



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 AUGUST 2022 at 9:00am at the CTRC Board Room, 12 Mosman Street, Charters Towers.

M Drydale
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 AUGUST 2022 AT 9:00AM
CTRC BOARD ROOM, 12 MOSMAN STREET, CHARTERS TOWERS

MEETING AGENDA

MEETING AGENDA	0
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. MAYORAL MINUTE	1
11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES	2
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Attachment "A" - Unconfirmed Minutes of the General Meeting held 20 July 2022

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 20 July 2022.
-

8. BUSINESS ARISING FROM PREVIOUS MINUTES

9. MAYOR'S AND COUNCILLORS' REPORTS

10. MAYORAL MINUTE

11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

11.1 Unconfirmed Minutes of the Miners Memorial Advisory Group Meeting held 27 July 2022

EXECUTIVE SUMMARY

Unconfirmed minutes of the Miners Memorial Advisory Group Meeting held 27 July 2022 are presented to Council to note.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the unconfirmed minutes of the Miners Memorial Advisory Group Meeting held 27 July 2022.*

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

The first meeting of the Miners Memorial Advisory Group saw attendance of representatives from Council, the community, Department of Resources, Civil/Structural Design, Architects, and Interpretive Sign Design.

The group agreed that a concept document is required to be prepared to bring the intent of the site together cohesively for the group's agreement and that the site's purpose is to be a memorial to those that have died in mining.

The next meeting of the committee will be a site meeting being held 23 August 2022.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025:

- Priority No 1 – Economic prosperity
- Priority No 2 – Culture and Heritage
- Priority No 5 – Transparency & Accountability
- Priority No 9 – Assets and Infrastructure

CONSULTATION (Internal/External)

Internal: Director Infrastructure Services; John Teague

External: Miners Memorial Advisory Group Members

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.

<p>Report Prepared by: KELIE STANDFAST Executive Assistant to the Director Infrastructure Services Date: 3 August 2022</p>	<p>Report Authorised by: JOHN TEAGUE Director Infrastructure Services</p>
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ATTACHMENTS

- Unconfirmed Minutes of the Miners Memorial Advisory Group Meeting held 27 July 2022

REFERENCE DOCUMENT

- Officer's Report Document No. 4676920
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1.0	Opening of Meeting and Introduction																																								
	The meeting was opened by Graham Lohmann, Deputy Mayor, CTRC at 9:00am.																																								
2.0	Attendance & Apologies																																								
	<p>Attendance</p> <table border="0"> <tr> <td>Charters Towers Regional Council</td> <td>Mayor (Chair)</td> <td>Cr Graham Lohman, Deputy Mayor</td> </tr> <tr> <td></td> <td>Portfolio Councillor (Tourism)</td> <td>Cr Julie Mathews</td> </tr> <tr> <td></td> <td>Chief Executive Officer</td> <td>Mr Martin Drydale</td> </tr> <tr> <td></td> <td>Director Infrastructure Services</td> <td>Mr John Teague</td> </tr> <tr> <td></td> <td>Manager Council Facilities</td> <td>Ms Kylee Goss</td> </tr> <tr> <td></td> <td>Manager Operations</td> <td>Mr Rag Vasudeva</td> </tr> <tr> <td></td> <td>Manager Community Services</td> <td>Ms Hayley Thompson</td> </tr> <tr> <td></td> <td>Executive Assistant to the Director</td> <td>Ms Kelie Standfast</td> </tr> <tr> <td></td> <td>Infrastructure Services (Minute taker)</td> <td></td> </tr> <tr> <td>Community Member</td> <td>3 x Representatives</td> <td>Mr Malcolm Macdonald, Mr Bob Read, Mr Ross Thomas</td> </tr> <tr> <td>Department of Resources Architect</td> <td>1 x Representative</td> <td>Mr Barry Whiting</td> </tr> <tr> <td>Civil/Structural Designer</td> <td>1 x Representative</td> <td>Mr Colin Quinn and Mr Jon Larrazabal (i4architecture)</td> </tr> <tr> <td>Interpretive Sign Designer</td> <td>1 x Representative</td> <td>Mr Brett Langtree (Langtree Consulting) Mr Peter O'Brien and Ms Dee Rogers (The Interpretive Design Company)</td> </tr> </table> <p>Apologies Mayor Frank Beveridge (proxy; Graham Lohman, Deputy Mayor)</p>		Charters Towers Regional Council	Mayor (Chair)	Cr Graham Lohman, Deputy Mayor		Portfolio Councillor (Tourism)	Cr Julie Mathews		Chief Executive Officer	Mr Martin Drydale		Director Infrastructure Services	Mr John Teague		Manager Council Facilities	Ms Kylee Goss		Manager Operations	Mr Rag Vasudeva		Manager Community Services	Ms Hayley Thompson		Executive Assistant to the Director	Ms Kelie Standfast		Infrastructure Services (Minute taker)		Community Member	3 x Representatives	Mr Malcolm Macdonald, Mr Bob Read, Mr Ross Thomas	Department of Resources Architect	1 x Representative	Mr Barry Whiting	Civil/Structural Designer	1 x Representative	Mr Colin Quinn and Mr Jon Larrazabal (i4architecture)	Interpretive Sign Designer	1 x Representative	Mr Brett Langtree (Langtree Consulting) Mr Peter O'Brien and Ms Dee Rogers (The Interpretive Design Company)
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3.0	Items	Attachment																																							
3.1	<p>Plan and Current Status of Project <i>John Teague, Director Infrastructure Services, CTRC</i></p> <ul style="list-style-type: none"> Miners Memorial project extends from the current project of a 5-bay carpark, a 54-metre boardwalk that connects to a raised viewing platform over the historical Wyndham No. 3 Mine Shaft. Purchase order has been issued to JMAC Constructions for the structural components of the project. Funding body requires completion by end of financial year, however, aiming for completion by December 2022. Interpretive components of the project will progress through this advisory group. Council is still in negotiation with Red River Resources for chimney stack and historical mining kettles from Carrington Heritage Mine. 	A																																							
3.2	<p>Assignment of theme for panels in each structure <i>John Teague, Director Infrastructure Services</i></p> <ul style="list-style-type: none"> There is room for 14 signs at 900 x 1800 	B																																							
3.3	<p>Other Ideas and Considerations <i>All</i></p> <ul style="list-style-type: none"> etched glass looking towards Towers Hill or Upper Deane Street shaft. QR code to link to list of fatalities. 																																								

**Miners Memorial Advisory Group
Minutes
Wednesday 27 July at 9:00am
CTRC Board Room**

	<ul style="list-style-type: none"> • Early mine deaths related to dust inhalation (780). • Brilliant Fire – 7 deaths, affecting 12 different mines, Qld Parliament indemnified. • Stone Axe Quarry (was at Highway Reward Mine), Don Grinstead, Geoff Phillips and Elders to be contacted on likely place items were relocated to. • Poem - Lines on the Death of John Gough – written 14 December 1893. • Relics available to be included (i.e. Stamper), contacts are Gary Watson and Alan Silverwood. • Audio components in addition to signage, tolling of church bells a powerful contribution. • Future maintenance of the site to be considered. • Future stage includes connection from Mosman Street carpark. • Women and children and their contribution to mining. • Chinese miners. • WW1 Tunnellers. • WW1 unofficial name given to the soldiers from Charters Towers was the “Silk Handkerchief Battalion”. • Virtual components – Towers Hill currently has the “Towers Hill in WWII” free augmented reality app in addition to audio and visuals in bunkers. • Budget will allow for audio components. • Department of Resources can assist with data and are currently negotiating with the Chinese Government to restore the Chinese Cemetery off Jardine Street. • Restrained and tasteful interpretations to ensure cohesion, currently it is fragmented. • Visitor experience and return visitation to be considered. • Digital is important including ongoing maintenance, gets old, requires heat and dust protection. • Solar at the site. • What is the main messaging/overarching theme and sub themes to bring the stories out? • Promotion is the design, connection is the tragedy, love, hate, greed, anger. Details and dates are another thing, it needs to reveal the real meaning of the site – impactful. • Requires concept document and agreement to bring it all together cohesively. Site meeting required. • Signs will have 8-to-10-week lag from manufacture to install, therefore out to fabrication in October. • Poppet heads will act as stops on a journey along the memorial. • Recommend that its purpose is a memorial (up to 1000 names). • Do not overload with too much reading. • A number on the wall is powerful, names can be displayed. • Signs to be graphic dense and incorporate audio into the sign. • Drone footage of the site can be provided. • Names placed along the rails of the walk. 	
4.0	Close of Meeting	
	The meeting was closed at 10:01am.	
5.0	Next Meeting	
	Next meeting will be a site meeting with date and time TBA.	

