Organisation

CONSULTATION (Internal/External)

Internal: Technology Coordinator - Leif Hickey
Procurement and Depot Coordinator - Paul Weston
Chief Financial Officer - Shane Cagney
External: RB Communications Pty Ltd; Ray Barnes

LEGAL CONSIDERATIONS

There are no legal considerations that warrant the recommendation being declined.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no risk implications that warrant the recommendation being declined

| | |
|--|--|
| Report Prepared by: LEIF HICKEY Technology Coordinator Date: 4 March 2021 | Report Authorised by: SHANE CAGNEY Chief Financial Officer |
|--|--|

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- *Local Government Regulation 2012*
- Officer's Report, Document No. 1354933

11.4 Request for Negotiated Decision Notice to MC20/77 Development Permit for a Material Change of Use

EXECUTIVE SUMMARY

Council is in receipt of Change Representations against three conditions of the Decision Notice for MC20/77 for Material Change of Use of Premises for Motorsport Facility (Trail Bike Park) and ancillary Camping at 5291 Flinders Highway, Reid River, QLD, 4816 (more formally described as Lot 600 on SP310657, Lot 5 on E124404 and Lot 6 on E124404).

OFFICER'S RECOMMENDATION

That Council:

- ***Issue a Negotiated Decision Notice to Development Permit MC20/77 for a Material Change of Use of Premises for a Motorsport Facility (Trail Bike Park) and ancillary Camping, made by S.P and R.E Koppe T/A Future Sport Motorcycles on land at 5291 Flinders Highway, Reid River QLD 4816 (more formally known as Lot 600 on SP310657, Lot 5 on E124404 and Lot 6 on E124404), and***
- ***Issue the approval, subject to amended reasonable and relevant conditions which are supported by a notice of reasons.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications associated with this proposal apart from the revenue generated through Council's adopted fees and charges and any Infrastructure Charges Notice. As with all development decisions, Council could incur costs should the applicant lodge an appeal to the Planning and Environment Court.

BACKGROUND

Council approved MC20/77 at its General Meeting held 27 January 2021. Upon receipt of Council's Decision Notice, the Applicant lodged Changed Representations on 4 February 2021 against three conditions relating to hours of operation, integration with the existing Cattle Export Facility, and the internal access road.

Development proposal

The Applicant seeks a Development Permit for the making of a Material Change of Use of Premises for a Motorsport Facility (Trail Bike Park) and ancillary Camping.

Due to the proposal being retrospective, the dirt bike tracks are already well established. The proposal is for intermittent recreational purposes occurring 10-12 weekends per year in an informal arrangement. The maximum capacity of riders proposed is 80, with provision for approximately 20 spectators. The Applicant is also seeking up to 40 campsites to enable overnight stays on those selected weekends; the campsites are to be considered ancillary to the proposed primary use. Events were originally approved to occur from 7am to 3pm on Saturdays and 7am to 2pm on Sundays; these hours would change should the Change Representations be supported.

The trails are set within the existing natural terrain with no vegetation clearing proposed. The trails, amenity buildings, and camp sites are located on Lot 5 and 6 on E124404 only with access gained via Lot 600 on SP310657. Four trails are proposed as part of the proposal: one junior track, one junior/intermediate, and two senior trails.

The Applicant has noted that measures of dust suppression will be undertaken by water trucks watering down the tracks every two hours during events.

Regulatory assessment

Assessment of the Change Representations has been undertaken in accordance with Section 65 of the *Planning Act 2016* whereby development conditions must *be relevant to, but not be an unreasonable imposition on, the development or the use of premises as a consequence of the development, or be reasonably required in relation to the development or the use of premises as a consequence of the development.*

In addition to Section 65 of the *Planning Act 2016*, the assessment has considered the Charters Towers Regional Town Plan Version 2, the North Queensland Regional Plan 2020, and the development approval in its entirety.

The original development condition is included in **bold**, the Applicant's justification in *italics*, and Council's assessment in normal font with the recommendation underlined.

- **Condition 2 – Hours of Operation**

The use of Trail Bikes is permitted between 0700-1500 Saturdays and 0700-1400 on Sundays only.

Applicant's Justification

The Applicant seeks to amend the operation hours to be 7am to 5pm on Saturdays and 7am – 3pm on Sundays, to allow sufficient time to safely run and conclude proposed events.

Councils Assessment

Acceptable Outcome 22.4 of the Rural Zone Code requires that hours of operation for a Community Use is 07:00 to 22:00. Whilst the proposal is for recreational use, it is considered that the Applicant's request is not unreasonable taking into consideration Acceptable Outcome 22.4. Furthermore, whilst the properly made submission did raise noise impacts to cattle, it is not considered that the changes to hours of operation will significantly increase these impacts outside of what was originally approved. As such, it is recommended that the Applicant's request be supported with changes to Condition 2.

- **Condition 7 – Importation and Exportation of Cattle from Holding Yards**

During periods of import and export of cattle from the Reid River Export Facility, Trail Bike events are prohibited.

Applicant's Justification

The Applicant requests the term 'import' be removed from the condition on the grounds that the import of cattle onto the site occurs infrequently in terms of truck movements and occurs over a longer period of time, therefore the landowner/cattle facility operator is content to allow the proposed trail bike events to occur at the same time as the importing of cattle from farms to the cattle holding facility.

Councils Assessment

As import into the Cattle Export Facility is infrequent and takes significantly longer than export, it is considered that running events during import will not impact the operations of both land uses nor create unintended safety issues. Council has also confirmed with the operator of the Cattle Export Facility that access to the site during times of import is supported. As such, it is recommended that the Applicant's request be supported with changes to Condition 7.

- **Condition 16 – Access Road**

The Applicant is to construct and maintain the internal access driveways being the Site Access Road as nominated within the approved plans within Condition 1 with a formation width of a 6-metre seal with 200 millimetre compact 2.1 gravel

Applicant's Justification

The Applicant requests the wording of this condition be amended on the grounds that a 6m wide gravel seal for the entire route into the site is unreasonable and should only be sealed in areas where there is potential for issues associated with traction and erosion. The requirement for a 6m wide access is effectively creating a two-way route, when it would be more practicable to create passing lanes only where required, such as where vehicles cannot safely move to side to allow on-coming vehicle passage.

On this basis the Applicant proposes the following wording for the condition:

- a) Ensuring any areas of the road in low lying areas (e.g. gully beds) that are susceptible to pooling of water are appropriately sealed with a 200mm compact 2.1 gravel to avoid access complications after minor rain events,*
- b) Ensure areas of the road that are susceptible to erosion are maintained through sealing those sections of the road with a 200mm compact 2.1 gravel surface, and*
- c) Inclusion of designated passing lanes where it is difficult for vehicles to pass other vehicles heading in the opposite direction.*

Councils Assessment

The intent of the condition is to ensure that the internal access road is sealed to avoid drainage and dust issues. Whilst the Applicant's representations are reasonable, it is unclear which entity would decide which portion of the access road is to be sealed. As such, it is recommended that Condition 16 be amended as follows:

As determined by Council, the Applicant is to construct and maintain the internal access driveways:

- a) Ensuring any areas of the road in low lying areas that are susceptible to pooling of water after minor rain events are sealed with a 200mm compact 2.1 gravel surface
- b) Ensuring any areas of the road that are susceptible to erosion are sealed with a 200mm compact 2.1 gravel surface, and
- c) Inclusion of designated passing lanes where it is difficult for vehicles to pass other vehicles heading in the opposite direction.

CONCLUSION

Assessment of the proposal has been carried out against the *North Queensland Regional Plan 2020*, the *Charters Towers Regional Town Plan Version 2*, and Section 65 of the *Planning Act 2016* with the Applicant's Change Representations supported in part. As such, it is recommended that a Negotiated Decision Notice be issued.

LINK TO CORPORATE PLAN

Priority Area 1 Economic Development
Fast track development approval processes

CONSULTATION (Internal/External)

Internal: Manager Regional Development - Matthew Kelly
Graduate Planner - Lachlan Deon

External: Property owner - S.P & R.E Koppe Pty Ltd
Applicant - S.P and R.E Koppe T/A Future Sport Motorcycles
North Queensland Planning Coordinator - RPS; Mark Carter
Planner - RPS; Stacey Devaney
Manager, Queensland Treasury - Graeme Kenna
Not properly made submitter - Norman Hill

LEGAL CONSIDERATIONS

There are no legal considerations that warrant the recommendation being declined.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no perceived risk implications that warrant the recommendation being declined. The conditions recommended will mitigate risk.

| | |
|---|--|
| Report Prepared by: LACHLAN DEON Graduate Planner Date: 26 February 2021 | Report Authorised by: MATTHEW KELLY Manager Regional Development |
|---|--|

ATTACHMENTS

- Appendix A – Summary of Key Details
- Appendix B – Site Overview
- Appendix C – Development Conditions, Advisory Notes and Notice of Reasons

REFERENCE DOCUMENTS

- *Planning Act 2016*
 - *Planning Regulation 2017*
 - *North Queensland Regional Plan 2020*
 - *Charters Towers Regional Town Plan Version 2*
 - Original Decision Notice Document No. 1406634
 - Applicant's Change Representations Document No. 1418009
 - Officer's Report Document No. 1420170
-

APPENDIX A – SUMMARY OF KEY DETAILS

SITE DETAILS:

| | |
|-----------------------------------|---|
| Street address: | 5291 Flinders Highway, Reid River QLD 4816 |
| Real property description: | Lot 600 on SP310657, Lot 5 on E124404 and Lot 6 on E124404 |
| Owner: | S.P & R.E Koppe Pty Ltd |
| Area: | 280.989 hectares |
| Zone: | Rural Zone |
| Road frontage: | Lot 600 – 83 metres to Flinders Highway and 2,732.33m to the Stock Route Road Lot 5 – 543 metres to Stock Route Road Lot 6 – 600 metres to Stock Route Road |
| Existing lawful use: | Lot 600 – Cattle Holding Yard Lot 5 – Animal Husbandry (Grazing) Lot 6 – Animal Husbandry (Grazing) |

APPLICATION DETAILS:

| | |
|------------------------------------|---|
| Application number: | MC20/77 |
| Approval sought: | Development Permit |
| Development type: | Material Change of Use |
| Category of development: | Impact Assessable |
| Description of development: | Motorsport Facility (Trail Bike Park) and ancillary Camping |
| Applicant: | S.P and R.E Koppe T/A Future Sport Motorcycles |
| Lodgement date: | 30 June 2020 |
| Properly made date: | 10 July 2020 |
| Existing approval: | MC18/63 Cattle Holding Yard over Lot 600 on SP310657 |
| Referral agencies: | Queensland Treasury for development being within 25m of a State Controlled Road |
| Number of Submissions: | One not properly made submission |

PLANNING FRAMEWORK DETAILS:

| | |
|-------------------------------|---|
| Planning scheme: | Charters Towers Regional Town Plan Version 2 |
| Assessment benchmarks: | Strategic Framework Bushfire Hazard Overlay Code Flood Hazard Overlay Code Natural Environment Overlay Code Rural Zone Code Development Works Code |

APPENDIX B – SITE OVERVIEW

The proposal is located at 5291 Flinders Highway, Reid River QLD 4816 more formally described as Lot 600 on SP310657, Lot 5 on E124404 and Lot 6 on E124404. The lots have a combined site area of 280.989 hectares and adjoin the Reid River riparian zone to the North. The proposal seeks access via the Flinders Highway through Lot 600 on SP310657 and a designated Stock Route to Lot 5 and 6 on E124404 as per Figure One below.

The development footprint is cleared of native vegetation, which was undertaken prior to the lodgement of this Development Application.



Figure One: Entry, Exit and Proposal Trail Ride/Camp Area



Figure Two: Proposed Site Plan

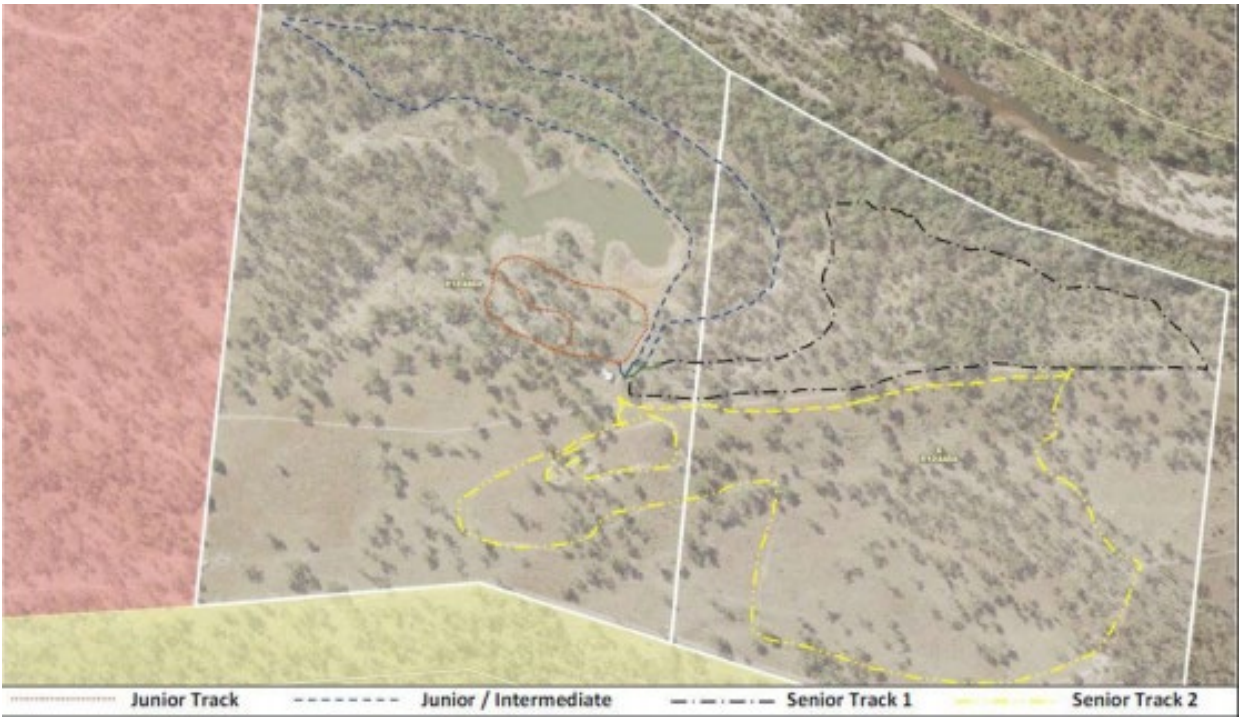


Figure Three: Proposed Trail Bike Tracks



Figure Four: Existing Stock Route Network Surrounding the Development Location.