ACTION ITEMS

Meeting Date	Item No.	Action	Update
27/07/2022	1	Concept document ALL to prepare document to bring the intent of the site together cohesively for the group's agreement.	

12. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

12.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022-23 budget is presented for consideration, together with the Income Statement, Balance Sheet, and Cash Flow as at 31 July 2022.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the monthly financial report presenting the financial position as at 31 July 2022 in relation to the 2022-23 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 and includes an analysis of actual versus 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 (YTD) service delivery with the 2022-23 Council Operating Plan and Budget.

BACKGROUND

This report provides commentary on actual versus amended budget performance, including a rates and charges revenue overview, and an update on Council cash & investments, and borrowings.

Financial Position as at 31 July 2022

The following tables provide a snapshot of key 2022-23 financial information as at 31 July 2022.

Income Statement Summary as at 31 July 2022

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

Total recurrent revenue, excluding DRFA, as at 31 July 2022 is \$755k or just under 2% of the 2022-23 budget.

The total recurrent expenditure, excluding DRFA, as at 31 July 2022 is \$1.8m or 3.9% of the 2022-23 budget.

The table below provides a summary of key income statement information and is extracted from the 31 July 2022 Income Statement (Attachment A).

Income Statement Summary	Budget (\$'000s)	2022-23 EOM July 2022 (\$'000s)	Variance %	Notes
Total recurrent revenue (excl DRFA)	\$43,052	\$755	1.75%	<ul style="list-style-type: none"> Limited balance due to time of year, 1st half yearly rate levies due for issue August 2022
Total recurrent expenses (excl DRFA)	(\$46,205)	(\$1,790)	3.87%	<ul style="list-style-type: none"> Salaries and materials & services are both tracking below target
Operating result (excl DRFA)	(\$3,153)	(\$1,035)		
DRFA operating result (rev less exp below)	\$-	(\$)		<ul style="list-style-type: none"> New Accounting Standards match timing of DRFA revenue to works carried out
DRFA revenue	\$41,000	\$387	<1%	<ul style="list-style-type: none"> DRFA revenue recognised as CTRC work is carried out DRFA works carried out by CTRC
DRFA expenses	(\$41,000)	(\$387)	<1%	
Capital revenue	\$11,189	\$32	<1%	<ul style="list-style-type: none"> Reasonable variance reflects timing of 2022-23 capital works funded projects
Net result	\$8,036	(\$1,003)		<ul style="list-style-type: none"> Reconciles with Balance Sheet

Note: the new Accounting Standards require that DRFA revenue is recognised in the Income Statement as the DRFA contract works are being expensed.

The table above shows the position as at 31 July 2022; operating deficit of \$1.03 million and a net deficit of \$1 million.

Balance Sheet Summary as at 31 July 2022

The table below provides a summary of key balance sheet information and is extracted from the Balance Sheet as at 31 July 2022 (Attachment A). The table also includes June 2022 figures for comparison of movement against the highlighted balance sheet items.

Balance Sheet Summary	Budget (\$'000s)	2022-23		Notes
		EOM July 2022 YTD (\$'000s)	June 2022 (\$'000s)	
Cash at bank	\$33,305	\$38,334	\$43,526	<ul style="list-style-type: none"> Decrease from prior month reflects minimal revenue inflow for the first period of the new financial year
Short term investments	\$-	\$19,000	\$19,000	<ul style="list-style-type: none"> Current balance reflects CBA 3-month term deposits
Property plant & equipment	\$481,653	\$468,488	\$464,189	<ul style="list-style-type: none"> All asset types; Increase from prior month reflects spend on capital projects (22-23 year & 21-22 accruals) and 21-22 EOY valuation adjustments
Receivables (Current)	\$2,453	\$1,613	\$3,756	<ul style="list-style-type: none"> Reasonable level of accounts receivable, decrease from prior month reflects payment of sundry debtor invoices
Payables (Current)	\$2,970	\$2,171	\$6,341	<ul style="list-style-type: none"> Reasonable level of accounts payable, prior month balance reflects EOFY which drives an increase in payables processed
Accrued expenses & unearned revenue	\$1,500	\$-	\$162	<ul style="list-style-type: none"> Current year actuals are realised as part of end of year processing
Contract assets	-	\$1,400	\$1,837	<ul style="list-style-type: none"> Decrease from prior month can be attributed to DRFA 2021 Event grant funds received for works previously completed Decrease from prior month due to works being carried out against grant revenue received in advance.
Contract liabilities	-	\$13,725	\$14,399	<ul style="list-style-type: none"> Most of the balance can be attributed to the DRFA 2021 work packages; \$11.8 m received in advance

Cash & Investments, and Borrowings as at 31 July 2022

The cash & investments, and borrowings as at 31 July 2022 are summarised below and presented with the key financial stability ratios. These ratios provide a snapshot of the management of cash and investments as well as borrowing resources.

		2022-23		
Cash & Investments	Budget (\$'000s)	EOM July 2022 YTD (\$'000s)		Notes
Current account		\$138		• Daily transaction management
Investment – CBA # 1		\$2,000		• 3 month matures 22/09/22 – rate 2.45%
Investment – CBA # 2		\$17,000		• 3 month matures 23/09/22 – rate 2.41%
Investment – QTC		\$38,196		• Daily cash fund – interest rate 1.91%
Total cash & investments	\$33,312	\$57,334		
Borrowings				
Current – QTC	\$155	\$154		• Quarterly payments payable over next 12 months
Non-current – QTC	\$493	\$650		• Payable over term– maturity date 15/06/2027
Total borrowings	\$648	\$804		• Book rate 2.67% + Admin fee 0.12%

The YTD 2022-23 financial stability ratios reflect strong cash resources available to fund operations.

Financial Stability Ratios	Target	2022-23 Budget	EOM July 22 YTD	June 2022 YTD	Notes
Current ratio	>1.1	4.60	3.13	2.80	• Above target
Cash cover ratio	>1.1	3.99	2.89	2.52	• Above target
Cash capacity in months (excludes externally restricted cash)	>3 months	5.10	6.67	8.03	• Cash available to fund well over 3 months of operations

- 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
- 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
- Cash capacity in months**
 An indication as to the number of months available cash would cover operating cash outflows.
 (Cash at bank – externally restricted cash) ÷ (annual cash operating costs ÷ months per year)

Rates & Charges Summary

2022-23 1st half yearly rates notices are yet to be issued.