APPENDIX C – DEVELOPMENT CONDITIONS, ADVISORY NOTES AND NOTICE OF REASONS

| Condition Number | Condition | Timing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------|--------------|-------|------|------|----------|----------------------------|------------|----------|---|---------------------------------|----------------------------|------------|----------|---|----------------|----------------------------|------------|----------|---|--------------|----------------------------|------------|----------|---|-----------------|--------------|-------|------|------|-------------------|---------------|------------|---|---|---|----------------------------|------------|------------|---|--------------|
| Approved Plans/Documents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | <p>Development is to be carried out generally in accordance with the submitted application including the following plans and supporting documentation except where amendments are required to satisfy the conditions of this approval:</p> <table border="1"> <thead> <tr> <th>Drawing Title:</th> <th>Prepared by:</th> <th>Date:</th> <th>Ref:</th> <th>Rev:</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>RPS Australia East Pty Ltd</td> <td>23/05/2020</td> <td>RSTR-001</td> <td>A</td> </tr> <tr> <td>Site Plan / General Arrangement</td> <td>RPS Australia East Pty Ltd</td> <td>23/05/2020</td> <td>RSTR-002</td> <td>A</td> </tr> <tr> <td>Extent of Area</td> <td>RPS Australia East Pty Ltd</td> <td>23/05/2020</td> <td>RSTR-003</td> <td>A</td> </tr> <tr> <td>Trail Tracks</td> <td>RPS Australia East Pty Ltd</td> <td>09/06/2020</td> <td>RSTR-004</td> <td>A</td> </tr> </tbody> </table> <p>And supporting documents:</p> <table border="1"> <thead> <tr> <th>Document Title:</th> <th>Prepared by:</th> <th>Date:</th> <th>Ref:</th> <th>Rev:</th> </tr> </thead> <tbody> <tr> <td>Operations Manual</td> <td>Stephen Koppe</td> <td>28/10/2020</td> <td>-</td> <td>3</td> </tr> <tr> <td>Bush Fire Management Plan – Reid River Motorsports Facility</td> <td>RPS Australia East Pty Ltd</td> <td>09/10/2020</td> <td>PR143576-1</td> <td>1</td> </tr> </tbody> </table> | Drawing Title: | Prepared by: | Date: | Ref: | Rev: | Location | RPS Australia East Pty Ltd | 23/05/2020 | RSTR-001 | A | Site Plan / General Arrangement | RPS Australia East Pty Ltd | 23/05/2020 | RSTR-002 | A | Extent of Area | RPS Australia East Pty Ltd | 23/05/2020 | RSTR-003 | A | Trail Tracks | RPS Australia East Pty Ltd | 09/06/2020 | RSTR-004 | A | Document Title: | Prepared by: | Date: | Ref: | Rev: | Operations Manual | Stephen Koppe | 28/10/2020 | - | 3 | Bush Fire Management Plan – Reid River Motorsports Facility | RPS Australia East Pty Ltd | 09/10/2020 | PR143576-1 | 1 | At all times |
| Drawing Title: | Prepared by: | Date: | Ref: | Rev: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location | RPS Australia East Pty Ltd | 23/05/2020 | RSTR-001 | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site Plan / General Arrangement | RPS Australia East Pty Ltd | 23/05/2020 | RSTR-002 | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extent of Area | RPS Australia East Pty Ltd | 23/05/2020 | RSTR-003 | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trail Tracks | RPS Australia East Pty Ltd | 09/06/2020 | RSTR-004 | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Document Title: | Prepared by: | Date: | Ref: | Rev: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operations Manual | Stephen Koppe | 28/10/2020 | - | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bush Fire Management Plan – Reid River Motorsports Facility | RPS Australia East Pty Ltd | 09/10/2020 | PR143576-1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | The use of Trail Bikes is permitted between 0700-1700 Saturdays and 0700-1500 on Sundays only. | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | A maximum of 80 Trail Bike Riders and up to 20 spectators are permitted at any one time. | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | A maximum of 40 camp sites can be used at any one time during a designated event | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | During Trail Bike events, the use of a water truck for dust suppression every two hours across all Trail Bike Tracks is to be undertaken. | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Open fires are prohibited as part of the development. | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | During periods of import and export of cattle from the Reid River Export Facility, Trail Bike events are prohibited. | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | <p>a) Comply with all conditions within this Development Permit with conditions prevailing over the approved plan(s) and document(s) in all instances, and</p> <p>b) Meet the cost of all works associated with the development including any alterations, relocations or repairs to damaged Council infrastructure.</p> | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Environmental | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | The construction of the development (not operation) must be limited to 0630—1830 Monday to Saturday and not at all on Sunday and public holidays as per Section 440R of the <i>Environmental Protection</i> | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Condition Number | Condition | Timing |
|--|--|---|
| | <i>Act 1994</i> . Noise generated from construction must be within the limits set by the <i>Environmental Protection Act 1994</i> and the <i>Environmental Protection (Noise) Policy 20019</i> . | |
| 10. | Ensure that: a) Works occur so they do not cause unreasonable interference with the amenity of adjoining premises because of noise, air or other chemical pollutants b) The premises including is kept in a safe, clean and tidy state, and c) All construction materials are contained wholly within the premises. | As part of construction works |
| Building, Plumbing and Drainage Works | | |
| 11. | Obtain a Development Permit and Building Final for Building Works in accordance with the <i>Planning Act 2016</i> . Construction is to comply with the <i>Building Act 1975</i> , the <i>National Construction Code</i> and the requirements of other relevant authorities. | Prior to construction |
| 12. | Obtain a Permit for Plumbing and Drainage Works and Final Inspection Certificate in accordance with the <i>Plumbing and Drainage Act 2018</i> and the <i>Plumbing and Drainage Regulation 2019</i> . Construction is to comply with the <i>National Construction Code: Volume Three – Plumbing Code of Australia 2019</i> , the <i>Queensland Plumbing and Waste Water Code 1: 2019</i> and the requirements of other relevant authorities. | Prior to construction |
| Transport | | |
| 13. | Traffic signage demonstrating that internal speed limits are not to exceed 30km/h are to be constructed within the internal driveway and located every 800m. Signage is to be designed in accordance with the Department of Transport and Main Roads Queensland Manual of Uniform Traffic Control Devices July 2018. All vehicle movements within the premises are not to exceed 30km/h. | As part of construction and at all times |
| 14. | Access to the Motorsport Facility (Trail Bike Park) must only occur in accordance with the Site Access Road as nominated within the approved plans within Condition 1. | At all times |
| 15. | Vehicle parking is to be located wholly within Lots 5 and 6 E124404. | At all times |
| 16. | As determined by Council, the Applicant is to construct and maintain the internal access driveways: a) Ensuring any areas of the road in low lying areas that are susceptible to pooling of water after minor rain events are sealed with a 200mm compact 2.1 gravel surface b) Ensuring any areas of the road that are susceptible to erosion are sealed with a 200mm compact 2.1 gravel surface, and c) Inclusion of designated passing lanes where it is difficult for vehicles to pass other vehicles heading in the opposite direction. | As part of the construction and at all times |
| Waste Management | | |
| 17. | Waste storage area/s are to be sufficient in size to house all waste collection containers including recycling waste containers. The waste storage area/s must be suitably enclosed and imperviously paved, with a hose cock and hose fitted near the enclosure to ensure the area can be easily and effectively cleaned. Alternatively, a Waste Management Plan is to be submitted and approved by Council where an alternatively waste management solutions is proposed | As part of construction OR Prior to construction commencing |
| 18. | Provide ample waste storage and collection point during events. Collection points should be located at the campgrounds to prevent the generation of litter on site. | At all times. |

| Condition Number | Condition | Timing |
|----------------------------|--|--|
| 19. | Waste storage areas shall be provided with a 1.8m solid screen fence located around storage areas or a solution that is approved as part of the Waste Management Plan that is submitted and approved by Council | As part of construction or prior to construction commencing where a Waste Management Plan is submitted |
| Bushfire Hazard | | |
| 20. | Construct an easily accessible water storage tank. The water storage infrastructure is: <ul style="list-style-type: none"> a) To be constructed with fire brigade fittings b) To have a minimum capacity of 5,000 litres c) To be located within 100m of the immediate development footprint, and d) To be readily identifiable with clear signage. | Prior to the commencement of use |
| Flood Hazard | | |
| 21. | Provide a Flood Hazard Emergency Management Plan for approval by Council. The plan is to: <ul style="list-style-type: none"> a) Be provided for the whole of the site b) Provide an evacuation and emergency plan in the event of a flood event c) Identify alternative evacuation routes to achieve an acceptable level of flood risk d) Identify of the location and severity of all flood risks e) Be located in an area easily accessible for all staff and patrons, and f) Be implemented for the life of the approval. | Prior to the commencement of use |
| Lawful Commencement | | |
| 22. | Request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant. | Prior to the commencement of the use |
| 23. | Notify Council within 20 business days that this approved use has lawfully commenced. | Prior to the commencement of the use |

| Scale or Intensity of Use | |
|---|---|
| A. | Any proposal to increase the scale or intensity of the use/new use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the <i>Planning Act 2016</i> and would have to comply with the requirements of the relevant provisions. |
| Aboriginal and Cultural Heritage | |
| B. | The <i>Aboriginal Cultural Heritage Act 2003</i> and <i>Torres Strait Islander Cultural Heritage Act 2003</i> requires anyone who carries out a land-use activity to exercise a duty of care. Land users must take all reasonable and practicable measures to ensure their activity does not harm Aboriginal or Torres Strait Islander cultural heritage. Prior to carrying out works, it is advised that you contact the Department of Aboriginal and Torres Strait Islander Partnerships on (07) 4799 7470 or by post at PO Box 5620 TOWNSVILLE QLD 4810. For further information on cultural heritage duty of care please visit: https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care |
| Workplace Health and Safety | |
| C. | Ensure compliance with the <i>Work Health and Safety Act 2011</i> . It states that the project manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work. It is the principal contractor's responsibility to ensure compliance with the <i>Work Health and Safety Act 2011</i> . It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work. It is the responsibility of the person in control |

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| | of the workplace to ensure compliance with the <i>Work Health and Safety Act 2011</i> . It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers. |
| Environmental nuisance | |
| D. | <p>Ensure compliance with the <i>Environmental Protection Act 1994</i>. It states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard persons and entities, involved in the civil, earthworks and construction phases of this development, are to adhere to their "general environmental duty" to minimise the risk of causing environmental harm.</p> <p>Environmental harm is defined by the Act as any adverse effect, or potential adverse effect whether temporary or permanent and of whatever magnitude, duration or frequency on an environmental value and includes environmental nuisance. Therefore, no person should cause any interference with the environment or amenity of the area because of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, sediment, oil or otherwise, or cause hazards likely in the opinion of the Council to cause undue disturbance or annoyance to persons or affect property not connected with the use.</p> |

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| Reasons for the decision: | The use of the property for a Trail Bike Park is appropriate within the Rural Zone and approval will not adversely affect the surrounding properties. Additionally, as the location already has existing Trail Bike track facilities, this will minimise environmental impacts involved with land clearing. Therefore, it is deemed to be a suitable location for this development. | |
| Assessment benchmarks: | The proposal was assessed against the relevant assessment benchmarks of the North Queensland Regional Plan 2020 and the Charters Towers Regional Town Plan Version 2 including the: | |
| | <ol style="list-style-type: none"> 1) Strategic Framework 2) Bushfire Hazard Overlay Code 3) Flood Hazard Overlay Code 4) Natural Environment Overlay Code 5) Rural Zone Code, and 6) Development Works Code. | |
| | The proposed development was assessed against all the assessment benchmarks listed about and complies with all with the exceptions listed and responded to below. | |
| | Assessment benchmark: | Reasons for the approval despite non-compliance with benchmark: |
| | Rural Zone Code Acceptable Outcome 3 | As the development utilises an existing access road which runs directly adjacent the Cattle Holding Yard, compliance with the minimum of 1km from a sensitive land use cannot be achieved. Conditions regarding access to the development have been recommended stating that events cannot take place during periods of import and export. |
| Rural Zone Code Performance Outcome 9 | The proposal adjoins Stock Route 343. The proponent has sought consent from the Department of Natural Resources, Mines and Energy to use Stock Route 343 as part of the access to the Motorsport Facility. As such, the proposal is considered to comply with Performance Outcome 9 given it will not impact on the current connectivity and integrity of the stock route network., nor will it result in a loss of secondary values associated with the network given the proposed use is intermittent each calendar year. As such, the proposal demonstrates compliance with Performance Outcome 9. | |
| Rural Zone Code Performance Outcome 12 | In response, the development successfully maintains the rural character and values of the locality given the proposal is and capitalises on a natural terrain track. The proposed use also demonstrates mutual values with the existing Animal Husbandry (Grazing) use which is the supported primary function (in this instance) of the land within the Rural zone. The above considered, the proposal demonstrates compliance with Performance Outcome 12. | |

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| | Rural Zone Code Performance Outcome 14 | The proposal incorporates limited design features due to the lack of buildings and structures required for the development. This noted, it is recommended that directional and speed signage conditions are installed to direct riders and spectators to the venue given the access route traverses differing land uses and lots. It is also recommended that a condition is imposed to direct persons within the developable footprint to assist with finding building entrances and parking facilities. These conditions will assist with demonstrating compliance with Performance Outcome 14. |
| | Rural Zone Code Performance Outcome 17 | The Applicant has identified that water trucks every two hours will address dust mitigation during events. This will provide compliance with the Performance Outcome. Additionally, as there is minimal building work associated with the development, compliance against Part (a) of the Performance Outcome is achieved by keeping built structures to a minimum thereby protecting the amenity of the surrounding rural properties. Regarding the noise and lighting, the <i>Environmental Protection Act 1994</i> remains enforceable by Council where breaches are identified as part of the operations |
| | Rural Zone Code Performance Outcome 22 | As the application involves the movements of people and the operation of motorbikes, conditions regarding the number of occupants and hours of operation have been recommended. Additionally, due to dust and noise pollution impacts, the provisions of the <i>Environmental Protection Act 1994</i> will remain enforceable by Authorised Officers of Council should non-compliance be identified. |
| | Development Works Code Acceptable Outcome 8 | Acceptable Outcome 8, more specifically Table 8.3.1.3(b), does not specify the number of car parks required for the development. As such, given the size of the property, conditions have been recommended that all vehicle parking associated with the development be located solely on Lots 5 and 6 E124404. |
| | Development Works Code Acceptable Outcome 15 | As the development will cater for up to 80 motorbike riders and 20 spectators per event, noise emissions may reach significant levels. The <i>Environmental Protection Act 1994</i> regulates noise pollution and any issues of non-compliance will be investigated by Council's Authorised Officer as part of compliance activity. |
| | Development Works Code Performance Outcome 18 | As the applicant has not identified any storage areas for waste and recyclables, conditions have been recommended that organisers must provide adequate waste bins for general purpose waste to prevent litter from creating an issue on site. |
| Relevant matters: | Not applicable | |
| Matters raised in submissions: | Submission Point: | Council Response: |
| | Submitter raises concerns in relation to noise impacts on cattle. | The proposal for a Motorsport Facility is located within the Rural Zone which is generally isolated from people and properties. Whilst the proposal will generate some noise to nearby properties, conditions relating to limiting patron numbers and hours of operation have been recommended to mitigate noise concerns. |
| | Submitter raises concerns in relation to main yards running along shared boundary. | As per the proposal plans, the Trail Tracks allow for separated trail rides which are generally setback from the common property boundaries as opposed to being built to boundary. This provides for some separation between the development and adjacent cattle grazing activities. |
| | Submitter raises concerns in relation to number of | In response, conditions have been recommended that a maximum of 80 Trail Bike Riders, 20 spectators and up to 40 campsites are permitted at any one time. In addition, due to the adjacent Reid River Export Facility, conditions have |

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| | campers and riders during events. | been recommended that during periods of import and export, Trail Bike events are prohibited. It is considered that these conditions will appropriately manage the patron and event numbers during an ordinary calendar year. |
| | Submitter raises concerns in relation to the increased bushfire risk due to fire pits on site. | In response, as part of the application the Applicant was required to submit a Bushfire Management Plan which has been included within the approved plans and documents. Conditions have also been recommended that fires are prohibited at all times and that a 5,000-litre water tank be installed on site as part of the development. |
| | Submitter raises concerns in relation to planned future development on their property. | In response, as there is no current Development Applications for a Dwelling House or the like, Council is unable to consider the future development intentions of any adjoining landowners. |

EXECUTIVE SUMMARY

Council is in receipt of an Extension Application on behalf of Direct International Foods Pty Ltd, seeking four additional years to MC15/49 *Development Permit for Material Change of Use of Premises for General Industry (Dicalcium Phosphate and Monocalcium Phosphate Facility), Environmentally Relevant Activities (ERA) 7 (Chemical Manufacturing), and 50 (Bulk Material Handling) on land at Hugh Quinn Crescent, Queenton, QLD, 4820, more formally described as Lot 7 on SP268356 and Lot 461 on SP104916.*

OFFICER'S RECOMMENDATION

That Council:

- ***Extend the currency period for four additional years to 19 April 2025 to MC15/49 Development Permit for Material Change of Use of Premises for General Industry (Dicalcium Phosphate and Monocalcium Phosphate Facility) ERAs 7 (Chemical Manufacturing) and 50 (Bulk Material Handling) on land at Hugh Quinn Crescent, Queenton QLD 4820 more formally described as Lot 7 on SP268356 and Lot 461 on SP104916.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications associated with this proposal apart from the revenue generated through Council's adopted fees and charges and infrastructure charges. As with all development decisions, Council could incur costs should the applicant lodge an appeal to the Planning and Environment Court.