Rates & Charges Summary	2022-23 Budget (\$'000s)	EOM July 2022 YTD (\$'000s)	Notes
General rates	\$14,810	\$115	<ul style="list-style-type: none"> 1st half-yearly rate notices due for issue in August 2022 2022-23 excess water is not recognised until end of financial year transactions are finalised
Waste management	\$1,432	\$-	
Water	\$7,017	\$6	
Sewerage	\$3,855	\$9	
Total rates & charges	\$27,114	\$130	

2022-23 Rating Calendar:

- 1st half-yearly rates levies due for issue in August 2022.
- 2nd half-yearly rates levies due for issue in February 2023.
- Water meter reads are undertaken annually during the last week of May and the first week of June.

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

Rates & Charges Debtors	EOM July 2022 YTD (\$'000s)	% of rates debtors	Notes
Rates debtors			
• Current (2022-23 rates)	\$-	-	<ul style="list-style-type: none"> 1st half yearly rates notices yet to be issued Minor increase from prior month due to interest applied Very minimal movement from prior month Very minor movement from prior month
• Overdue (2021-22 rates)	\$861	56%	
• Overdue (2020-21 rates)	\$281	18%	
• Overdue (pre-2020-21 rates)	\$403	26%	
Total rates debtors	\$1,545	100%	
Prepaid Rates & Charges			
Prepaid rates (current liabilities)	\$1,964		<ul style="list-style-type: none"> Rates paid in advance, mostly via periodic planned payments. Increase of \$330k since June due to periodic payment plans undertaken at rate payers' choice

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025: Organisational Focus Area 1 - Transparency & Accountability

CONSULTATION (Internal/External)

Internal: Financial Services Coordinator; Belinda Blokland

External: N/A

LEGAL CONSIDERATIONS

Section 204 of the *Local Government Regulation (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 2022-23 budget policies including the Investment Policy, Debt Policy, Revenue Policy and Revenue Statement.

RISK IMPLICATIONS

Risks are mitigated as follows:

- 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.
- 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: BELINDA BLOKLAND Financial Services Coordinator Date: 4 August 2022	Report Authorised by: TED HARRINGTON Chief Financial Officer
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ATTACHMENTS

- Attachment A: Council's position as at 31 July 2022 including:
 - Consolidated Income Statement
 - Consolidated Balance Sheet
 - Consolidated Cashflow Statement

REFERENCE DOCUMENT

- Officer's Report Document No. 4675330

STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending
31 July 2022



	2022/2023 Original Adopted Budget	2022/2023 Actuals YTD	2022/2023 Percentage Position 8%
REVENUE			
Recurrent Revenue			
Nett Rate Levies & Charges			
General Levies	14,809,636	114,913	1%
Waste Management Levies	1,431,332	279	0%
Water Allocation Levies	6,655,734	6,377	0%
Sewerage Levies	3,855,010	8,677	0%
Excess Water Levies	361,901	-	0%
Total Nett Rate Levies & Charges	27,113,613	130,246	
Fees & Charges			
Water Fees & charges	89,000	-	0%
Sewerage Fees & charges	10,000	-	0%
Other Fees & charges	4,615,760	467,054	10%
Total Fees & Charges	4,714,760	467,054	
Other Income Received			
Interest received (includes rates & community loans)	333,000	70,055	21%
Sales	300,000	25	0%
Contract Income - RMPC, RPC, PW	2,733,000	73,762	3%
Other recurrent income	159,900	17,880	11%
Total Other Income Received	3,525,900	161,722	
Operating Grants & Subsidies			
Operating Grants & Subsidies	7,698,524	(3,592)	0%
Non Capital Flood Event Grants	41,000,000	386,741	1%
Total Operating Grants & Subsidies	48,698,524	383,149	
TOTAL Recurrent Revenue	84,052,797	1,142,171	1%
Capital revenue			
Capital grants, subsidies, contributions & donations			
Capital Grants & Subsidies	10,931,845	27,121	0%
Gain on Sale of Assets	257,000	4,427	2%
Total Capital Revenue	11,188,845	31,548	
TOTAL INCOME	95,241,642	1,173,719	1%
EXPENSES			
Recurrent expenses			
Materials, Services & Maintenance	(15,356,548)	(707,243)	5%
Flood Event Materials, Services & Maintenance (DRFA)	(40,700,000)	(364,962)	1%
Employee Benefits	(21,475,508)	(1,063,039)	5%
Flood Event Employee Benefits (DRFA)	(300,000)	(21,779)	7%
Audit Fees	(170,000)	(16,767)	10%
Finance Costs	(64,500)	(3,131)	5%
Depreciation & amortisation	(9,139,784)	-	0%
TOTAL Recurrent Expenses	(87,206,340)	(2,176,921)	2%
Capital operating expenses	-	-	
TOTAL EXPENSES	(87,206,340)	(2,176,921)	2%
Notional result attributable to council (exc DRFA)	8,035,302	(1,003,202)	
Notional result attributable to council (inc DRFA)	8,035,302	(1,003,202)	
Notional Operating Position before Capital Income (exc DRFA)	(3,153,543)	(1,034,750)	
Notional Operating Position before Capital Income (inc DRFA)	(3,153,543)	(1,034,750)	
Notional Op Position before Capital Income & Excess Water	(3,515,444)	(1,034,750)	
Notional Cash available for Capital including Grants	17,175,086	(1,003,202)	
Notional 'Council funded Cash' available for Capital	5,986,241	(1,034,750)	

STATEMENT OF FINANCIAL POSITION
For the Period Ending
31 July 2022



	2022/2023 Original Adopted Budget	2022/2023 Actuals YTD
CURRENT ASSETS		
Cash at Bank & On-Call Investments	33,305,438	38,333,548
Short Term Investments	-	19,000,000
Cash Floats	6,100	6,100
Trade and Other Receivables	2,452,557	1,612,970
Contract Assets	-	1,400,451
Inventories	674,715	766,042
Accrued revenue & prepayments	1,942,490	969,962
TOTAL CURRENT ASSETS	38,381,300	62,089,073
NON-CURRENT ASSETS		
Property, plant and equipment	481,653,666	468,488,332
TOTAL NON-CURRENT ASSETS	481,653,666	468,488,332
TOTAL ASSETS	520,034,966	530,577,405
CURRENT LIABILITIES		
Trade and other Payables	2,969,720	2,171,417
Contract Liabilities	-	13,725,347
Borrowings	154,542	154,406
Annual & LSL Provisions	3,718,585	3,777,529
Accrued Expenses & Unearned Revenue	1,500,000	-
TOTAL CURRENT LIABILITIES	8,342,847	19,828,699
NON-CURRENT LIABILITIES		
Borrowings	493,102	650,341
Non Current LSL Provision	1,672,308	1,672,308
TOTAL NON-CURRENT LIABILITIES	2,165,410	2,322,649
TOTAL LIABILITIES	10,508,257	22,151,347
NET ASSETS	509,526,709	508,426,058
COMMUNITY EQUITY		
Council Capital	351,859,485	318,847,920
Asset Revaluation Reserve	124,361,786	128,055,592
Retained Surplus/(Deficiency)	-	(1,003,202)
Cash Reserves	33,305,438	62,525,748
TOTAL COMMUNITY EQUITY	509,526,709	508,426,058

STATEMENT OF CASHFLOW
For the Period Ending
31 July 2022



	2022/2023 Original Adopted Budget	2022/2023 Actuals YTD
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from customers	34,895,273	(916,778)
Payments to suppliers & employees benefits	(78,424,546)	(4,502,630)
	<u>(43,529,273)</u>	<u>(5,419,408)</u>
Interest Received	333,000	70,055
Non capital grants & contributions	7,698,524	(3,592)
Non capital NDRRA Event Grants	41,000,000	386,741
Borrowing costs	(24,000)	(1,881)
Net Cash inflow (outflow) from operating activities	<u>5,478,251</u>	<u>(4,968,085)</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Payments for property, plant & equipment		
Payments for property, plant & equipment	(19,193,974)	(257,545)
Proceeds from sale of property, plant & equipment	257,000	4,427
Capital grants, subsidies, contributions	10,931,845	27,121
Net cash inflow (outflow) from investing activities	<u>(8,005,129)</u>	<u>(225,997)</u>
CASH FLOW FROM FINANCING ACTIVITIES		
Repayment of External Loan Borrowings	(153,290)	1,881
Net cash flow from financial activities	<u>(153,290)</u>	<u>1,881</u>
NET INCREASE (DECREASE) IN CASH	<u>(2,680,168)</u>	<u>(5,192,201)</u>

Opening Cash

Beginning of Reporting Period - Cash at Bank	35,985,606	62,525,748
Beginning of Reporting Period - Cash Floats	6,500	6,100
Cash at beginning of reporting period	<u>35,992,106</u>	<u>62,531,848</u>

Closing Cash

End of Reporting Period - Cash at Bank	33,305,438	57,333,548
End of Reporting Period - Cash Floats	6,500	6,100
Cash at end of reporting period	<u>33,311,938</u>	<u>57,339,648</u>

Cash Movement

Net Increase/(Decrease) in Cash at Bank	(2,680,168)	(5,192,201)
Net Increase/(Decrease) in Cash Floats	-	-

NET INCREASE (DECREASE) IN CASH	<u>(2,680,168)</u>	<u>(5,192,201)</u>
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12.2 Amendments to the 2022-23 Fees and Charges Schedule

EXECUTIVE SUMMARY

Council's approval is sought for an amendment to the current 2022-23 Fees and Charges Schedule.

OFFICER'S RECOMMENDATION

That Council:

- **Amend the 2022-23 Fees and Charges Schedule as per Section 97 of the Local Government Act 2009 as tabled:**

Description	Current Fee	Proposed Fee	Justification
Charitable Recyclers (State Government fee exemption may apply upon successful application)	\$93.50/t (\$15.00 minimum)	\$96.80/t (\$15.00 minimum)	Fee revision to ensure costs cover Qld Govt Waste Levy + GST

BUDGET & RESOURCE IMPLICATIONS

The recommendation will have a minimal impact on the revenue generated through fees and charges however the amendment will ensure that Council recovers costs in relation to the State Government's Waste Levy.

BACKGROUND

The State Government's Waste Levy imposes costs on Council for all waste disposed at the landfill. Fees and charges for disposal are set to cover the expected charges imposed by the Waste Levy, and it has been identified that the rate for Charitable Recyclers is lower than required to meet cost recovery requirements.

The following table provides the description of the fee, the current fee, the proposed fee or change to description, and the justification for this amendment.

Proposed Fee Amendments

Fee Description	Current Fee	Proposed Fee	Justification
Charitable Recyclers (State Government fee exemption may apply upon successful application)	\$93.50/t (\$15.00 minimum)	\$96.80/t (\$15.00 minimum)	Fee revision to ensure costs cover Qld Govt Waste Levy + GST

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025: Organisational Focus Area – Transparency & Accountability

CONSULTATION (Internal/External)

Internal: Environmental Services Coordinator, Mic Langburne
Chief Executive Officer; Martin Drydale

External: Nil

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 risk implications that warrant the recommendation being declined.

Report Prepared by: TED HARRINGTON Chief Financial Officer Date: 2 August 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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REFERENCE DOCUMENT

- Officer's Report Document No. 4676722
- 2022-23 Fees and Charges Schedule Document No. 4635662

Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services	Report Authorised by: HAYLEY THOMPSON Manager Community Services
Date: 4 August 2022	

ATTACHMENTS

- Attachment 1 - Unconfirmed minutes – Youth Council meeting held 13 May 2022
- Attachment 2 - Unconfirmed minutes – Youth Council meeting held 21 June 2022

REFERENCE DOCUMENT

- 2022 Charters Towers Youth Council Terms of Reference
- Officer's Report Document No. 4677605



CHARTERS TOWERS YOUTH COUNCIL MEETING MINUTES

**TO BE HELD AT THE CHARTERS TOWERS GOLD & BEEF
ROOMS**

ON FRIDAY 13 MAY AT 10.45AM



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6.1.1. Youth Festival – Ambassadors (Deputation - Prospect)	4
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6.1.5. Coverage	5
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6.1.9. Parting thought	Error! Bookmark not defined.
7. NEXT MEETING & CLOSE.....	5
8. CLOSE OF MEETING.....	5

1. MAYORAL WELCOME

The Mayor welcomed and opened the meeting at 10.52am.

2. ATTENDANCE

Members

Cr Frank Beveridge, Mayor (Chair)
Cr Sonia Bennetto, Portfolio Councillor
Jared Stoll, Youth Councillor, Blackheath & Thornburgh College
Farah Caddy, Youth Councillor, Blackheath & Thornburgh College
Taryn Woodard, Youth Councillor, All Souls & Saint Gabriels
Kye Smollet, Youth Councillor, All Souls & Saint Gabriels
Layla Gossage, Youth Councillor, Charters Towers State High School
Annaliese Koch, Youth Councillor, Charters Towers State High School
Jessica Rose, Youth Councillor, Columba Catholic College
Ronald Denton, Youth Councillor, Columba Catholic College

Council Officers

Martin Drydale, Interim Director Corporate & Community Services
Hayley Thompson, Manager Community Services
Jasmine Orwe, Executive Assistant to Director Corporate & Community Services

Observers

Shaye Thorn, Blackheath & Thornburgh College
Trish Phillips, Columba Catholic College
Melinda O'Connor, All Souls Saint Gabriels College
Rachael Jackson, Charters Towers State High School

Apologies

Nil

3. ORDER OF BUSINESS

3.1. Declarations Of Interest

Mayor Beveridge provided an overview of Declarations of Interest. Where a Youth Council member has an interest in any of the topics that are listed for discussion and input may influence a decision or there is a perception that input will influence a decision, this is the part of the meeting where a declaration that you have an interest in a/the matter is raised.

3.2. Minutes of the last meeting

The minutes of the meeting held 5 November 2021 were received and noted as a true and accurate record of discussions held. Moving forward the Youth Council members present will be asked to vote on whether the minutes are an accurate record of discussions held.

3.3. Business Arising

3.3.1. 2021 Youth Council Priorities

The Youth Council priorities as listed in the minutes of the meeting held 5 November 2022 were reviewed by the Youth Council and included:

1. Youth Events
2. Charters Towers Region Youth Facebook page
3. Monthly Art Exhibition
4. Sport & Recreation activity

5. School to work transitions

6. GENERAL BUSINESS

6.1. Upcoming events/opportunities

6.1.1. Youth Festival – Ambassadors (Deputation - Prospect)

Attendance: Tracy Maff, Prospect representative entered the meeting at 10.52am.

Tracy Maff, Prospect representative provided an overview of the Youth Festival that is scheduled to occur on Sunday 19 June 2022 and will become an annual event.

Prospect would like to get the Youth Council involved and seek feedback. Schools will be invited to perform and next year will have Battle of the Bands.

Community Day is a great event however it doesn't attract the age bracket in between (12 to 24 years old). It is proposed that there be Youth Stalls on Community Day.

The Youth Council were invited to be Youth Ambassadors on the day Sunday 19 June at the Youth Festival. Participation as a Youth Ambassador will include presence at an information stand and conducting survey.