BACKGROUND

On 23 March 2015, Council received Development Application MC15/49, which triggered an Impact Assessment against the Charters Towers City Council Planning Scheme 2006 (the Planning Scheme).

Council issued an information request on 10 April 2015 which was responded to, in full, by the Applicant on 10 September 2015.

The proposal was referred to the State Assessment Referral Agency for three matters relating to:

- 1) Development being within 25m of the Great Northern Line Rail Corridor,
- 2) Being a High Impact Industry using machinery having an annual throughput of product of 10,000 tonnes, and
- 3) Development involving two ERAs.

In response, the State Assessment Referral Agency included the following conditions:

- 1) At all times, all raw and finished product must be transported by rail, and
- 2) Intersection upgrades to the Flinders Highway and Hugh Quinn Crescent for B-Double vehicles only. The upgrades being a Channelised Right Turn Treatment and an Auxiliary Left Turn Treatment. Figure One provides an illustration of this upgrade.

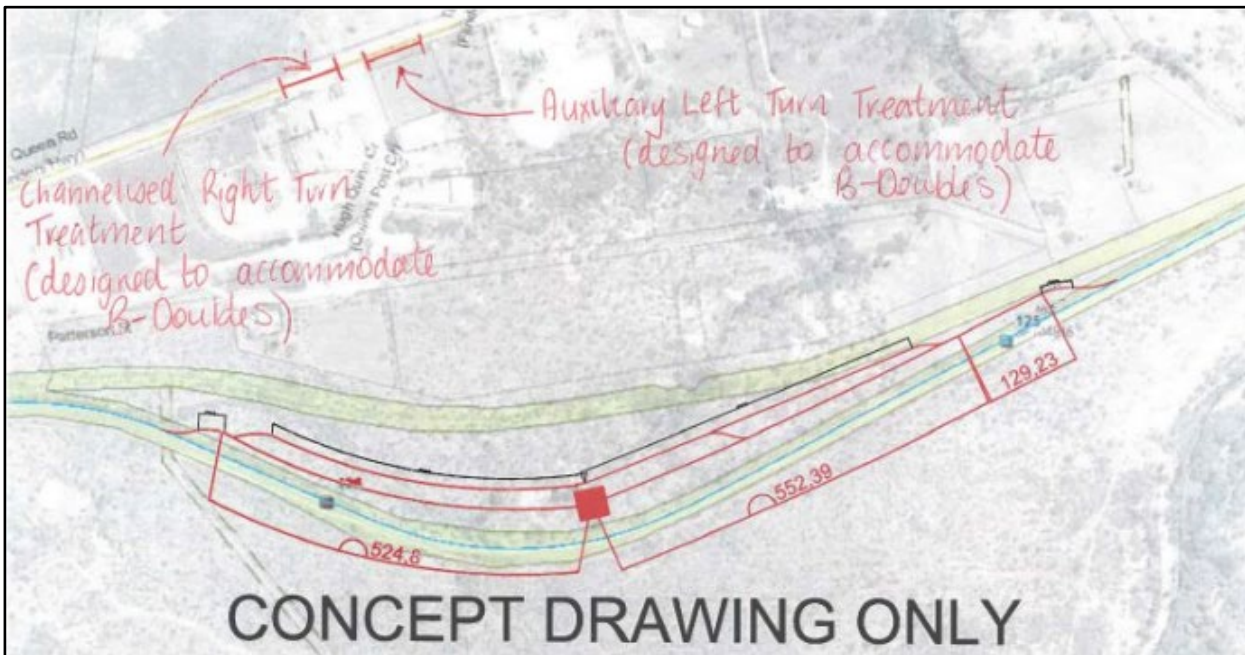


Figure One: Road Upgrade Requirements

As per the original application material, the facility will require a rail loop to be constructed off the main Great Northern Line Rail Corridor to allow trains to load/unload. Further to this, an additional loop is proposed to service the development. This is illustrated above in Figure One.

The proposal was subject to public notification between the dates of Thursday 24 September and Friday 16 October 2015. A total of five submissions were received and raised the following issues:

- 1) Placement of public notification signs in a way which limited visibility to the public,
- 2) Management of noise, smell, dust, and vapour to nearby sensitive land uses such as dwelling houses and including Sunburst Creek,
- 3) More clarity regarding the naming conventions used for the ERA classifications,
- 4) Operating hours,
- 5) The ability of prefabricated buildings to withstand extreme weather events,
- 6) Traffic flow and safety with respect to the intersection of the Flinders Highway and Hugh Quinn Crescent,
- 7) Decrease of property value to adjacent residential property located at 2-14 Patterson Road, Queenton, QLD, 4820 (now owned by Goldtower Pty Ltd),
- 8) Transparent governance between the dealings of Council and the Applicant, and
- 9) Adverse visual pollution and amenity impacts of the proposed chimneys to the Kernow development located at 23-33 Gladstone Road, Queenton, QLD, 4820.

Council resolved to approve the proposal at the General Meeting on 16 December 2015, subject to reasonable and relevant conditions. Council's Decision Notice was subsequently issued on 17 December 2015.

On 28 February 2016, Council received a Notice of Appeal seeking the following orders:

- 1) That the appeal be allowed,
- 2) That the Development Application be refused,
- 3) That the Respondent and the Co-Respondent pay the Appellants' costs of the proceeding, and
- 4) Such further orders that the Court considered appropriate.

During the appeal, issues surrounding public notification were dismissed and changes to the development conditions were made. On 19 April 2017, a Consent Order was issued by the Planning and Environment Court with a currency period of four years until 19 April 2021. Notable conditions of the Consent Order include:

- 1) Provision of a 100mm reticulated water supply from the existing reticulation water main in Hugh Quinn Crescent,
- 2) Provision of an On-site Waste Management Plan using either Council's reticulated sewer system with the provision of a new pumping station or an On-site Sewer System,

- 3) Provision of a Stormwater Management Plan with Sunburst Creek being the approved lawful point of discharge,
- 4) A sealed driveway from Hugh Quinn Crescent using the existing Ergon Energy easement,
- 5) Treating, by paint or other means, the chimney and other tall structures on the site to blend into the natural landscape and vegetation to the extent reasonably possible,
- 6) Providing a landscape buffer to ameliorate the visual effects and likely visual impacts of the facility upon surrounding properties when viewed from the North and the West of the site,
- 7) Provision of a Landscape Plan,
- 8) Design certification that the development is compliant with the *Environmental Protection (Noise) Policy 2008* and the *Environmental Protection (Air) Policy 2008*, and
- 9) Provision of a Site Based Management Plan detailing measures to manage noise, dust, odour and other emissions that may cause environmental harm or nuisance.

On 25 February 2021 an Extension Application was lodged by the Applicant seeking an additional four years, until 19 April 2025, in relation to MC15/49 *Development Permit for Material Change of Use of Premises*.

Development proposal

The Applicant proposes to construct a large-scale processing facility for the production and storage of supplementary food for livestock. The processing facility will involve the construction of 22 buildings, including two chimneys which are both 25 metres in height, and multiple storage areas for different chemicals associated with the production of stock feed. Several buildings will be prefabricated demountable buildings which will include the Time/Security Office, Administration Building, Canteen, and Control Room. The processing plant is anticipated to operate seven days a week over a 24-hour period. Once fully operational, it is anticipated the processing plant will employ more than 75 staff with additional staff being required for the construction phase of the facility.

Figure Two provides an illustration of the proposed Site Plan whilst Figure Three provides an illustration of the proposed elevations.

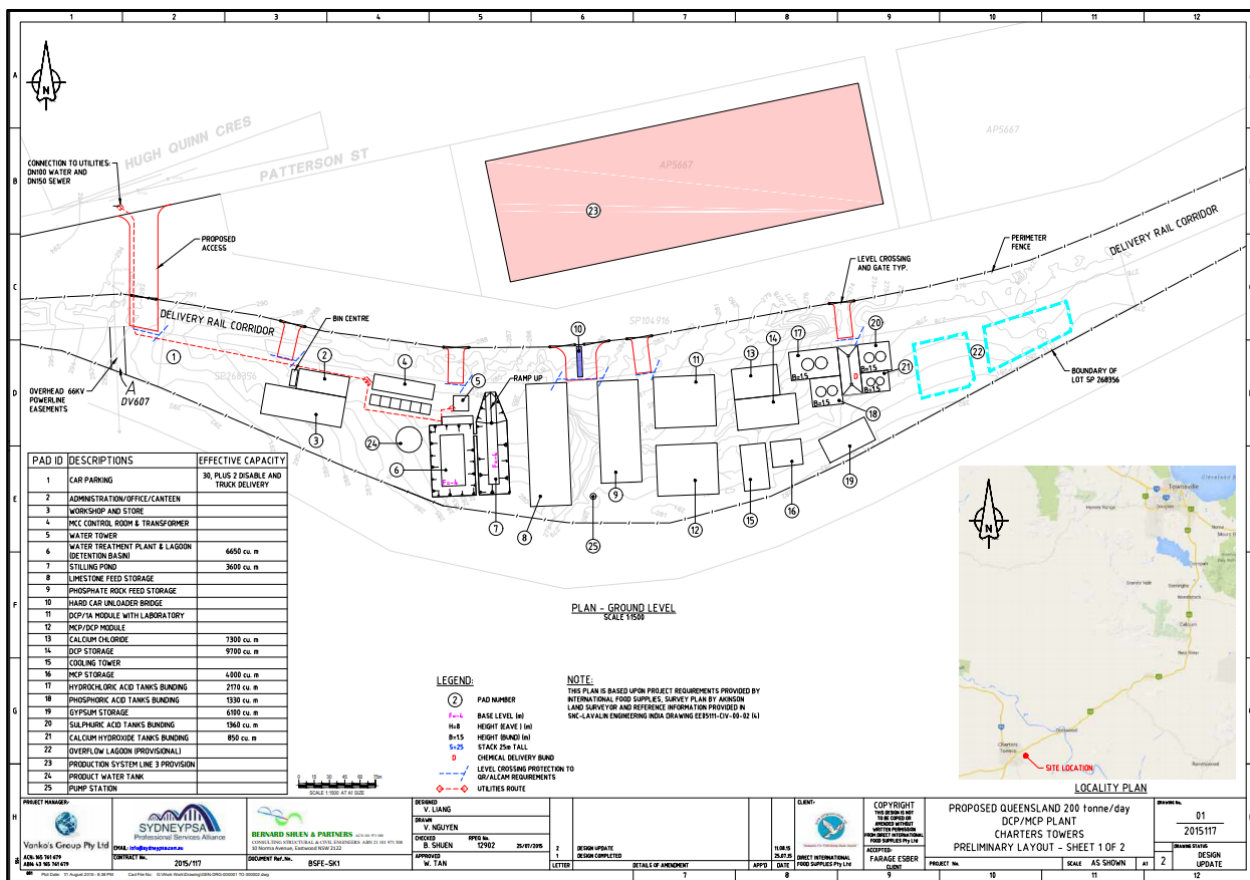


Figure Two: Proposed Site Plan

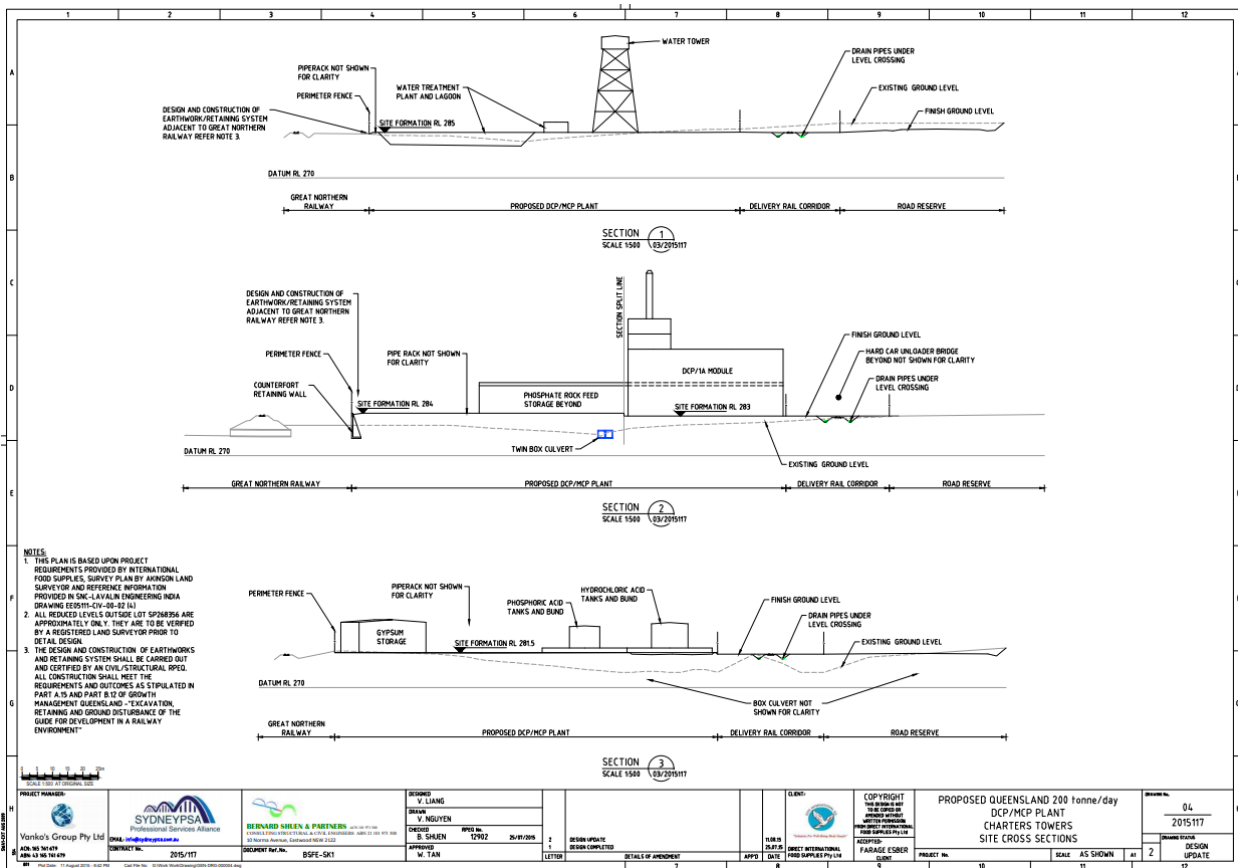


Figure Three: Proposed Elevations

Levied charges

An Adopted Infrastructure Charges Notice was issued under the former *Statutory Policy S0039 - Adopted Infrastructure Charges (former Charters Towers City Planning Area)* for \$6,000 on 17 December 2015. The Adopted Infrastructure Charges Notice will remain due and owing should the recommendation be supported, and the use commenced by 19 April 2025.

Regulatory assessment

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

Strategic Framework

Delivering Thriving Urban and Township Centres Section 11 requires that *Industry Zoned land within the Region's urban areas support a range of industrial activities compatible with the amenity of surrounding areas.*

In response, the development is located within the Industry Zone which is within proximity to the Great Northern Rail Line and the Flinders Highway. Whilst the site is outside of both the defined water and sewerage areas, the proposal in its entirety demonstrates a considerable need and merit for reticulation of both services located in Hugh Quinn Crescent. Furthermore, as the surrounding properties are zoned Industry, the amenity of the surrounding locality will not be adversely impacted by the proposal outside of that contemplated by the Strategic Framework.