Action: Youth Council to provide feedback to Prospect through Manager Community Services/EA to Director Corporate & Community Services.

Feedback is requested for:

1. activities for the Youth Festival,
2. participation by the Youth Council as ambassadors on 19 June 2022 and
3. interest in a Youth Stall on Community Day.

Attendance: Tracy Maff, Prospect representative, left the meeting at 11am.

6.1.2. Mayor's Ice breaker

Each Youth Council member introduced themselves and provided background information about where they're from and what they want to do after they finish high school. Professions included Nursing, Pharmacy, Marketing, Software Engineering, Special needs Prep Teacher, Business Management and Law and working on the family property or IT.

Councillors and Council Officers provided a brief background on themselves with the Mayor imparting to Youth Council that the purpose of this exercise was to give students an idea of where we come from and where we end up.

6.1.3. 150 Year Celebrations ('Our World' video shoot, premier at Twilight Markets)

Seeking 1-2 volunteers to do a script for a video promotion of the event. Nomination – Layla Gossage, Taryn Woodard and Jared Stoll. Layla Gossage and Jared Stoll to participate in video promotion and if/when needed Taryn Woodard to be called in. Scripting will be provided. Manager Community Services to liaise with schools for video scripting.

6.1.4. PCYC Youth Programme – (Deputation)

6.1.4.1. Move It Programme – Archery

Sgt Paul Ansell, PCYC, was unable to attend the meeting due to illness. Manager Community Services, Hayley Thompson provided an overview of the Move It Programme to the Youth Council members.

The 'Move It Programme' commences on 24 May.

Further information can be found here: [Move It – Charters Towers Regional Council](#)

The Youth Council members are encouraged to promote this programme within their networks.

6.1.5. Coverage

Manager Community Services, Hayley Thompson, requested feedback from the Youth Council on how best to promote events among youth. Feedback from members present included bringing the information to the schools by way of presentation for example Emergency Services Cadetship promotion, through school notices which get read out in the morning through form/tutor group or Youth Facebook page.

Action: Council to consider Youth Council priority project # 2, Charters Towers Region Youth Facebook page. Youth Council to provide feedback or support on Charters Towers Region Youth Facebook page.

6.1.6. Queensland Day – Celebrating Faces & Places of Charters

Hayley Thompson, Manager Community Services, provided a flyer informing the Youth Council that Queensland Day celebrations in Charters Towers will be in the form of street party on Sunday, 5 June. The Youth Council were informed that there will be a mixed media exhibition as well as a photography competition as part of this event.

[Queensland Day – Charters Towers Regional Council](#)

6.1.7. Spirit in the Night

Hayley Thompson, Manager Community Services, informed the Youth Council that the Spirit of the Night will be held at the Pioneer Cemetery. A company has been engaged to research and transform the information into a play. Auditions are scheduled for July. The Youth Council is encouraged to promote that the auditions for this 150-year celebrations event is scheduled for July.

6.1.8. Concert – Towers Rush/Rush Festival

Hayley Thompson, Manager Community Services, informed the Youth Council that this 150 year celebrations event is scheduled for October. More information will be shared as it comes to hand.

Action: Towers Rush/Rush Festival flyer to be distributed to Youth Council.

7. NEXT MEETING & CLOSE

Next meeting (MS Teams) to be confirmed with schools.

Friday, 19 August 2022

8. CLOSE OF MEETING

There being no further business the meeting was closed at 11.20am.



CHARTERS TOWERS YOUTH COUNCIL MEETING MINUTES

TO BE HELD VIA MS TEAMS

ON TUESDAY 21 JUNE 2022 AT 1PM



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4. GENERAL BUSINESS.....	3
4.1. Youth Festival Closing Brief – Tracy Maff, Prospect Representative	3
4.2. Careers Day update: Deputation Andrew Smith, Manager, Dalrymple Trade Training Centre.....	3
4.3. Youth Network: Deputation – Sgt Paul Ansell, Youth Club Manager, PCYC.....	4
5. NEXT MEETING & CLOSE.....	4
6. CLOSE OF MEETING.....	4

1. MAYORAL WELCOME

The Meeting was opened at 1.09pm by Mayor Frank Beveridge.

2. ATTENDANCE

2.1. Attendance

Members

- Cr Frank Beveridge, Mayor (Chair)
- Cr Sonia Bennetto, Portfolio Councillor
- Farah Caddy, Youth Councillor
- Annaliese Koche, Youth Councillor
- Jessica Rose, Youth Councillor
- Ronald Denton, Youth Councillor

Council Officers

- Martin Drydale, Interim Director Corporate & Community Services
- Hayley Thompson, Manager Community Services
- Jasmine Orwe, Executive Assistant (Secretary)

2.2. Apologies

- Taryn Woodard, Youth Councillor
- Kye Smollet, Youth Councillor
- Jared Stoll, Youth Councillor
- Layla Gossage, Youth Councillor

3. ORDER OF BUSINESS

3.1. Declarations of Interest

There were no declarations of interest.

3.2. Minutes of the last meeting

Minutes of Youth Council Meeting held 13 May 2022.

Moved:	Hayley Thompson
Seconded:	Cr Sonia Bennetto

That the Minutes of the Youth Council Meeting held 13 May 2022 be confirmed.

CARRIED

3.3. Business Arising

There was no business arising.

4. GENERAL BUSINESS

4.1. Youth Festival Closing Brief – Tracy Maff, Prospect representative

Tracy Maff thanked Council for supporting this event and informed the Youth Council that there is opportunity in this event including learning while doing and gaining insight from youth representatives. The Youth Council will be approached when planning for the next event is underway. It is also a good opportunity to improve. Tracy to email spreadsheet to Hayley for feedback and will bring to the next Youth Council meeting. Manager Community Services thanked Prospect for coordinating.

Attendance: Farah Caddy joined the meeting at 1.13pm.

Attendance: Tracy Maff left the meeting at 1.17pm.

4.2. Careers Day update: Deputation Andrew Smith, Manager, Dalrymple Trade Training Centre

Andrew Smith, Manager, Dalrymple Trade Training Centre was not in attendance due to technical difficulties. An invitation will be extended for Andrew to attend the next meeting of the Youth Council on 19 August.

Youth Council members present reported back to the meeting that it was very helpful as there appeared to be more variety this year. It was noted that only Gr 10 and 12 from Columba Catholic College attend.

4.3. Youth Network: Deputation – Sgt Paul Ansell, Youth Club Manager, PCYC

Sgt Paul Ansell provided an overview of the Youth Management Towers Ignite program. It is an opportunity to gain life skills, develop leadership abilities and enhance social and emotional growth, teamwork, communication, problem solving and resilience.

- PCYC page [PCYC Charters Towers - PCYC Queensland - PCYC Charters Towers - PCYC Queensland](#)
- PCYC Youth page [Youth and Community - PCYC Queensland - Youth and Community - PCYC Queensland](#)
- Applications to join the Youth Management page can be obtained from: [Towers Ignite Youth Management Team Application | Cognito Forms](#)

Attendance: Paul Ansell left meeting at 1.35pm.

5. NEXT MEETING & CLOSE

9am on Friday, 19 August 2022.

6. CLOSE OF MEETING

Meeting closed at 1.37

12.4 MCU2022/0002 – for a Development Permit for Material Change of Use for Extension to Tourist Park and Non-resident workforce accommodation

EXECUTIVE SUMMARY

Council has received Development Application MCU2022/0002 seeking a Development Permit for Material Change of Use Extension to Tourist Park and Non-resident workforce accommodation at Redbank Drive and 4 and 6 Kylee Court, Greenvale, more formally described as Lots 134, 136, and 137 on RP895223.