Industry Zone Code

The Purpose of the Industry Zone Code is to provide for a *variety of industry activities and other uses that support industry activities and do not compromise the future use of premises for industry activities.*

In response, the proposal is for General Industry located within the Industry Zone. The proposal is located amongst other industrial activities and will not compromise the future use of the subject sites and surrounding properties for industrial development. As such, it is considered that the proposal is generally consistent with the Purpose of the Industry Zone Code.

CONCLUSION

Given Development Application MC15/49 remains generally consistent with the intent of the Strategic Framework and Industry Zone of the Charters Towers Regional Town Plan Version 2, it is recommended that the Extension Application seeking four additional years until 19 April 2025 be approved subject to the conditions contained within the Planning and Environment Court Consent Order dated 19 April 2017.

LINK TO CORPORATE PLAN

Priority Area 1 Economic Development
Fast track development approval processes

CONSULTATION (Internal/External)

Internal: Manager Regional Development - Matthew Kelly
 Graduate Planner - Lachlan Deon
External: Senior Town Planner; Milford Planning - Kellie Galletta

LEGAL CONSIDERATIONS

Should the recommendation be overturned, it is possible that an appeal may be lodged with the Planning and Environment Court.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no perceived risk implications that warrant the recommendation being declined. The conditions recommended will mitigate risk.

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| Report Prepared by: LACHLAN DEON Graduate Planner Date: 3 March 2021 | Report Authorised by: MATTHEW KELLY Manager Regional Development |
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ATTACHMENTS

- Appendix A – Summary of Key Details
- Appendix B – Site Overview

REFERENCE DOCUMENTS

- *Planning Act 2016*
 - *Planning Regulation 2017*
 - *Development Assessment Rules 2017*
 - *North Queensland Regional Plan 2020*
 - *Charters Towers Regional Town Plan Version 2*
 - Court Order issued by the Planning and Environment Court Document No. 1088428
 - Officer's
-

APPENDIX A – SUMMARY OF KEY DETAILS

SITE DETAILS:

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|-----------------------------------|---|
| Street address: | Hugh Quinn Crescent, Queenton QLD 4820 |
| Real property description: | Lot 7 on SP268356 and Lot 461 on SP104916 |
| Owner: | Direct International Foods Pty Ltd |
| Area: | Lot 7 - 52,300m ² Lot 461 - 166,200m ² |
| Zone: | Lot 7 - Industry Lot 461 - Special Purpose |
| Existing lawful use: | |

APPLICATION DETAILS:

| | |
|------------------------------------|---|
| Application number: | MC15/49 |
| Approval sought: | Extension Application for four additional years to currency period |
| Development type: | Material Change of Use |
| Category of development: | Impact Assessable |
| Description of development: | Development Permit for Material Change of Use of Premises for General Industry (Dicalcium Phosphate and Monocalcium Phosphate Facility) and ERA 7 (Chemical Manufacturing) and 50 (Bulk Material Handling) |
| Applicant: | Direct International Foods Pty Ltd C/- Milford Planning Pty Ltd |
| Lodgement date: | 25 February 2021 |
| Existing approval: | Development Permit for Material Change of Use of Premises for General Industry (Dicalcium Phosphate and Monocalcium Phosphate Facility) and ERA 7 (Chemical Manufacturing) and 50 (Bulk Material Handling)) |

PLANNING FRAMEWORK DETAILS:

| | |
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| Planning scheme: | Charters Towers Regional Town Plan Version 2 being the entire of the Town Plan |
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APPENDIX B – SITE OVERVIEW

As per Figure Four, the proposal is located off Hugh Quinn Crescent which is part of the Queenton Industrial area adjacent the Great Northern Line Rail Corridor. The site has no connection to either the Council reticulated water or sewer network nor is afforded a constructed sealed access.



Figure Four: Arterial View of Subject Site

Under the Charters Towers Regional Town Plan Version 2 the subject sites are located within the Industry and Special Purpose Zones with surrounded land uses consisting of vacant land, Dwelling Houses and Low Impact Industrial. The sites are currently vacant land.

EXECUTIVE SUMMARY

Council's endorsement is requested to offer On-site Sewerage Designs for both Council and private developments as a new service offering from 1 July 2021.

OFFICER'S RECOMMENDATION

That Council:

- **Endorse the proposal to provide On-site Sewerage Designs at a fee of 'Price on Application' as of 1 July 2021.**

BUDGET & RESOURCE IMPLICATIONS

For implementation of this service, a new permeameter is required for soil testing at an approximate value of \$2,000. This cost can be absorbed through the current 20/21 Development Services operational budget. As each On-site Sewerage design is subject to various considerations such as travel distance, it is proposed that the fee allocated to the service be a 'Price on Application'. Resources will be provided by the Plumbing and Trade Waste Officer who will incorporate this within their workload.

This service will be provided on a cost recovery basis.

BACKGROUND

What are On-site Sewerage Systems?

On-site Sewerage Systems are used where there is no connection available to an Authority or Service Provider's sewerage system. The systems treat all domestic liquid waste and dispose of it without allowing it to leave the property, and without it causing a hazard to health or loss of amenity.

Purpose of reporting and designs for wastewater management

On-site Sewerage Systems are designed to process domestic wastewater or human excreta, or both. Successful on-site domestic wastewater management requires an understanding and control of all stages of the wastewater system so that public health and environmental standards required by the regulatory authority are met.

Who can carry out designs?

Any Registered Professional Engineer of Queensland (RPEQ) who has a hydraulic degree, a registered Hydraulic Consultant and/or Designer, a licensed Plumber that has completed the On-site Domestic Design and Maintenance Course, or a fully accredited Plumbing Inspector working for a Council such as Council's Plumbing and Trade Waste Inspector.

Process of conducting a design and report

1. *On-Site Sewerage Design Procedure*
 - Customer contact made
 - Discussion of the customers' requirements and services Council can provide. This can include a rough estimate of costs depending on the site location, and
 - Book an appointment for a site visit.
2. *Site Visit*
 - Discuss with customer:
 - Proposed development site
 - Amount of people using the system and amount of bedrooms/offices
 - Intended use of the treated water
 - Discussions of existing infrastructure
 - Environmentally sensitive areas
 - Reticulated or rainwater use, and
 - Conduct soil and percolation test as per *AS1547-2000 On-site Domestic-wastewater*, collect small soil sample typical of proposed land disposal area and label and fill in test holes.
 - Note down the following:
 - Aspect and contour of the land
 - Vegetation types and coverage
 - Areas exposed to sunlight and wind

- Location of proposed Dwelling House and structures
- Location of proposed land disposal area
- Location, size, and depth of test holes, and
- Take photographs of site.

3. Desktop Study

- Conduct desktop study as per AS1547-2000 On-site Domestic-wastewater processes
- Draw site plans and proposed system drawings
- Draw land disposal area plans and cross sections
- Insert photos
- Attach any additional information regarding the system as deemed appropriate, and
- Pass design to Admin for progression to approval and distribution to customer.

Cost benefits to the Council and community

Councils that offer a design service to the public do so to reduce the cost of building a new home or development to the consumer. Rural contractors often find the cost of engaging the services of an engineer or designer from outside the region prohibitive and most Plumbers do not have the capabilities to offer this service.

There are no registered designers or Hydraulic Engineers in the Charters Towers Region; the nearest is located in Townsville. Where appropriate resourcing is available as identified under 'Who can carry out designs?', it is recommended that Council conduct in-house reporting and design. It is also recommended that, where available, Council offer design services on a cost recovery basis.

Approximate costs for design and reporting are provided below:

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|--|-------------------|
| Site visit within 50km radius* of office 4 hours @ \$175 p/h | \$700.00 |
| Desktop study and design 4 Hours @ \$175 p/h | \$700.00 |
| Administration and consumables (fuel and on-costs) | \$400.00 |
| Total | \$1,800.00 |

*Distances greater than 50 kms are costed at price on application.

It would be recommended that Council's fees and charges state 'Price on Application' to ensure accurate and correct quotes can be provided.

1. Liabilities:

- System failure: The designs are always somewhat over engineered to consider unexpected shock loads. The main reason for failures is overloading and there is no recourse against the design if it is shown that the system has been overloaded.
- Poor maintenance: It is the owner and/or operator's responsibility to ensure the system is properly maintained. Failure to do so is a breach of the *Plumbing and Drainage Act 2018* for which Council can undertake compliance action where necessary, and
- Non-Payment: This will be dealt with in the same way as all bad debt owing to the Council.

2. Benefits:

- The community will have an alternative provider for these designs,
- Council and customers are assured of a quality system that will outlast the prescribed 15 years performance timeframe,
- Systems are designed for the specific parcel of land rather than a generic design which is often seen with existing applications for Plumbing and Drainage Work,
- Council will diversify its current revenue, and
- The roles and responsibilities of the Plumbing and Trade Waste Inspector role are increased with greater utilisation of the current skill set.

CONCLUSION

The request to provide On-site Sewerage Designs provides an opportunity for Council to provide a new service to the community which is currently not provided within the Region through commercial businesses. The proposed service will be provided on cost recovery basis and is an opportunity to the organisation to utilise the skills of current Council Officers.

LINK TO CORPORATE PLAN

Priority Area 1 Economic Development

CONSULTATION (Internal/External)

Internal: Manager Regional Development - Matthew Kelly
 Corporate Compliance Advisor - Ted Harrington
 Plumbing and Trade Waste Officer - Chiz Ruxton
 Executive Leadership Team

External: Nil

LEGAL CONSIDERATIONS

The preparation of any On-site Sewerage Design must be in accordance with the *Plumbing and Drainage Act 2019*, the *Plumbing and Drainage Regulation 2019* and relevant Australian Standards.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

As Council will be preparing these designs, failure of a design would be subject to a possible claim against Council. It has however been confirmed that Council's current insurance policy would cover such an event. This would be no different to the failure of a water or sewer main causing damage to a private property.

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| Report Prepared by: MATTHEW KELLY Manager Regional Development Date: 26 February 2021 | Report Authorised by: KIM HARGREAVES Director Corporate and Community Services |
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 1420130

11.7 Request for support – Charters Towers Show

EXECUTIVE SUMMARY

A request for support towards the costs associated with running the annual Charters Towers show has been received from the Charters Towers Show Society.

OFFICER'S RECOMMENDATION

That Council:

- ***Provide in kind support towards the 2021 Charters Towers Show, up to a maximum of \$10,000 by:***
 - ***waiver of hire fees and electricity charges associated with the use of the Charters Towers Showgrounds; and***
 - ***provision of bollards and road closure signs.***

BUDGET & RESOURCE IMPLICATIONS

The support provided will be in kind support through Council. Where costs are incurred by Council these can be offset through unspent Community Grant funds.

BACKGROUND

In 2020 many community events were impacted by the COVID-19 pandemic, including the Charters Towers Show. The Charters Towers Show Society Committee is working with their governing body Queensland Agricultural Shows with a view to hosting the Show from 25-27 July 2021.

COVID requirements are in place to ensure that events held are contact tracing attendees, cleaning and sanitising toilet facilities and high touch points, and maintaining social distancing. These requirements attract increased financial burden. Sponsorship for the event has also been impacted as many businesses are feeling the impacts of COVID-19.

The Show Committee have approached Council seeking a waiver of costs involved with hire and electricity charges for the showgrounds and provision of bollards and road closure signs. The estimated cost breakup is set out below:

| Cost Description | Estimated cost |
|--------------------------------|-----------------------|
| Hire of Showgrounds | \$4,000 |
| Electricity | \$5,000 |
| 220 Bollards @ \$3 | \$660 |
| Road closure signs – 12 @ \$18 | \$216 |
| TOTAL | \$9,876 |

The Show is in its 140th year and is an important event for the community; it is recommended that Council support the event by way of a waiver of the costs identified above. This support would be a one off waiver to assist with the additional expenses resulting from COVID requirements for events and will therefore not be a continuing arrangement.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

- Priority Focus Area 5 – Community

CONSULTATION (Internal/External)

Internal: Director Corporate and Community Services – Kim Hargreaves
Events Officer - Lisa Green

External: President, Charters Towers Show Society – Lachlan McAllister
Vice President, Charters Towers Show Society – Phil Hill-Warner
Secretary, Charters Towers Show Society – Cheryl Boundy

LEGAL CONSIDERATIONS

There are no legal considerations that warrant the recommendation being declined.

POLICY IMPLICATIONS

The recommendation is in accordance with the Community Grants Policy.

RISK IMPLICATIONS

There are no risk implications that warrant the recommendation being declined.

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| Report Prepared by: HAYLEY THOMPSON Manager Community Services Date: 2 March 2021 | Report Authorised by: KIM HARGREAVES Director Corporate and Community services |
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ATTACHMENTS

- N/A

REFERENCE DOCUMENT

- Correspondence from CT Show Society, Document No. 1424023
- Officer's Report, Document No. 1428656

EXECUTIVE SUMMARY

Section 195 of the *Local Government Regulation 2012* states the requirements for providing community grants. The Community Grants Policy has been reviewed based on feedback received.

OFFICER’S RECOMMENDATION

That Council:

- ***Adopt the revised Community Grants Policy STRAT0002 as tabled.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications associated with the requested changes.

BACKGROUND

A review of the policy has been undertaken following feedback received from Councillors at previous workshops when assessing applications.

The proposed changes to the policy include:

1. Section 5 Policy Provisions – additional wording ‘*Support of School Awards Nights up to \$100 maximum will be considered upon request*’ has been included.
2. Section 6 Eligibility – the following dot point has been deleted – ‘*Have not received funding through this Programme more than twice in the four (4) years prior to the application round (commencing Round 1 2017/2018)*’.

The first round of funding for 2021/2022 will open on 1 May 2021, for a decision in June 2021 for community activities that are scheduled to occur during the period, 1 July 2021 to 31 December 2021.

LINK TO CORPORATE PLAN

Corporate Plan 2018-2023 Priority Area 5 – Community

CONSULTATION (Internal/External)

Internal: Elected Members
Chief Executive Officer – Aaron Johansson
Director Corporate and Community Services - Kim Hargreaves

External: Nil

LEGAL CONSIDERATIONS

Local Government Regulation 2021 sets out requirements for Council to adopt a Community Grants Policy.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no risk implications that warrant the recommendation being declined.

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| Report Prepared by: HAYLEY THOMPSON Manager Community Services Date: 3 March 2021 | Report Authorised by: KIM HARGREAVES Director Corporate & Community Services |
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ATTACHMENTS

- STRAT0002 – Amended Community Grants Policy, Document No. 1066538

REFERENCE DOCUMENT

- Officer’s Report, Document No. 1428960

NUMBER: STRAT0002/CCS

ACT: Local Government Act 2009
Local Government Regulation 2012 (Sect 195)

POLICY TITLE: COMMUNITY GRANTS POLICY

1. PURPOSE AND SCOPE

- 1.1 Charters Towers Regional Council (Council) provides annual grant funding to support community organisations who make a positive contribution to the sustainable development of this region's social, cultural, economic, sporting, recreational and environmental lifestyle.
- 1.2 The purpose of the Community Grants Policy (Policy) is to establish an application process and criteria for allocation of grants to ensure a fair, equitable and transparent framework for distribution of finite funds made available through budget process.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 15 February 2017. It replaces all other policies relating to Community Grants (whether written or not).

3. APPLICATION OF POLICY

This policy applies to grants to community organisations provided by Council.

- 3.1 The compliance measures outlined in this Policy will allow Council to accurately reflect the level and costs provided to community organisations through the Policy.
- 3.2 This Policy does not guarantee the provision of any grant to all or any community organisations.
- 3.3 This Policy does not apply to grants allocated/funded from funding sources external to Council.
- 3.4 This Policy has been developed in accordance with the provisions contained in the *Local Government Regulation 2012*, namely sections 194 and 195:

194 Grants to community organisations

A local government may give a grant to a community organisation only—

- (a) if the local government is satisfied —
- (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

195 Community grants policy

A local government must prepare and adopt a policy about local government grants to community organisations (a **community grants policy**), which includes the criteria for a community organisation to be eligible for a grant from the local government.

4. DEFINITIONS

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|------------------------|--|
| Community organisation | An entity that carries on activities for a public purpose or whose primary objective is not directed at making a profit. May include clubs and community associations. |
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|-----------------------------|---|
| Funding agreement | The agreed terms and conditions of assistance to be provided and signed by all parties. |
| Grant | The sum of money/in-kind support given to community organisations for an event/project/service. |
| In-kind support | Includes the provision of any service, facility or activity that would normally attract a fee or the waiver of any fee or payment of any fee on behalf of the applicant for any such service, facility or activity. |
| Incorporated | Means incorporation under the <i>Associations Incorporation Act 1981</i> or other relevant legislation. |
| Grant Limit | A maximum of \$5,000 excluding GST in monetary value and/or in-kind support may be requested |
| Not for Profit Organisation | An organisation that does not operate for the profit or gain of its individual members. Any profit made by the organisation goes back into the operations of the organisation to help pursue its goals. |
| Event | Means an event, project, service (including sponsorship), facility or other activity for which assistance through grant funding is sought. |
| Purchase of service | Refers to a negotiated contractual arrangement to engage the services of an organisation or individual for payment. |

5. POLICY PROVISIONS

5.1. A maximum of \$5,000 excluding GST in monetary value and/or in-kind support may be requested. Support of School Awards Nights up to \$100 maximum will be considered upon request.

5.2 Two separate rounds will be called during a financial year, the first round following the adoption of the budget (for the period 1 July to 31 December) and the second round in January (for the period 1 January to 30 June).

5.3 Self-sufficiency is the underlying principle of this Policy. Council will continue to work with community organisations to build capacity to run successful community events so as to move away from continued dependency on ratepayer support.

6. ELIGIBILITY

Applicants must meet all of the following:

- Be a not for profit, incorporated community organisation
- Hold a current public liability insurance certificate to a value of not less than \$10 million;
- Be located and operate within the Charters Towers Region, and benefit the communities of the Charters Towers Region;
- Not operate or benefit from gaming machines;
- Not be a Political party;
- Not be a State and Commonwealth Government agencies with the exception of school award nights;
- Have no overdue debt to Council;
- Have attended training opportunities provided by Council associated with event management if the funding request is event related: and
- Have acquitted all Community Grants received from Council previously (if applicable).

Ineligibility

Assistance will not be provided for events that:

- Are primarily for the benefit of an individual;
- Are primarily of a commercial nature;
- Take place outside of the region;

- Do not align with the objectives of Council's Corporate Plan;
- Fall within the responsibility of a State or Federal government department for delivery (with exception of school award nights);
- Are for repayments of debts or loans;
- Are for funding for individuals to attend/participate higher self-achievement events/courses;
- Are for components of events that include salaries/wages for staff or recurrent costs associated with day to day operations;
- Are received after the advertised closing date/time; and
- Are from organisations that have outstanding Grant requirements, ie. acquittals

a. Assessment Criteria

All applications will need to demonstrate the community benefit anticipated to be derived from the event, including but not limited to:

- Opportunity or enhanced opportunity for community inclusion from the planned event;
- Enhancement of civic pride and sense of place to be derived from the event;
- Enhanced opportunities for local economic activities; and
- Other expected outcomes of the event that will provide a positive contribution to the quality of life within the Charters Towers Region.

Additional information outlining the following is also required:

- Demonstrate how the event will become self-sustaining;
- The organisation's capacity to manage funds and events;
- Alternatives for income or assistance available for the event;
- The manner in which the event meets Council's strategic aims and objectives as demonstrated through the Corporate and Community Plans; and
- Details of other grants that have been applied for/approved relating to the proposed event.

Preference will be given to requests that:

- Have the greatest potential to benefit the communities of the Charters Towers Region;
- Can demonstrate other financial or in kind partnerships that will assist in the delivery of the event including self-funding; and
- Demonstrate planning for self-sustainability

b. Application requirements

Applications must be completed on the current prescribed Application Form and must, unless otherwise waived by Council, be accompanied by the following documentation:

- Evidence of incorporation; and
- Copy of the applicant's up to date certificate of insurance/currency for Public Liability Insurance

If funding request is for an amount higher than \$1,000 the applicant must also provide copies of the following:

- Copy of the organisation's most recent audited financial statements;
- Letters of Support – minimum of three (3);
- An Event Checklist (only if funds/support are required for an event);
- Risk Management Plan (only if funds/support are required for an event); and
- Business Plan (only if funds/support are required for a recurring event).

Applications must be lodged with Council no later than the closing date/time nominated. Late applications will not be accepted.

c. Administration

This Policy will be administered by Council's Corporate and Community Services Directorate, utilising a committee of officers appointed by the Chief Executive Officer and the relevant portfolio Councillor/s. The committee will assess all applications in consultation with appropriate staff and Councillors and make recommendations to Council.

Successful applicants may be required to meet any or all of the following conditions:

- Execution and return of funding agreement reflecting acquittal processes. Acknowledgment of Council as a funding body during the promotion and running of the event.
- Such further or other conditions Council deems appropriate to meet based on site/event specific criteria and as notified to the applicant as a condition of approval.

d. Grant Promotion and Education

Council commits to inform the community of the availability of its grants program, by undertaking educational activities to assist community organisations to develop grant writing skills with a view to ensuring consistency in the provision of information and equity of process.

Variations

Council reserves the right to vary, replace or terminate this Policy from time to time in accordance with changes to legislation.

Associated Documents

- *Local Government Act 2009*
- *Local Government Regulation 2012*

DOCUMENT REVIEW:

The document is to be reviewed upon changes to relevant legislation, or every two years if no changes have been required to be enacted.

Document Adopted: Council Meeting 17 March 2021
Resolution Number [xx]

Document Contact: Kim Hargreaves
Director Corporate and Community Services

Document Authorised: Aaron Johansson
Chief Executive Officer

Document ECM No: 1066538

CEO Signature

EXECUTIVE SUMMARY

A request for support towards venue hire and electricity costs associated with the annual Charters Towers Country Music Festival has been received from the Charters Towers Country Music Festival Committee.

OFFICER'S RECOMMENDATION

That Council:

- ***Provide in kind support towards the 2021 Charters Towers Country Music Festival, up to a maximum of \$3,500 by waiver of hire fees and electricity charges associated with the use of the Charters Towers Showgrounds.***

BUDGET & RESOURCE IMPLICATIONS

The support provided will be in kind support through Council. Where costs are incurred by Council these can be offset through unspent Community Grant funds.

BACKGROUND

In 2020 many community events were impacted by the COVID-19 pandemic, including the Charters Towers Country Music Festival. The Charters Towers Country Music Festival Committee is working with Queensland Health with a view to hosting the Festival from 30 April to 2 May 2021.

COVID requirements are in place to ensure that events held are contact tracing attendees, cleaning and sanitising toilet facilities and high touch points, and maintaining social distancing. These requirements attract increased financial burden. Sponsorship for the event has also been impacted as many businesses are feeling the impacts of COVID-19.

The Festival Committee have approached Council seeking a waiver of costs involved with hire and electricity charges for the showgrounds. The estimated costs are set out below:

| Cost Description | Estimated cost |
|-------------------------|-----------------------|
| Hire of Showgrounds | \$1,242 |
| Electricity | \$2,000 |
| TOTAL | \$3,242 |

The Country Music Festival is an important event for the community; it is recommended that Council support the event by way of a waiver of the costs identified above. This support would be a one off waiver to assist with the additional expenses resulting from COVID requirements for events and will therefore not be a continuing arrangement.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

- Priority Focus Area 5 – Community

CONSULTATION (Internal/External)

Internal: Director Corporate and Community Services; Kim Hargreaves
Events Officer; Lisa Green

External: President, Charters Towers Country Music Festival Committee; Liam Foster
Secretary, Charters Towers Country Music Festival Committee; Deb Sellars

LEGAL CONSIDERATIONS

There are no legal considerations that warrant the recommendation being declined.

POLICY IMPLICATIONS

The recommendation is in accordance with the Community Grants Policy.

RISK IMPLICATIONS

There are no risk implications that warrant the recommendation being declined.

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| Report Prepared by: HAYLEY THOMPSON Manager Community Services Date: 8 March 2021 | Report Authorised by: KIM HARGREAVES Director Corporate and Community services |
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ATTACHMENTS

- Not applicable

REFERENCE DOCUMENT

- Correspondence from CT Country Music Festival Committee, Document No. 1430563
- Officer's Report, Document No. 1430590

11.10 Charters Towers Regional Arts Development Fund (CTRADF) Committee Recommendation for utilisation of Strategic Initiatives funds

EXECUTIVE SUMMARY

The RADF Strategic Initiative project for 2019-20 was titled 'Arts in the Outdoors' and was designed to bring arts to outdoor spaces. In 2020-21 the RADF Strategic Initiative was to aid community recovery following the COVID-19 Pandemic restrictions. The Charters Towers Regional Arts Development Fund Committee recommended projects will achieve outcomes against both objectives.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to utilise \$500 of the 2019-2020 'Arts in the Outdoors' Strategic Initiative funding to engage local artist Cheryl Dempster to undertake a Chalk Art Project at four (4) locations on Gill/Mosman Streets to enliven the spaces and promote the upcoming Easter Egg Hunt; and***
- ***Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to combine the remaining 'Arts in the Outdoors' Strategic Initiative budget of \$18,545 and the 2020-2021 'Community Recovery' Strategic Initiative budget of \$20,000 to create a 'Charters Towers History' themed mural on the blank Arthur Tittle Centre carpark wall.***

BUDGET & RESOURCE IMPLICATIONS

Payment to be made from Work Order Number 4000329 and Work Order Number 4000562. Total funding available equates to \$39,045.

BACKGROUND

The objective of the 2019-20 'Arts in the Outdoors' Strategic Initiative was to increase community participation in arts and cultural activities by holding creative activities in outdoor spaces. By doing so, the community can experience arts and culture activities in locations not considered traditional arts spaces. This exposure to the arts will potentially lead to community members realising a genuine interest in an activity that they would not have actively pursued involvement in.

Activation of outdoor spaces such as the CBD streetscape will add vibrancy to areas currently lacking visual interest. Council is encouraging local businesses to undertake activities like the Façade Improvement Program. Both the mural and chalk art projects will tie in perfectly with this initiative and add to a positive overall experience in the CBD for locals and visitors alike.

The 2020-21 'Community Recovery' Strategic Initiative is designed to encourage community connections following the COVID-19 Pandemic. Enlivening the proposed areas with art will give vibrancy and interest, plus add new and exciting elements to the experience offered to tourists and the community alike. Creating visual interest in gritty spaces leads to increased community pride and resilience. Both are values that are vital to promote wellbeing in this time of disconnect and hardship. These projects will enliven the CBD, assist with the recovery of the region's tourism sector, and lift the spirits of the community both through active involvement and as audience members.

A tender would be released seeking concept development and production of a mural in line with the available budget. Community involvement in the project would be encouraged. Concept drawings would be initially assessed by RADF Committee and approved by Council. The aim is for the project to be completed in time for unveiling during the 150 Years Celebration.

LINK TO CORPORATE PLAN

Priority Area - Community - Build strong supportive communities that are culturally and heritage rich.

CONSULTATION (Internal/External)

Internal: Manager Community Services - Hayley Thompson
 Events Liaison Officer - Lisa Green
 RADF Liaison Officer - Kathy Thorley

External: Charters Towers Regional Council RADF Committee including:

| Committee Member | Area of Representation |
|-------------------------|--|
| Cr Graham Lohmann | Chair/Councillor |
| Cr Kate Hastie | Deputy Chair/Councillor |
| Mrs Mandy Stevens | Museums and/or Cultural Heritage |
| Mrs Melanie Adams | Multimedia and Theatre/Dance/Performance |
| Ms Morgan Hermann | People with a Disability and Young People (under 30 years) |
| Mr Earl Robinson | Visual Art/Craft/Design |
| Mr Nori Yamada | Culturally and Linguistically Diverse People |
| Mrs Sian Rowe | Community Cultural Development |
| Mr Mic Clouten | Music |
| Mrs Joan Royal | Seniors (aged 55 years +) |
| Mr Jesse Jones | Regional Township Resident and Writing |
| Mrs Deb Sellars | Festivals |

LEGAL CONSIDERATIONS

There are no legal implications that warrant the recommendation to be declined.

POLICY IMPLICATIONS

The project is in line with Council’s Arts & Cultural Development Policy (S0068).

RISK IMPLICATIONS

The financial implications are very low and not a reason for this recommendation to be declined.

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| Report Prepared by: KATHY THORLEY Customer Service Team Leader Date: 1 March 2021 | Report Authorised by: HAYLEY THOMPSON Manager Community Services |
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ATTACHMENTS

- Signed Memo of Recommendation for Strategic Initiatives funding, Document No. 1428179

REFERENCE DOCUMENT

- Minutes of CTRADF Meeting held 25 February 2021, Document No. 1426914
- Officer’s Report, Document No. 1400296

INTERNAL MEMORANDUM

| | |
|------------------|---|
| TO | Council |
| FROM | Kathy Thorley |
| DATE | 1 March 2021 |
| SUBJECT | RADF Committee Meeting Recommendations for Strategic Initiative Funding |
| REFERENCE | Cr Graham Lohmann |

Dear Council

The RADF Committee has made the following recommendations for consideration:

- To utilise ~\$500 of the 2019-2020 'Arts in the Outdoors' Strategic Initiative funding to engage local artist Cheryl Dempster to undertake a Chalk Art Project at 4 locations on Gill/Mosman Streets to enliven the spaces and as promotion of the upcoming Easter Egg Hunt.
- To combine the remaining 'Arts in the Outdoors' Strategic Initiative budget of ~\$18,545 and the 2020-2021 'Community Recovery' Strategic Initiative budget of \$20,000 to create a 'Charters Towers History' themed mural on the blank Arthur Titley Centre carpark wall. A tender would be released seeking concept development and production of a mural in line with the available budget. Community involvement in the project would be encouraged. Concept drawings would be initially assessed by RADF Committee and approved by Council. The aim is for the project to be completed in time for unveiling during the 150 Years Celebration.

With appreciation

Kathy Thorley
RADF Liaison Officer
Corporate and Community Services

Confirmed by



Cr Graham Lohmann
RADF Committee Chairman

ECM Doc # 1428179

EXECUTIVE SUMMARY

To comply with section 235(a) of the *Local Government Regulation 2012*, Council must resolve that there are no other suppliers reasonably available to undertake a specific task/function. This report seeks Council's endorsement to engage Morton Consulting Services Pty Ltd to undertake a Differential General Rates Review.

OFFICER'S RECOMMENDATION***That Council:***

- ***In accordance with the Local Government Regulation 2012 section 235(a) resolve to apply sole supplier status to Morton Consulting Services Pty Ltd.***

BUDGET & RESOURCE IMPLICATIONS

The review will be funded from the Office of the Chief Executive Officer's - Contractor Professional Services budget 10-1001-1001-63138.

COMMERCIAL IN CONFIDENCE**END COMMERCIAL IN CONFIDENCE****BACKGROUND**

Council has requested a proposal to undertake a review of current differential rating and utility charge categories, prior to the 2021/22 Budget Meeting.

Morton Consulting Services Pty Ltd undertook a review of rates and charges for Council in 2018. The current differential rate categories are generally based on that review. Utility charges were also examined in the review and only minor changes were implemented.

The revised review will consider the appropriateness of current categories and charges given changes over the past three years. The impact of new valuations on specific categories will also be considered.

The review will include:

- Equity of current mining rates relative to community impacts from mining.
- Whether there is a need for a renewable energy category to be included given potential for new projects.

A report will be provided in relation to revised differential rate and utility category options while maintaining the overall 2020/21 rates and charges revenue.

Differential rate modelling will be based on the valuations expected to be released in mid-March. To assist future Council decision-making the report will also provide benchmarking of rate levels with comparable Councils.

The report will be presented to a Councillor Workshop prior to the Budget Meeting.