The proposal triggered Impact Assessment in accordance with the Charters Towers Regional Town Plan Version 2 (the Town Plan) and no properly made submissions were received. Together with Council, the Applicant undertook a community information session in Greenvale to ensure the community was briefed on the impacts and benefits of the development proposal.

This proposal is for stage 1 of a multi-staged proposal for Non-resident workforce accommodation over the site. This proposal is for an additional 99 “accommodation rooms” and the subsequent proposed development application (MCU2022/0003) which does not form part of this report, proposes accommodation for an additional 100 workers.

Assessment of the proposal has been undertaken against the North Queensland Regional Plan 2020, the applicable State Planning Policies, and the entirety of the Town Plan. The Application can demonstrate compliance with the Performance Outcomes of the applicable codes and the relevant Strategic Outcomes of the Town Plan. As such, the proposal is recommended for approval subject to reasonable and relevant conditions.

OFFICER’S RECOMMENDATION

That Council:

- ***Approve Development Application MCU2022/0002 for Extension to Tourist Park and Non-Resident workforce accommodation made by Moore Developments Pty Ltd on land at Redbank Drive and 4 and 6 Kylee Court, Greenvale, more formally known as Lots 134, 136, & 137 on RP895223. The approval is subject to reasonable and relevant conditions and supported by a statement of reasons.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications associated with this proposal apart from the revenue generated through Council’s rating categories, adopted fees and charges, and any Infrastructure Charges Notice.

BACKGROUND

On 24 January 2022, the Applicant lodged an application for a Tourist Park (Extension to Caravan Park) over the existing Caravan Park known as Greenvale Caravan Park and Cabins which has operated on site since 1996.

The subject site is irregular in shape and is comprised of three allotments totalling 2.937 ha.

The site currently operates as a Tourist Park which, based on Council records, was originally granted a permit to operate in 1996.

The site is improved by the following buildings and structures:

- 10 accommodation cabins.
- 34 “powered” caravan sites and 30 x “unpowered” caravan sites.
- open camping area.
- internal access roads.

- reception facilities for guests.
- recreation amenities including barbecue, outdoor covered areas, and playground.
- guest amenities including kitchen, laundry, and toilets.

The site has a primary road frontage to Redbank Drive, with access achieved via an unsealed access road traversing Lot 134, as well as secondary road frontage to Kylee Court.

The site is connected to reticulated urban infrastructure including water, sewerage, stormwater, telecommunications, and electricity.

The land is situated at the eastern extent of the main Greenvale Township, and is surrounded by a diverse mix of residential and commercial uses including a multiple dwelling and hotel to the north and west, respectively, as well as the Greenvale rodeo and campcraft grounds adjoining the site to the south.

The remaining surrounding land to the east is generally vacant, undeveloped land.

The subject site is in close proximity to the State Road transport network, specifically the Gregory Development Road.



Figure one: Aerial of Subject Site

The site is improved by the following buildings and structures:

- 10 accommodation cabins.
- 34 “powered” caravan sites and 30 x “unpowered” caravan sites.
- open camping area.
- internal access roads.
- reception facilities for guests.
- recreation amenities including barbecue, outdoor covered areas, and playground.
- guest amenities including kitchen, laundry, and toilets.

Based on the information contained in the Application material, the additional accommodation rooms were proposed to be utilised as temporary non-resident workforce accommodation for surrounding future infrastructure projects.

On 16 February 2022, Council issued an Information Request requesting further information and advised the Applicant that it considered the use to be “Non-resident workforce accommodation” as defined by the Town Plan.

In response to the Information Request, the applicant changed the Application to include the definition of Non-resident workforce accommodation but retained the Tourist Park definition to enable the “accommodation units” to be converted to Tourist Park units on completion of infrastructure projects within the region.

After lodging this Application, the Applicant has also lodged MCU2022/0003 for additional stages of the development. MCU2022/0003 is for Non-resident workforce accommodation only and it is proposed to be removed from the site on completion and not form part of the ongoing operations of the Caravan Park.

There are no other known Approvals that are relevant to this site.

Development Proposal

The Development proposes an extension of the existing Tourist Park known as Greenvale Caravan Park and Cabins at Redbank Drive and Kylee Court Greenvale, more formally described as lots 134, 136, and 137 on RP895223.

Whilst the ultimate intended use of the land is to provide accommodation facilities for holiday makers and tourists in accordance with the definition of a Tourist Park, the Applicant wishes to build additional flexibility into the immediate use of the site. Given the recent announcement of a variety of major regional infrastructure projects and initiatives for Charters Towers and the surrounding region, it is anticipated that a large non-resident workforce will be housed in the region to assist with the delivery of such projects. As such, the Applicant seeks to allow the current development to cater for either holiday makers or non-resident workers.

The proposed use seeks to establish an additional 33 x 3 bedroom ensuite accommodation cabins on the eastern portion of the subject site, in the area currently occupied by the general camping area at the rear of the established tourist park.

The proposed extension will provide 99 permanent accommodation rooms, in place of the existing general camping area.

The new cabins will be provided with associated guest facilities, including two new centrally located laundry facilities, as well as barbeque and seating shelters.



Figure Two: Proposed layout

The critical matters for Council's consideration include-

Need/Impact on Greenvale Township

The Australian Bureau of Statistics -2016 QuickStats for Greenvale indicates Greenvale has a total population of 232 persons. This development proposal intends to accommodate an additional 99 people during its operation as Non-resident workforce accommodation. Whilst, this application is only for Stage 1, Stage 2 is also under assessment.

These two (2) applications combined, seek to house 199 people for regional infrastructure projects within the area.

As such, consideration of the impact of this influx of people on the township of Greenvale was made.

The township of Greenvale was built in the 1970s, being developed in response to the Greenvale Nickel Mine which commenced operation in 1973. While the current population of Greenvale is roughly 232 persons (based on Australian Bureau of Statistics 2016 Census data), it is estimated that the township once supported a population of roughly 3,000 people prior to the mine closing in 1993.

The establishment of major projects within the region is therefore considered to represent an opportunity to support renewed growth in Greenvale, in line with the historic use and character of the township.

Based on the list of proposed infrastructure projects, there is considered to be a genuine need for this form of development in the region.

It is noted that the proposed single-storey built form represents an appropriate physical scale and appearance, consistent with the low-density nature of the township.

The proposed siting and location of the development within the Township Zone, and adjacent to the established Caravan Park and various other commercial uses, is considered a suitable location for the development which will have limited impacts on the overall visual appearance of the Township.

Providing sufficient infrastructure is available to support the use, the proposed development is considered to represent an appropriate outcome for the site and Greenvale Township.

Additionally, the Applicant and Council undertook a community information session in Greenvale to ensure the community was briefed on the potential impacts and benefits of the development proposal. No submissions were received in response to Public Notification.

Infrastructure

Concern was raised as to whether Council's existing reticulated water and sewerage network has capacity to cope with the additional demand.

On review, it was considered that the existing network could accommodate the first stage of this proposal without augmentation.

A detailed Water Supply and Sewerage analysis has been provided to support the next stage of development.

Conditions have been imposed on the development to ensure it is adequately serviced.

Amenity for Tourist Accommodation

Whilst the proposed layout is generally considered appropriate to accommodate a temporary/short term use as Non-resident workforce accommodation, it is considered that a higher level of amenity should be afforded to guests of a Tourist Park once the ultimate use is established.