LINK TO CORPORATE PLAN

Priority Focus Area 5 – Community

CONSULTATION (Internal/External)

Internal: Chief Executive Officer - Aaron Johansson
Director Corporate & Community Services – Kim Hargreaves
Executive Assistant to the Director Corporate & Community Services – Jasmine Orwe
Chief Financial Officer – Shane Cagney

External: Morton Consulting Services Pty Ltd

LEGAL CONSIDERATIONS

Local Government Regulation 2012

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no risk implications that warrant the recommendation being declined.

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| Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 16 March 2021 | Report Authorised by: KIM HARGREAVES Director Corporate & Community Services |
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Quotation from Morton Consulting Services Pty Ltd - Document No. 1432629
 - 2018 Rating Category Review - Document No. 1180758
 - Officer's Report – Document No. 1434003
-

12. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

12.1 Unconfirmed Minutes of Local Disaster Management Group Meetings held 6 January 2021 & 19 January 2021

EXECUTIVE SUMMARY

Unconfirmed Minutes of Local Disaster Management Group Meeting held 6 January 2021 and 19 January 2021.

OFFICER'S RECOMMENDATION

That Council:

- **Receive the Unconfirmed Minutes of the Local Disaster Management Group Meetings held 6 January 2021 and 19 January 2021.**

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications that warrant the recommendation being declined.

BACKGROUND

Meetings of the Local Disaster Management Group was convened on 6 January 2021 in respect to weather generated by ex-tropical cyclone Imogen and 19 January, 2021 in respect to weather generated by ex-tropical cyclone Kimi.

LINK TO CORPORATE PLAN

Priority Focus Area – Community – to be an inclusive and engaged resilient community, with access to services and facilities that enable a safe and healthy lifestyle.

CONSULTATION (Internal/External)

Internal: Mayor/Chair LDMG, Frank Beveridge
Deputy Chair LDMG, Graham Lohmann
Acting Chief Executive Officer, Scott Greensill
Acting Local Disaster Coordinator, Craig Cousar
Chief Executive Officer/Local Disaster Coordinator, Aaron Johansson
Director Corporate & Community Services/Recovery Committee Coordinator, Kim Hargreaves
Director Infrastructure Services, John Teague

External: Local Disaster Management Group, Core Member Agencies

LEGAL CONSIDERATIONS

There are no legal implications that warrant the recommendation being declined.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no political, public relations, financial or workplace health and safety risk implications that warrant the recommendation being declined.

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| Report Prepared by: JENNIFER BROWN Executive Assistant to Mayor Date: 3 rd March 2021 | Report Authorised by: AARON JOHANSSON Chief Executive Officer |
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ATTACHMENTS

- Unconfirmed Local Disaster Management Group Minutes of a Meeting held 6 January 2021 – ECM No. 1428914 (**Confidential**)
- Unconfirmed Local Disaster Management Group Minutes of a Meeting held 19 January 2021 – ECM No. 1413333 (**Confidential**)

REFERENCE DOCUMENT

- Officer's Report Document No. 1429100

12.2 Amended Statutory Policy S0063 Investigating Complaints of Inappropriate Councillor Conduct

EXECUTIVE SUMMARY

A review of this policy was undertaken in accordance with legislative changes. The policy was implemented following the introduction of the Belcarra legislation in 2018.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the amended Statutory Policy S0063/OCEO Investigating Complaints of Inappropriate Councillor Conduct as tabled.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications arising from adopting the recommendation.

BACKGROUND

Following the introduction in 2018 of the legislation in regard to Councillor integrity, and the Councillor complaints system, Council is required to adopt an investigation policy for dealing with referrals from the Independent Assessor about inappropriate conduct by Councillors.

A review of the policy was undertaken in accordance with legislative changes.

Changes include:

- Updating of legislation references
- Minor wordsmithing
- Removal of obsolete content

A "Councillor Conduct Register" is included with the document. This register is maintained by the Chief Executive Officer and made publicly available on Council's website [CTRC Councillor Conduct Register \(charterstowers.qld.gov.au\)](http://charterstowers.qld.gov.au)

It is recommended that Councillors adopt the amended policy and the Councillor Conduct Register as tabled.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023 Priority No 7 – Our Organisation

CONSULTATION (Internal/External)

Internal: Chief Executive Officer – Aaron Johansson
Manager Governance & Communication – Camille Conaghan

External: Office of the Independent Assessor (OIA)

LEGAL CONSIDERATIONS

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

STRAT0020 Councillors' Confidentiality Policy
STRAT0043 Councillors' Portfolio Policy
S0030 Councillors' Contact with Lobbyists Policy
S0048 Standing Orders Policy

RISK IMPLICATIONS

There are no risk implications from adopting this report.

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| Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 1 March 2021 | Report Authorised by: AARON JOHANSSON Chief Executive Officer |
|--|---|

ATTACHMENTS

- S0063/OCEO Investigating Complaints of Inappropriate Councillor Conduct Document No. 1226206

REFERENCE DOCUMENT

- Officer's Report Document No. 1428173
-

NUMBER: S0063/OCEO

ACT: *Local Government Act 2009*

POLICY TITLE: INVESTIGATING COMPLAINTS OF INAPPROPRIATE COUNCILLOR CONDUCT

1. PURPOSE AND SCOPE

This policy sets out a process for dealing with complaints in regards to suspected inappropriate Councillor conduct as required by section 150AE of the *Local Government Act 2009*. However, this policy does not apply to Councillor conduct that is misconduct, corrupt conduct or unsuitable meeting conduct (to the extent the conduct is not inappropriate Councillor conduct).

This policy applies to investigations and determinations of a complaint about the suspected inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor to Council to be dealt with.

2. COMMENCEMENT OF POLICY

This policy applies from **17 March 2021** and replaces all other policies, written or not, relating to the investigation of suspected inappropriate Councillor conduct complaints.

3. APPLICATION OF POLICY

This policy applies to all elected members of the Charters Towers Regional Council.

4. DEFINITIONS

| | |
|-----------------------------|---|
| Assessor | The Independent Assessor appointed under section 150CV of the <i>Local Government Act 2009</i> |
| Behavioural standard | A standard of behaviour for Councillors set out in the code of conduct approved under section 150E of the <i>Local Government Act 2009</i> |
| Conduct | Includes— (a) failing to act; and (b) a conspiracy, or attempt, to engage in conduct |
| Councillor Conduct Register | The register required to be kept by Council as set out in section 150DX of the <i>Local Government Act 2009</i> |
| Inappropriate conduct | Refer to section 150K of the <i>Local Government Act 2009</i> |
| Investigation policy | Refers to this policy, as required by section 150AE of the <i>Local Government Act 2009</i> |
| Investigator | The person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or the Mayor |
| Meeting | Means a meeting of— (a) a local government; or (b) a committee of a local government |
| Misconduct | Refer to section 150L of the <i>Local Government Act 2009</i> |
| Model procedures | Refer to section 150F of the <i>Local Government Act 2009</i> |
| Natural justice | A set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all facts in issue. |
| Referral notice | Refer to section 150AC of the <i>Local Government Act 2009</i> |

| | |
|----------------------------|--|
| Tribunal | Councillor Conduct Tribunal as established under section 150DK of the <i>Local Government Act 2009</i> |
| Unsuitable meeting conduct | Refer to section 150H of the <i>Local Government Act 2009</i> |

5. POLICY PROVISIONS

5.1 Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the *Local Government Act 2009*, other applicable legislation or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the Local Government Act 2009 and dealt with as misconduct.

5.1 Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- the investigator(s) should be objective and impartial (absence of bias); and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct complaint must be told of the case against them including any evidence and be provided with an opportunity to respond in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Ensuring decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidentiary material. A proper examination of all the facts in issue means the investigation must give proper and genuine consideration to each party's case.

5.3 Assessor's referral

Council, where the Assessor has determined a referral is necessary, will receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the Assessor reasonably suspects that the Councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The referral notice may be accompanied by a recommendation from the Assessor about how Council may investigate or deal with the conduct. The recommendation of the Assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- any recommendations of the Assessor;

- to the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy; or
- in another way the Council decides by resolution (the resolution must state the decision and the reasons for the decision).

5.4 Receipt of Assessor's referral

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

5.5 Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor or the Mayor as the complainant, then the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

5.6 Early Resolution

Before beginning an investigation, the investigator should consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any recommendations made by the assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the chief executive officer of this outcome. In turn, the chief executive officer will advise the mayor (if the mayor is not the investigator) and all councillors that the matter has been resolved. The chief executive officer will also update the councillor conduct register to reflect this.

5.7 Timeliness

The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time, further noting any valid extension request will not be unreasonably withheld.

5.8 Assistance for investigator

If the Mayor, or another Councillor appointed by Council resolution, is the investigator of a complaint of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the *Local Government Act 2009* to seek advice or information during the investigation from a local government employee.

The Mayor is authorised by Council to expend money as reasonably necessary to engage contractors for the purposes of an investigation, though engagement must in accordance with the Council's Procurement Policy.

5.9 Possible misconduct or corrupt conduct

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

5.10 Completion of investigation

On the completion of an investigation, the investigator will provide a report to the Council outlining as appropriate:

- The investigation process.
- The investigation findings.
- Documents or other evidence obtained.
- Confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered.
- A statement of any relevant previous disciplinary history.
- Any recommendations about dealing with the conduct.

If there is risk to the health and safety of the complainant, under section 254J of the *Local Government Regulation 20129*, Council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations.

Council (with the exception of the Councillor at the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action will it take under section 150AH of the *Local Government Act 2009*.

5.11 Disciplinary action against Councillors

If Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, Council may:

- (i) order that no action be taken against the Councillor, or
- (ii) make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the *Local Government Act 2009*.

5.12 Notice about the outcome of investigation

After an investigation is finalised, Council must give notice of the outcome of the investigation to the person who made the complaint about the Councillor/s conduct that was the subject of the investigation.

5.13 Councillor Conduct Register

The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor Conduct Register.

Where a complaint has been withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

5.13 Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council;
- an independent investigator engaged on behalf of, or by the Tribunal;
- an independent investigator engaged on behalf of Council;
- travel where the investigator was required to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; or
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors will not be met by Council.

6 VARIATIONS

6.1 Council reserves the right to vary, replace or terminate this policy from time to time.

ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Crime and Corruption Act 2001*
- Strategic Policy Fraud and Corruption Prevention Framework STRAT0025
- Statutory Policy Management of Fraud and Corruption (S0054)
- Statutory Policy Minister's Code of Conduct for Queensland Councillors (S0056)
- Councillor Conduct Register F0456/CEO

DOCUMENT REVIEW:

The document is to be reviewed upon changes to relevant legislation, or every two years if no changes have been required to be enacted.

Document Adopted: Council Meeting 17 March 2021
Resolution Number: ##

Document Contact: Amy Russell
Executive Assistant to the Chief Executive Officer

Document Authorised: Aaron Johansson
Chief Executive Officer

Document ECM No: 1226206

CEO Signature

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *receiving the CTRC Investigating Complaints of Inappropriate Councillor Conduct Policy;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in me being dismissed from my employment.*

Your name:

Signed:

Date:

| Item # | Councillor's Name | Date of Complaint | Summary of Complaint | Category of Complaint: <ul style="list-style-type: none"> • Unsuitable meeting conduct • Inappropriate conduct • Misconduct • Corrupt conduct | Referral to: <ul style="list-style-type: none"> • Mayor • Independent Assessor • CCC | Summary of Decision & Reasons for Decision |
|--------|-------------------|-------------------|----------------------|---|---|--|
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Councillor Conduct Register

A Local Government must keep a register about the following matters (see section 150DX of the *Local Government Act 2009*):

- orders made about unsuitable meeting conduct
- decisions about suspected inappropriate conduct referred to the local government
- decisions made by the Councillor Conduct Tribunal about whether councillors engaged in misconduct or inappropriate conduct
- complaints about the conduct of councillors dismissed by the Assessor
- decisions by the Independent Assessor to take no further action about complaint.

This register, further helps the Mayor to keep track of the number of orders made for unsuitable meeting conduct in a 12 month period.

12.3 Amended Statutory Policy S0017 Councillor Expenses Reimbursement & Provision of Facilities

EXECUTIVE SUMMARY

A review of this policy was undertaken in accordance with legislative changes and to more accurately reflect facilities provided.

OFFICER'S RECOMMENDATION

That Council:

- **Adopt the amended Statutory Policy S0017/OCEO Councillor Expenses Reimbursement & Provision of Facilities as tabled.**

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications arising from adopting the recommendation.

BACKGROUND

This policy captures the provision of facilities made available to Elected Members and expenses that can be reimbursed to Councillors for Council business.

A review of the policy was undertaken in accordance with legislative changes:

Changes include:

- Minimal updating of legislative references
- Minor wordsmithing
- Removal of obsolete content
- Inclusion of a provision for a Mayoral vehicle
- Streamlining of travel expenses for ease of reading
- Inclusion of a clause for core Council business
- Reference to S0078/OCEO Councillor Administrative Support Policy

It is recommended that Councillors adopt the amended policy.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023 Priority No 7 – Our Organisation

CONSULTATION (Internal/External)

Internal: Chief Executive Officer – Aaron Johansson
Director Corporate & Communications – Kim Hargreaves
Chief Financial Officer – Shane Cagney

External: Nil

LEGAL CONSIDERATIONS

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

- Local Government Act 2009
- Local Government Regulations 2012
- D0016/CCS Travel Arrangements & Expense Claims – Councillors and Staff
- S0028/OCEO – Statutory Policy – Entertainment and Hospitality Expenditure Policy
- S0078/OCEO Councillor Administrative Support Policy

RISK IMPLICATIONS

There are no risk implications from adopting this report.

| | |
|--|---|
| Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 1 March 2021 | Report Authorised by: AARON JOHANSSON Chief Executive Officer |
|--|---|

ATTACHMENTS

- S0017/OCEO Councillor Expenses Reimbursement & Provision of Facilities Document No. 1207473

REFERENCE DOCUMENT

- Officer's Report Document No. 1428312
-

NUMBER: S0017/OCEO

ACT: LOCAL GOVERNMENT ACT 2009

POLICY TITLE: COUNCILLORS' EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES POLICY

1. PURPOSE AND SCOPE

The purpose of the policy is to:

- provide the framework for reimbursement of reasonable expenses incurred by councillors in discharging their duties and responsibilities.
- provide councillors with the facilities necessary to efficiently discharge their duties and responsibilities as councillors.

The policy does not provide for Councillor remuneration. Councillor remuneration is determined by the Local Government Remuneration and Disciplinary Tribunal.

2. COMMENCEMENT OF POLICY

This Policy will commence on 17 March 2021 and replace all other policies relating to councillors' expenses and reimbursement (whether written or not).

3. APPLICATION OF POLICY

This policy applies to all Councillors, including the Mayor, for the reimbursement of expenses.

4. PRINCIPLES

This policy ensures that the Council's reimbursement of expenses and provision of facilities is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

In addition, the principles that underpin this policy are:

- The use of public monies is in the public interest by responsible budgeting and accounting;
- Fair and reasonable allocation of Council resources (allowances, facilities and other benefits) to enable all Councillors to conduct their duties;
- Transparent decision-making by public disclosure of policy and resolutions; and
- Accountability for expenditure and use of facilities through appropriate accountability requirements.

5. DEFINITIONS

| | |
|-------------------------|--|
| Council business | means the official business of a Councillor as generally described by section 12 of the <i>Local Government Act 2009</i> . Council business should result in a benefit being achieved either for the Council or for the local government area. <i>Participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business.</i> |
| Expenses | means payments made by council to reimburse Councillors for reasonable expenses incurred, or to be incurred, when discharging their duties as Councillors. These payments are not regarded as remuneration. The expenses may be either reimbursed to Councillors or paid directly by Council for something that is deemed a necessary cost or charge when performing their duties. |

| | |
|---------------------------------|---|
| Facilities | means the amenities and tools necessary for Councillors to perform their duties efficiently and effectively. |
| Professional development | includes study opportunities, attendance at industry workshops, courses, seminars and conferences that improves Councillors' skills and knowledge relevant to their responsibilities as Councillor. |
| Reasonable | includes what would be perceived as prudent, responsible and acceptable to the community. |

6. POLICY PROVISIONS FOR EXPENSE REMIBURSEMENT

Council will reimburse Councillors for expenses as set out in this policy. Any expenses not provided for by this policy will not be reimbursed without approval from the Chief Executive Officer.

7. EXPENSE CATEGORIES

7.1 Council Business

The Council will reimburse relevant expenses incurred in undertaking Council business which includes:

- Preparing, attending and participating in Council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;
- Attending civic functions or civic events to perform official duties or as an official Council representative;
- Attending public/community meetings, presentation dinners and annual general meetings where invited as a Councillor;
- Attending a community to represent Charters Towers Regional Council; and
- For the Mayor or representative in an official capacity, representing Council at ordinary meetings, annual general meetings, annual or bi-annual conference of the Local Government Association (LGAQ) are considered Council business. The reasonable expenses incurred by any other Councillor attending these events will be reimbursed only if the Councillor's attendance has been approved by Council.

7.2 Professional Development

The council will reimburse expenses incurred for council-approved professional development.

Council will endeavour to provide Councillors with the opportunity to attend conferences, seminars, courses and workshops within the available budget.

A budget for Councillor's professional development expenditure will be set at \$5,000 per Councillor, per term, as part of budget deliberations.

7.3 Travel Expenses

Council will reimburse local, interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary for undertaking Council business and approved professional development.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. The amount of the reimbursement will be the actual amount expended by the Councillor.

Note: Any fines incurred while travelling in Council-owned vehicles, privately owned vehicles or rental vehicles when attending Council business will be the responsibility of the Councillor incurring the fine.

The payment of expenses of Councillors' partners travelling to and attending Local Government Association of Queensland Inc. Conferences are to be borne by the individual Councillors.

Flight Bookings

All Councillor travel approved by Council will be booked and paid for by Council. Economy class is to be used where possible, in limited circumstances Council may approve business class.

Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business.

Travel refunds cannot be used to offset other unapproved expenses. (eg. Cost of partner accompanying the Councillor).

If a change is required to airfares, by Councillors, after the airfares have been booked and payment effected, then the cost of the difference is to be borne by the Councillor, unless the change is required by Council.

Travel Transfer Costs

All transfer expenses (e.g. taxi, trains, buses and ferry fares) associated with travel for Council business will be reimbursed on production of original receipts.

Hire Car

The requirement for a hire car should be identified at the time of seeking Council approval for travel. Any subsequent need for a hire car must be approved by the Chief Executive Officer.

Private Vehicle Usage

Councillors' private vehicle usage may be reimbursed by Council if:

- the travel has been endorsed by Council resolution;
- a Council vehicle is not available;
- the claim for mileage is substantiated with log book details;
- the total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers; or
- it is considered impracticable to use a Council vehicle, due to the distances required to travel to Charters Towers, to collect the vehicle to attend to Councillor Portfolio and official functions.

Accommodation

All Councillor accommodation for Council business will be booked and paid for by Council through the normal administrative processes approved by the Chief Executive Officer. Council will pay for accommodation that is the most economical and convenient to the event.

Accommodation bookings for Councillors are to be made by staff in the Office of the Chief Executive Officer.

One night's accommodation prior to the event will only be approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure. It is the Councillor's responsibility to seek reimbursement of legitimate expenses upon return. Reimbursement must be sought using a travel expenses claim form and will not be approved without original receipts.

Meals

Councillors will be reimbursed reasonable costs of meals when:

- the Councillor incurs the cost personally;
- the meal was not provided within the registration costs of the approved activity/event/travel;
- the Councillor can produce original documents sufficient to verify the actual meal cost; and
- the expenses are reasonable.

If a Councillor cannot produce a receipt for a meal they have purchased then a statutory declaration must be completed to claim the reimbursement.

Guidelines relative to meal claims are contained within the *Travel and Expenses Claim Form* attached to Administrative Directive D0016/CCS.

No alcohol will be paid for by Council with the exception of events that are in accordance with Council's Statutory Policy - S0028/OCEO - Entertainment and Hospitality Expenditure Policy.

Incidental Expenses

Incidental expenses may be paid by Council to cover any additional necessary costs incurred by Councillors traveling on Council business. Invoices and receipts must be provided to Council for approval of incidental expenses.

7.4 Mayoral Hospitality Expenses

Council may reimburse the Mayor up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of Council business. Invoices and receipts must be provided to Council for approval of such expenses.

8. POLICY PROVISIONS FOR FACILITIES

The council will provide Councillors with the facilities necessary to efficiently discharge their duties and responsibilities as Councillors. All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

8.1 Private Use of Council Owned Facilities

Based on the principle that *no private benefit is to be gained*, the facilities provided to Councillors by Council are to be used only for Council business unless prior approval has been granted by resolution of Council.

The Council resolution authorising private use of Council owned facilities will set out the term under which the Council will reimburse Councillors for the percentage of private use. This will apply when Councillors have private use of Council owned motor vehicles and/or mobile telecommunication devices.

8.2 Facilities Categories

Administrative Tools

Council provides an individual office for the Mayor, and access to meeting rooms for Councillors upon request.

In general, rooms provided for Councillor use will be Council-owned or controlled premises such as Council's Board Room or Gold & Beef Rooms.

Administrative tools may be provided to Councillors, as required, to assist Councillors in their role. Administrative tools include:

- laptop computer
- stationery (upon request)
- publications
- use of Council landline telephones and internet access in Council offices (upon request)
- use of photocopiers in Council offices
- Mobile telephone (Mayor only)
- Council may provide a Councillor with home office computer equipment to support the laptop and internet access if necessary

Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment supplied to Councillors for official business use.

Name badge & business cards

Council will provide Councillors with a name badge and business cards.

Personal Protective Equipment (PPE) for Councillors

Council will provide the necessary PPE for use on official business eg. Safety Vest, helmet/boots.

Uniforms

All Councillors will receive a uniform allowance of \$500.00 each for the term plus:

- One (1) jacket (branded as per Uniform policy)
- One (1) polo shirt (branded as per Uniform policy)

This allowance is non-transferable.

All Councillors' corporate clothing is to comply with Council's corporate clothing range.

Use of Council vehicles on Council business

Councillors may have access to a Council vehicle for official council business.

Private Use of Council Vehicles

Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will, in its resolution authorise private use, set out the terms for the Councillor to reimburse Council for such private use.

Motor Vehicle – Mayor

Council will provide the Mayor with a vehicle for the sole use of the Mayor in carrying out their official council duties and for reasonable private use as per the conditions provided in the approval granted by resolution of Council.

Should the Mayor elect not to be provided with a Council vehicle, Council will reimburse (using the ATO per kilometre) all council business kilometres travelled in the Mayor's private vehicle. Alternatively, the Mayor may have access to Council vehicles similar to the conditions of provision for Councillors.

Fuel Costs

Fuel for a council-owned vehicle used for official Council business, including any Mayoral use outlined in this policy, will be provided/paid for by Council.

Car parking amenities

Council will provide Councillors with:

- Car parking at the Charters Towers Regional Council office premises and/or
- Reimbursement of parking costs paid by Councillors while attending to official Council business on the presentation of an official receipt.

Miscellaneous Support and Expenses

- Where Council meetings, functions or events extend through normal meal times, Council will provide meals for Councillors.
- Administrative support will be provided to Councillors in accordance with S0078/OCEO Councillor Administrative Support Policy.

9. VARIATIONS

9.1 Council reserves the right to vary, replace or terminate this Policy.

ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
 - *Local Government Regulations 2012*
 - D0016/CCS Travel Arrangements & Expense Claims – Councillors and Staff
 - S0028/OCEO – Statutory Policy – Entertainment and Hospitality Expenditure Policy
 - S0078/OCEO Councillor Administrative Support Policy
-

DOCUMENT REVIEW:

The document is to be reviewed upon changes to relevant legislation, or every two years if no changes have been required to be enacted.

Document Adopted: Council Meeting **17 March 2021**
Resolution Number: #####

Document Contact: Amy Russell
Executive Assistant to the Chief Executive Officer

Document Authorised: Aaron Johansson
Chief Executive Officer

Document ECM No: 1207473

CEO Signature

EXECUTIVE SUMMARY

An Expression of Interest was advertised for the establishment of a Meat Processing Facility in Charters Towers in November 2020. One (1) Expression of Interest was received.

OFFICER’S RECOMMENDATION

That Council:

- ***Decline the Expression of Interest received for the establishment of a Meat Processing Facility in Charters Towers.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget and resource implications that warrant the recommendation from being declined.

BACKGROUND

During the past twelve months, several enquiries have been fielded regarding the establishment of a Meat Processing Facility in Charters Towers.

As a result of these enquiries and the subsequent purchase of land on Stockroute Road, Sellheim, Council agreed to advertise for Expressions of Interest (EOI) for a Meat Processing Facility to be established on the Council owned land.

It is understood that due to the COVID-19 epidemic and in particular international travel restrictions imposed upon Australia, that several of the investor enquiries fielded previously did not proceed to an Expression of Interest.

The EOI received only provided limited information in their document, no proof of funds to establish the project and no history of previously operating or establishing a Beef Processing Facility.

A multi-criteria assessment was undertaken, after which further relevant questions addressing the shortfall in answers to the EOI were raised. These questions were answered only in part and it was recommended not to proceed further with the EOI received.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018 – 2023

Economic Development

To be a premier rural service-centre offering traditional and innovative opportunities to work, live, play and invest.

CONSULTATION (Internal/External)

Internal: Chief Executive Officer - Aaron Johansson
Procurement & Depot Co-Ordinator - Paul Weston
External: N/A

LEGAL CONSIDERATIONS

Due process has been followed in regard to the Expression of Interest advertised.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

There are no political, public relations, financial or workplace health and safety risk implications that warrant the recommendation being declined.

| | |
|---|---|
| Report Prepared by: MELANIE LAVELLE-MALONEY Tourism, Trade and Investment Advisor Date: 3 March 2021 | Report Authorised by: AARON JOHANSSON Chief Executive Officer |
|---|---|

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 1419279
-

13. REPORTS FOR CONSIDERATION - CONFIDENTIAL

CLOSE OF MEETING FOR CONFIDENTIAL REPORTS

In accordance with the *Local Government Regulation 2012 254*; (f) matters that may directly affect the health and safety of an individual or a group of individuals; the meeting will be closed to discuss the following confidential reports:

Item 13.1 Work Health & Safety Report – January 2021

CORPORATE & COMMUNITY SERVICES

13.1 Work Health & Safety Report – February 2021

THE MEETING WILL BE OPENED FOR THE TAKING OF RESOLUTIONS.

14. MAYORAL MINUTE

15. CLOSE OF MEETING



**CHARTERS TOWERS
REGIONAL COUNCIL**

**MINUTES
of the
GENERAL MEETING
of
CHARTERS TOWERS REGIONAL COUNCIL
held
Wednesday 17 February 2021
Commencing at 9:00am**

UNCONFIRMED



Contents

| Item | Page |
|---|------|
| 1. Opening Of Meeting | 1 |
| 2. Attendance/Apologies | 1 |
| 3. Prayer | 1 |
| 4. Condolences..... | 1 |
| 5. Declarations Of Interest | 1 |
| 6. Deputations | 1 |
| 7. Confirmation Of Minutes..... | 2 |
| 8. Business Arising From Previous Meeting Minutes..... | 2 |
| 9. Mayor's And Councillors' Reports | 2 |
| 10. Reports For Consideration – Infrastructure Services..... | 6 |
| 11. Reports For Consideration – Corporate & Community Services | 7 |
| 12. Reports For Consideration – Office of the Chief Executive Officer | 9 |
| 13. Confidential Reports..... | 12 |
| 14. Mayoral Minute | 13 |
| 15. Close Of Meeting..... | 13 |

1. OPENING OF MEETING

The Meeting was opened at **9:00am** by Mayor FC Beveridge

2. ATTENDANCE/APOLOGIES

Councillors:

Cr FC Beveridge (Mayor)
Cr S Bennetto (Deputy Mayor)
Cr AP Barr
Cr GJ Lohmann
Cr KF Hastie
Cr JD Mathews
Cr BP Robertson

Officers:

Mr A Johansson – Chief Executive Officer
Ms K Hargreaves – Director Corporate & Community Services
Mr J Teague – Director Infrastructure Services
Mrs A Russell – Executive Assistant to the Chief Executive Officer
Mr S Cagney – Chief Finance Officer
Ms M Lavelle-Maloney – Tourism, Trade & Investment Advisor

Pastor Daniel O'Connor, of the Baptist Church, attended on behalf of the Ministers' Fraternal.

Apologies:

Nil

Members of the Gallery:

Mrs Trudy Brown, Townsville Bulletin

3. PRAYER

Pastor Daniel O'Connor delivered an opening prayer. Pastor Daniel O'Connor departed the meeting at **9:01am**

4. CONDOLENCES

Condolences were offered for:

Brian Nolan
Kenneth Anning

5. DECLARATIONS OF INTEREST

Mayor FB Beveridge called for Declarations of Interest in matters listed on the Agenda.

There were no Declarations of Interested declared.

6. DEPUTATIONS

There were no deputations scheduled.

7. CONFIRMATION OF MINUTES

- ❖ Minutes of General Meeting held 17 February 2021.

Resolution No.: 3530

Moved: Cr JD Mathews

Seconded: Cr S Bennetto

That the Minutes of the General Meeting held 27 January 2021 be confirmed.

CARRIED

8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

8.1 Lifting matters from the table

EXECUTIVE SUMMARY

Items laid on the table require a report to be lifted from the table before being dealt with.