As such, the Development has been conditioned to provide for-

- a) Increased separation of "accommodation units". This may be achieved by reducing the number of accommodation units on site or relocating some accommodation units within the area marked "Caravan Park Extension" on the Approved plans.
- b) Increased landscaping or privacy buffers between "accommodation units" to improve the amenity of guests to the facility.
- c) A principal access to the existing Tourist Park off Kylee Court with overflow and guest parking to be provided via Lot 137 (following check-in).
- d) Improved integration of the existing Tourist Park and proposed Tourist Park to represent holistic approach to the tourist park.

Additionally, when the use is operating as both a Tourist Park (Existing Caravan Park) and Non-resident workforce accommodation separation is required between the two uses to ensure limited impact on guests utilising the existing facility.

It is recognised that there is a desire from the community to see the existing caravan park return to operations.

Referral Agencies

The proposed Development Application was referred to the State Assessment Referral Agency (SARA) in accordance with *Schedule 10, Part 9, Division 4, Subdivision 1, Table 1: Item 1 (b)(ii) – development is for a tourist park that exceeds the nominated threshold of a premises designed to accommodate 75 people of the Planning Regulations 2017* on 11 February 2022 and the change to application was referred in May 2022. An Information Request was issued on 23 February 2022 (Ref: 2202-27227 SRA). Additional information surrounding how the proposal will affect the State Road Transportation Network was requested in the form of a Traffic Impact Assessment.

This information was provided by the Applicant and the Referral Agency imposed the attached conditions on the development.

Public Notification and Submissions

In accordance with the Development Assessment Rules, public notification was required for a period of 15 business days. Public notification occurred from 16 May 2022 to 6 June 2022. A community information session was also undertaken in Greenvale on 27 May 2022.

During this period Council received no Properly Made Submissions.

Levied Charges

The levied charge has been calculated against the Infrastructure Charges Resolution (No. 3) 2020 which took effect from 28 October 2020 as follows:

Table One: Gross Charge

Charge	Quantity	Rate	Gross Amount	Charge
Non-resident workforce accommodation	33	Per 3 or more-bedroom unit	\$3,667.00	
		Gross Amount	Charge	\$121,011.00

Table Two: Applied Credit

Credit	Quantity	Rate	Gross Credit Amount
<i>Note: The use appears to be established over an informal overflow camping area. No formal sites or cabins have been established. As such, existing credits have not been applied.</i>			
		Gross Credit Amount	\$Nil

Table Three: Total Charge

Charge	(Minus) Credit	Net Charge Amount
\$121,011.00	\$0.00	\$121,011.00

Regulatory Assessment

- Planning Act 2016 and Planning Regulation 2017**
Impact Assessment of the application has been carried out against Section 60 of the *Planning Act 2016* with regard given to Part 4, Division 4, Subdivision 2, Sections 29-31 of the *Planning Regulation 2017*.
- North Queensland Regional Plan 2020**
As the proposal is not located within a Priority Agricultural Area as illustrated within Map One of the North Queensland Regional Plan 2020, no assessment benchmarks are relevant to this proposal.
- State Planning Policy**
The Charters Towers Regional Town Plan was adopted in February 2020. In accordance with section 2.1 – State Planning Policy of the planning scheme, the Minister has identified that all aspects of the SPP prior to 3 July 2017, have been integrated into the planning scheme.
- Charters Towers Regional Town Plan Version 2**
Assessment of the proposal has been undertaken in a ‘bottom up’ approach whereby if the proposal is considered to comply with the relevant Acceptable Outcome or Performance Outcome then the proposal is considered to comply with the Purpose of the benchmark. Furthermore, assessment has only been made where the proposal fails to comply with a particular assessment benchmark and, where the proposal is considered to comply, reasonable and relevant conditions have been recommended to that effect.

Planning Summary

The critical planning considerations for this proposal are as follows:

Need/Impact on Greenvale Township

The Charters Towers Region is likely to experience a period of strong growth as a result of major regional infrastructure projects and initiatives recently approved/announced. Construction of these projects require accommodation opportunities for non-resident workers.

Greenvale was established as a Township that supported the Greenvale Nickel Mine. It is currently located along the construction pipeline of the Genex Kidston Connection Project and proximate to other major projects including the Australia-Singapore Military Training Initiative (ASMTI). As such, it represents a sound location for the establishment of a Non-resident workforce accommodation to support such projects.

There is limited remaining housing capacity within the established township urban footprint which could provide accommodation services in the order required to service these projects.

In terms of this site, it is located in close proximity to existing facilities within the township to encourage walkability within the town and support established community and retail uses.

Overall, there is considered to be a genuine need for development of this nature in Greenvale and provided the development is designed to limit impacts on established uses and the community, it is capable of being supported by Council's Planning Scheme.

It is noted that the proposed single storey built form represents an appropriate physical scale and appearance, consistent with the low density nature of the township. Additional conditions have been imposed to ensure landscaping is established to further screen and improve the overall amenity of the development.

Access and Traffic

It is considered that limited upgrades to Council's transport network are required to accommodate the proposed use. A condition has been imposed requiring the upgrade to Kylee Court to an appropriate standard.

The Department of Transport and Main Roads has imposed conditions ensuring the access from Gregory Developmental Road - Redbank Drive intersection into Greenvale is treated and signposted to ensure safe access and egress from Greenvale.

Carparking

Non-resident Workforce Accommodation use is not allocated a parking rate in the planning scheme. It is considered the proposed car parking arrangements are sufficient to meet the demand generated by the proposed development, noting that the majority of workers that will reside at the facility will generally travel in groups working on specific project sites in the surrounding area and will likely carpool or be transported by shuttle bus rather than having individual vehicles.

Whilst the proposed carparking does not comply with the ultimate rate for a Tourist Park, it is considered appropriate given the likely peak occupancy numbers across the whole of the site once operational.

Infrastructure and Servicing

Concern was raised as to whether Council's existing reticulated water and sewerage network has capacity to cope with the additional demand.

On review, it was considered that the existing network could accommodate the first stage of this proposal without augmentation.

It is noted that Greenvale is currently on an ongoing Boil Water Alert. As such, the applicant must also ensure that all water used for potable purposes complies with the Australian Drinking Water Guidelines Version 3.7 or as amended.

A detailed Water Supply and Sewerage analysis has been provided to support the next stage of development.

Conditions have been imposed on the development to ensure it is adequately serviced.

Stormwater

A condition has been proposed to ensure Stormwater mitigation measures are implemented to ensure no worsening of stormwater runoff impacts. Provision of a detailed Site Based Stormwater Management Plan has been conditioned to be provided at the detailed design phase of the development.

Additionally, all habitable areas must achieve flood immunity to 1%AEP plus 300mm freeboard as determined and certified by an independent RPEQ as there is no detailed flood mapping available for this site.

Residential Amenity

The proposed development is a residential activity consistent with adjacent residential uses and long established caravan park operating from the site.

Landscaping conditions have been imposed to ensure existing residential uses and tourist park uses are sufficiently buffered from the proposed development.

Additionally, a site based management plan is required to address operational aspects of the development such as check in/check out, drop off/pick up, noise, waste storage and collection, servicing, and environmental hazards.

The proposed built form is of a scale commensurate with the established low density residential character of the surrounding area and wider township. Built form will not exceed a single storey and has been sited to maximise setbacks to surrounding properties and road frontages.

On site amenity and services

It is important to ensure that the proposed development is adequately serviced. As such, a condition has been imposed to ensure the Non-resident Workforce Accommodation is serviced by independent facilities including –

- a) Communal kitchen and dining hall.
- b) Common laundry.
- c) Ablution facilities.
- d) Utilities and refuse storage.
- e) Carparking and bus pick up and drop off facilities.
- f) Site reception.

The Non-resident Workforce Accommodation and existing Tourist Park may share a common indoor and outdoor recreation space.