OFFICER'S RECOMMENDATION

That the following matter be lifted from the table and dealt with accordingly:

- *Donation of mining equipment – Ravenswood Gold*

Resolution No.: 3531

Moved: Cr AP Barr

Seconded: Cr BP Robertson

That the following matter be lifted from the table and dealt with accordingly:

- *Donation of mining equipment – Ravenswood Gold*

CARRIED

ATTENDANCE

Mrs Trudy Brown, Townsville Bulletin entered the meeting at **9:03am**

9. MAYOR'S AND COUNCILLORS' REPORTS

Mayor Frank Beveridge reported on:

| Date | Details |
|-------------|---|
| 27/01/2021 | Chaired January General Meeting |
| 27/01/2021 | Attended Regional Planning Committee Meeting for NQ Plan 2020 with Council's Chief Executive Officer |
| 27/01/2021 | Attended meeting with Council's Chief Executive Officer and the Honourable Glenn Butcher MP, Minister for Regional Development and Manufacturing and Minister for Water |
| 28/01/2021 | Participated in Tour of Pajingo Gold Mine Operations with the Honourable Scott Stewart MP, Minister for Resources, Department of Resources Acting Director-General and Departmental Staff together with Deputy Mayor, Chief Executive Officer and Council's Communication Coordinator |
| 29/01/2021 | Recorded Mayoral Minute with Council's Media staff |
| 01/02/2021 | Attended North Queensland Regional Road and Transport Group Meeting in Townsville |
| 01/02/2021 | Chair of Regional Development Australia duties in Townsville |
| 02/02/2021 | Participated in photograph with Councillors, Chief Executive Officer, Directors Infrastructure Services and Corporate and Community Services and new apprentice and trainees |
| 02/02/2021 | Weekly meeting with Executive Assistant |
| 27/01/2021 | Chaired January General Meeting |
| 27/01/2021 | Attended Regional Planning Committee Meeting for NQ Plan 2020 with Council's Chief Executive Officer |
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| 02/02/2021 | Participated in photograph with Councillors, Chief Executive Officer, Directors Infrastructure Services and Corporate and Community Services and new apprentice and trainees |
| 02/02/2021 | Weekly meeting with Executive Assistant |
| 02/02/2020 | Met with constituent and Director Infrastructure Services regarding upkeep of various parts of Lissner Park |
| 02/02/2021 | Telephone meeting with business owner to discuss planning matter together with Council's Manager Regional Development and Council's Trade, Tourism and Investment Advisor |
| 03/02/2021 | Participated in Meeting with Deputy Mayor and Council's Tourism, Trade and Investment Advisor, School Principals, Manager Dalrymple Trade Training Centre and Careers' Officers in respect to Careers Day Planning |
| 03/02/2021 | Chaired meeting with Secondary School Principals and Deputy Mayor |
| 03/02/2021 | Chaired monthly Advocacy Meeting |
| 03/02/2021 | Participated in meeting with Chief Executive Officer, Deputy Mayor and Director Infrastructure Services regarding community group matter |
| 08/02/2021 | Participated in Overlanders Way 2021 Planning Meeting held in Richmond |
| 08/02/2021 | Attended meet and greet – Beef 2021 – Northern Australia Launch – HM Clarke Saleyards |

| | |
|------------|--|
| 09/02/2021 | Attended Beef 2021 – Northern Australia Launch – HM Clarke Saleyards with the Honourable David Littleproud MP – Minister for Agriculture, Drought and Emergency Management, Deputy Mayor and Chief Executive Officer |
| 09/02/2021 | Participated in workshop with Deputy Mayor and Councillor together with representatives of Queensland Health and community groups to discussion draft Ageing Health Strategy |
| 09/2/2021 | Weekly meeting with Executive Assistant |
| 11/02/2021 | Officiated at Kmart (Khub) Official Opening |
| 11/02/2021 | Participated in meeting with community organisation and Director Infrastructure Services |
| 12/02/2021 | Participated in meeting with Mining Company representative together with Council's Tourism, Trade and Investment Advisor |
| 15/02/2021 | Weekly meeting with Executive Assistant |

Cr Sonia Bennetto reported on:

| Date | Details |
|------------|---|
| 28/01/2021 | Tour of Pajingo Mine with Mayor, CEO and Communications Coordinator and Minister for Resources Scott Stewart, DG Mike Kaiser and their support team. |
| 02/02/2021 | Introduction of new council trainees |
| 03/02/2021 | Careers Expo Planning Meeting with mayor and school reps Secondary Schools Principals Meeting Advocacy Committee Meeting Meeting with Mayor, CEO and Director of Infrastructure regarding a local matter |
| 08/02/2021 | Big Country Brahman Sale, meet and greet with Federal Ag Minister David Littleproud |
| 09/02/2021 | Big Country Brahman Sale, northern launch of Beef Week 2021 |
| 09/02/2021 | Meeting with Townsville Hospital and Health Service, regarding Healthy Ageing Strategy. |
| 12/02/2021 | Meeting with Mayor and Tourism, Trade & Investment Advisor. |
| 15/02/2021 | ICPA Committee Meeting |
| 28/01/2021 | Tour of Pajingo Mine with Mayor, CEO and Communications Coordinator and Minister for Resources Scott Stewart, DG Mike Kaiser and their support team. |
| 02/02/2021 | Introduction of new council trainees |
| 03/02/2021 | Careers Expo Planning Meeting with mayor and school reps Secondary Schools Principals Meeting Advocacy Committee Meeting Meeting with Mayor, CEO and Director of Infrastructure regarding a local matter |
| 08/02/2021 | Big Country Brahman Sale, meet and greet with Federal Ag Minister David Littleproud |
| 09/02/2021 | Big Country Brahman Sale, northern launch of Beef Week 2021 |
| 09/02/2021 | Meeting with Townsville Hospital and Health Service, regarding Healthy Ageing Strategy. |
| 12/02/2021 | Meeting with Mayor and Tourism, Trade & Investment Advisor. |
| 15/02/2021 | ICPA Committee Meeting |

Cr Alan Barr reported on:

| Date | Details |
|------|------------------------------|
| | Various calls from residents |

Cr Kate Hastie reported on:

| Date | Details |
|------------|--|
| 27/01/2021 | Monthly Council Meeting/Workshops |
| 28/01/2021 | Phone call with LGA re priorities for CT region |
| 30/01/2021 | Discussion with Andrew Briggs – Access Group |
| 01/02/2021 | Women Leading in Local Government Programme |
| 01/02/2021 | Discussions with Andrew Briggs – Access Group |
| 01/02/2021 | JPs in the Community Programme - EOI |
| 02/02/2021 | Introduction & Photo - New Apprentices |
| 08/02/2021 | Webinar – Women Leading in Local Govt. – Module 1 |
| 09/02/2021 | Module 1 – Authentically You - workbook |
| 10/02/2021 | Discussion/Letters – Access Group |
| 11/02/2021 | Councillor Budget Priorities completed |
| 11/02/2021 | Rural Aid Community Builder webinar |
| 11/02/2021 | Query – water drainage issues – CT Miners ground |
| 13/02/2021 | High Tea – 100 year anniversary St Gabriels School |

Cr Julie Mathews reported on:

| Date | Details |
|------------|------------------------------------|
| 27/01/2021 | General Meeting of Council |
| 02/02/2021 | Induction Photo |
| 03/02/2021 | Advocacy Meeting |
| 08/02/2021 | Richmond – Overlanders Way Meeting |
| | Ratepayer Inquiries |

Cr Graham Lohmann reported on:

| Date | Details |
|------------|---|
| 27/01/2021 | Australia Day Excellence Awards Qld Health |
| 29/01/2021 | Burdekin Haughton Flood Resilience Strategy discussion |
| 2/02/2021 | Media – Apprentices & Trainees photograph |
| 3/02/2021 | Consumer Advisory Council meeting Townsville |
| 8/02/2021 | Consumer Platform webinar – GP Liaison Officer |
| 9/02/2021 | THHS Older Persons Strategy discussions |
| 10/02/2021 | Burdekin Haughton Flood Resilience Strategy review Regional Communities Forum update SEGRA [Sustainable Economic Growth for Regional Australia] webinar |
| 11/02/2021 | Training - World Theatre Friends of the Theatre Training |
| 12/02/2021 | Local Level Alliance meeting |
| 13/02/2021 | Media – World Theatre |
| 27/01/2021 | Australia Day Excellence Awards Qld Health |
| 29/01/2021 | Burdekin Haughton Flood Resilience Strategy discussion |
| 2/02/2021 | Media – Apprentices & Trainees photograph |
| 3/02/2021 | Consumer Advisory Council meeting Townsville |
| 8/02/2021 | Consumer Platform webinar – GP Liaison Officer |
| 9/02/2021 | THHS Older Persons Strategy discussions |
| 10/02/2021 | Burdekin Haughton Flood Resilience Strategy review Regional Communities Forum update SEGRA [Sustainable Economic Growth for Regional Australia] webinar |
| 11/02/2021 | Training - World Theatre Friends of the Theatre Training |
| 12/02/2021 | Local Level Alliance meeting |
| 13/02/2021 | Media – World Theatre |

Cr Robertson

| Date | Details |
|------------|-----------------------------------|
| 27/01/2021 | Monthly Council Meeting/Workshops |

10. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

10.1 Building Better Regions Fund (BBRF) – Round 5

EXECUTIVE SUMMARY

Building Better Regions Fund (BBRF), Infrastructure Projects Stream, Round Five is open until 5 March 2021. This stream supports investment ready projects that provide economic and social benefits for regional and remote areas. It is recommended that the water reticulation network be submitted for this funding to support the Water Infrastructure Upgrade Project (WIUP).

OFFICER'S RECOMMENDATION

That Council:

- *Approve the submission of an application for Round Five funding under the Building Better Regions Fund for the upgrade of water infrastructure to the value of \$2 million.*
- *Approve Council's co-contribution of \$2 million for the project to be funded from Council's Water Reserve.*

Resolution No.: 3532

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

That Council:

- *Approve the submission of an application for Round Five funding under the Building Better Regions Fund for the upgrade of water infrastructure to the value \$2 million.*
- *Approve Council's co-contribution of \$2 million for the project to be funded from Council's Water Reserve.*

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1418899

ATTENDANCE

Mr Shane Cagney, Chief Financial Officer entered the meeting at **9:18am**

10.2 S0051 Grazing Stock on Relevant Land Statutory Policy

EXECUTIVE SUMMARY

This report seeks Council's endorsement of the Grazing Stock on Relevant Land and Trust Land Statutory Policy.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt Grazing Stock on Relevant Land and Trust Land Statutory Policy No. S0051, as tabled.***

Resolution No.: 3533

Moved: Cr BP Robertson

Seconded: Cr KF Hastie

That Council:

- ***Adopt Grazing Stock on Relevant Land and Trust Land Statutory Policy No. S0051, as tabled.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1411936

11. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

11.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2020/21 adopted budget is presented for consideration, together with the Income Statement, Balance Sheet and Cash Flow as at 31 January 2021.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the monthly financial report presenting the progress made as at 31 January 2021 in relation to the 2020/21 adopted budget and including the:***
 - ***Consolidated Income Statement***
 - ***Consolidated Balance Sheet***
 - ***Consolidated Cashflow Statement***

Resolution No.: 3534

Moved: Cr S Bennetto

Seconded: Cr KF Hastie

That Council:

- ***Receive the monthly financial report presenting the progress made as at 31 January 2021 in relation to the 2020/21 adopted budget and including the:***
 - ***Consolidated Income Statement***
 - ***Consolidated Balance Sheet***
 - ***Consolidated Cashflow Statement***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1416431
-

11.2 Preferred Supplier Arrangement PSA003/20 Supply of Uniforms

EXECUTIVE SUMMARY

In September 2020, the contract for the supply of uniforms expired. Therefore, in accordance with the *Local Government Regulation 2012* and Council's Procurement Policy and Procedures, a tender was released to open market in January 2021.

The evaluation of these submissions under the Preferred Supplier Arrangement (Tender), PSA003/20, for the Supply of Uniforms in both the corporate range and personal protective wear (PPE) is now tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council:

- ***Accept the tender response from Worklocker Charters Towers, for the supply of Hi-Vis PPE type uniforms, safety boots, embroidery, and a range of corporate uniforms for a period of three (3) years with an option to extend for a further two (2) x 12-month periods.***
-

Resolution No.: 3535

Moved: Cr GJ Lohmann

Seconded: Cr KF Hastie

That Council:

- ***Accept the tender response from Worklocker Charters Towers, for the supply of Hi-Vis PPE type uniforms, safety boots, embroidery, and a range of corporate uniforms for a period of three (3) years with an option to extend for a further two (2) x 12-month periods.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1417602
-

11.3 Final Management Report – 2019/2020

EXECUTIVE SUMMARY

The 2019/2020 Final Management Report was received from the Queensland Audit Office on 5 February 2021. As prescribed by section 213 of the *Local Government Regulation 2012*, the report is to be received and noted by Council.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the 2019/2020 Final Management Report as tabled.***
-

Resolution No.: 3536

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

- ***Receive the 2019/2020 Final Management Report as tabled.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1417717

ATTENDANCE

Mr Shane Cagney, Chief Financial Officer departed the meeting at **9:29am**.

12. REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

12.1 Donation of mining equipment – Ravenswood Gold

EXECUTIVE SUMMARY

Ravenswood Gold have offered to donate historic mining equipment from their Mt Wright Operation at Ravenswood for inclusion in the proposed mining display in Charters Towers as part of Council's Tourism Experience.

OFFICER'S RECOMMENDATION

That Council:

- ***Accept the donation of the mining equipment from Ravenswood Gold subject to the tourism experience proceeding;***
- ***Agree to enter into an agreement with Ravenswood Gold documenting the terms of acceptance of the donation; and***
- ***Authorise the Chief Executive Officer to negotiate, execute and vary the terms of that agreement as required.***

Resolution No.: 3537

Moved: Cr BP Robertson
Seconded: Cr AP Barr

That Council:

- ***Accept the donation of the mining equipment from Ravenswood Gold subject to the tourism experience proceeding;***
- ***Agree to enter into an agreement with Ravenswood Gold documenting the terms of acceptance of the donation, and***
- ***Authorise the Chief Executive Officer to negotiate, execute and vary the terms of that agreement as required.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1412838

ATTENDANCE

Ms Melanie Lavelle-Maloney, Tourism, Trade & Investment Advisor entered the meeting at **9:32am**.

12.2 Charters Towers Regional Destination Brand and Style Guide

EXECUTIVE SUMMARY

A Charters Towers Regional Destination Brand has been designed and is presented to Council for approval. The Destination Brand is the final action to complete the Charters Towers Destination Management Plan, Activation Framework and Regional Brand project.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the Charters Towers Regional Destination Brand and Style Guide as tabled.***
-

Resolution No.: 3538

Moved: Cr S Bennetto
Seconded: Cr JD Mathews

That Council:

- ***Adopt the Charters Towers Regional Destination Brand and Style Guide as tabled.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1418139
-

ATTENDANCE

Ms Melanie Lavelle-Maloney, Tourism, Trade & Investment Advisor departed the meeting at **9:35am**

12.3 Recovery & Resilience Grants – Funding availability

EXECUTIVE SUMMARY

Council has received Commonwealth funding up to \$857,000 under the Recovery and Resilience Grants program and this has been made available through the National Drought and North Queensland Flood Response and Recovery Agency. A program of works is to be submitted to the Queensland Reconstruction Agency by 31 March 2021.

OFFICER'S RECOMMENDATION

That Council:

- ***Approve the submission of a Program of Works to the Queensland Reconstruction Authority for the construction and fitout of a Local Disaster Coordination Centre development on the north side of the Administration Centre.***
-

Resolution No.: 3539

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

That Council:

- **Approve the submission of a Program of Works to the Queensland Reconstruction Authority for the construction and fitout of a Local Disaster Coordination Centre development on the north side of the Administration Centre.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1416838

12.4 Big Rocks Weir Cultural Heritage Services – Sole Supplier

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* section 235(a) a resolution must be adopted by Council to appoint a sole supplier. This report seeks to appoint North Queensland Cultural Heritage as a sole supplier in order to exclusively use their services for the Big Rocks Weir project.

OFFICER'S RECOMMENDATION

That Council:

- **In accordance with the Local Government Regulation 2012 section 235(a) resolve to apply sole supplier status to North Queensland Cultural Heritage for services to the Big Rocks Weir Project.**

Resolution No.: 3539

Moved: Cr BP Robertson
Seconded: Cr AP Barr

That Council:

- **In accordance with the Local Government Regulation 2012 section 235(a) resolve to apply sole supplier status to North Queensland Cultural Heritage for services to the Big Rocks Weir Project.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1421059

ATTENDANCE

Mrs Trudy Brown, Townsville Bulletin departed the meeting at **9:44am**.

13. CONFIDENTIAL REPORTS

CLOSE OF MEETING

Resolution No.: 3541

Moved: Cr AP Barr

Seconded: Cr GJ Lohman

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the General Meeting be closed to the public at **9:44am** for discussion of the following matters:

f) matters that may directly affect the health and safety of an individual or a group of individuals;

CARRIED

OPENING OF MEETING

Resolution No.: 3542

Moved: Cr KF Hastie

Seconded: Cr AP Barr

That the meeting be opened at **9:52am** the taking of resolutions.

CARRIED

ATTENDANCE

Mrs Trudy Brown, Townsville Bulletin returned to the meeting at **9:52am**.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

13.1 Work Health & Safety Report – January 2021

EXECUTIVE SUMMARY

The Work Health and Safety Report for January 2021 is presented to Council for consideration. Details on injuries, claims and risk management initiatives are contained in the report.

OFFICER'S RECOMMENDATION

That Council:

➤ ***Notes the monthly Work Health and Safety report for January 2021.***

Resolution No.: 3543

Moved: Cr JD Mathews

Seconded: Cr KF Hastie

That Council:

- **Notes the monthly Work Health and Safety report for January 2021.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1417430

14. MAYORAL MINUTE

15. CLOSE OF MEETING

There being no further business, the General Meeting closed at **9:53am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 17 MARCH 2021.

Mayor

Date

COUNCIL CONFIRMED