Amenity for existing and future Tourist Accommodation

The proposed access location for the non-resident workforce is a suitable outcome to mitigate impacts on the existing Tourist Park Use. Dedicated pedestrian linkages between the proposed development and existing Caravan Park will be provided to ensure appropriate access for the use of recreation facilities. Otherwise, the uses are screened from each other until such time as the non-resident workforce accommodation is converted to a Tourist Park.

Whilst the proposed layout is generally considered appropriate to accommodate a short-term use as Non-resident workforce accommodation, it is considered that higher level of amenity should be afforded to guest of a Tourist Park once the ultimate use is established.

As such, the Development has been conditioned to provide for-

- a) increased separation of “accommodation units”. This may be achieved by reducing the number of accommodation units on site or relocating some accommodation units within the area marked “Caravan Park Extension” on the Approved plans.
- b) Increased landscaping or privacy buffers between “accommodation units” to improve the amenity of guests to the facility.
- c) A principal access to the existing Tourist Park off Kylee Court with overflow and guest parking to be provided via Lot 137 (following check-in).
- d) Improved integration of the existing Tourist Park and proposed Tourist Park to represent holistic approach to the tourist park.

Planning Scheme Assessment

As per the Categories of Development and Assessment, the proposal triggers Impact Assessment against the following assessment benchmarks:

- 1) *Strategic Framework*
- 2) *Overlay Codes*
- 3) *Zone Codes*
- 4) *Development Codes*

Strategic Framework

The assessment against the Strategic Framework can be summarised as follows:

- There is a demonstrable need for additional accommodation within the Greenvale township to support major projects within the region.
- The proposed development seeks to promote the New World for economic development by providing accommodation services to non-resident workforce to support major projects.
- The proposed development seeks to promote the New World for economic development by providing for consolidated development within the township area.
- The proposed development provides supporting business and employment opportunities for local people.
- The proposed development is compatible with the nature, character and history of the Greenvale locality as a mining town.
- The non-resident workforce accommodation is adaptable and can be transitioned to provide ongoing accommodation options for tourists and visitors to the area.
- The proposed development can be appropriately serviced by essential infrastructure services in an orderly and efficient manner.
- The proposed development does not compromise the character or heritage values of the Locality.
- The proposed development is established within an existing urban area and will not adversely impact on Matters of National, State or Local Environmental Significance and maintains ecological processes and functions.
- The proposed development will implement a stormwater management regime that effectively manages stormwater quantity and quality; and
- The proposed development is compatible with the nature of natural hazards such as flooding, bushfire and landslide, and it is not considered that the proposed development poses an intolerable risk to people or property from natural hazards.

The proposed development achieves this by demonstrating compliance with the following relevant assessment benchmarks-

Flood Hazard Overlay Code

The proposal is considered generally consistent with the purpose and desired outcomes of the Flood Hazard Overlay Code. In particular, the proposed use is comprised of transportable structures that are constructed above a 1%AEP event with 300mm freeboard.

The development will be supported by a detailed Stormwater Management Plan to ensure stormwater impacts are appropriately managed and discharged at a lawful point.

Township Zone Code

The proposed development is considered to be generally consistent with the Township Zone Code's purpose and overall outcomes.

- The proposed development will facilitate the growth and ongoing improvement of the existing Tourist Park which has operated on site since 1996.
- The proposed development builds on the current mix of short stay accommodation options for visitors to Greenvale which supports regionally significant economic projects.
- The proposed development is compatible with the nature, character and history of the Greenvale locality as a mining town.
- The development results in the consolidation of accommodation facilities in close proximity to existing facilities within the township to encourage walkability.
- The development supports established community and retail uses.
- The development has been designed and located to maximise retention of established residential amenity consistent with the township character.
- The proposed development has been appropriately designed and sited to avoid visual and other impacts to surrounding land uses.
- The development has been conditioned to provide appropriate landscaping and screening treatments.
- The proposed development can be appropriately serviced by essential infrastructure.
- The development does not result in any alteration to natural features and clearing will be avoided.
- The development has been conditioned to respond to identified land constraints, including flooding.

Development Works Code

The proposal is considered consistent with the purpose and overall outcomes of the Development Works Code.

The subject site is located within an existing serviced urban footprint.

The development is within the service area of and is capable of connection to all necessary reticulated services.

Stormwater mitigation measures are proposed as part of the development to ensure no worsening of stormwater runoff impacts. Provision and implementation of a detailed stormwater management plan is a condition of the approval.

The site contains sufficient onsite parking spaces although not strictly compliant with the acceptable outcomes.

The site is adequately serviced by Council's transport network save for a few minor upgrades.

Landscaping Code

The proposal is considered generally consistent with the purpose and overall outcomes of the Landscaping Code.

The development has been conditioned to improve amenity and contribute positively to the streetscape through onsite landscaping and screening treatments.

CONCLUSION

Assessment of the proposal has been carried out against the North Queensland Regional Plan 2020 and the Town Plan with the proposal considered to comply with relevant assessment benchmarks.

Where inconsistencies have been identified, an assessment against the Strategic Framework and Acceptable and Performance Outcomes has been undertaken, with reasonable and relevant conditions recommended to justify the decision.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025: Community Focus Area 1 Economic Prosperity

CONSULTATION (Internal/External)

Internal: Prue Miller; Planner
Paul Want; Manager Planning & Development
Mark Harvey; Water Projects Manager
Peter Clark; Manager Water & Wastewater
Robin Thekkekara; Principal Engineer

External: Milford Planning
Greenvale Community
Mac Haque; NQ SARA

LEGAL CONSIDERATIONS

Planning Act 2016
Planning Regulation 2017
Development Assessment Rules 2017
North Queensland Regional Plan 2020
Charters Towers Regional Town Plan Version 2

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 any risk to Council.

<p>Report Prepared by: KELLY REASTON Consultant Planning Officer Date: 5 AUGUST 2022</p>	<p>Report Authorised by: PAUL WANT Manager Planning & Development</p>
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ATTACHMENTS

- Appendix A – Summary of Details
- Appendix B – Development Conditions & Advisory Notes
- Appendix C – Referral Agency Response
- Appendix D – Appeal rights
- Appendix E – Statement of Reasons

REFERENCE DOCUMENT

- Application Common Material Document No. 4609842
- Information Request Document No. 4613776
- Information Request Response Document No.4641261
- Referral Agency Information Request Document No. 4618444
- Referral Agency Decision Document No. 4661737
- Officer's Report Document No. 4676866

APPENDIX A – SUMMARY OF DETAILS

SITE DETAILS:

Street address:	Redbank Drive, 4 and 6 Kylee Court, GREENVALE QLD 4816
Real property description:	Lots 134, 136, and 137 on RP895223
Owner:	North Queensland Fencing Supplies Pty Ltd
Area:	2.937ha
Zone:	Township Zone
Road frontage:	Redbank Drive and Kylee Court
Existing lawful use:	Tourist Park (Caravan Park)

APPLICATION DETAILS:

Application number:	MCU2022/0002
Approval sought:	Development Permit
Development type:	Material Change of Use
Category of development:	Impact Assessable
Description of development:	Extension of Tourist Park and Non-resident Workforce Accommodation
Applicant:	Moore Developments Pty Ltd
Lodgement date:	24 January 2022
Properly made date:	3 February 2022
Existing approval:	Not Applicable
Referral agencies:	State Assessment Referral Agency (SARA)
Number of Submissions:	Nil

PLANNING FRAMEWORK DETAILS:

Planning scheme:	Charters Towers Regional Town Plan Version 2
Assessment benchmarks:	North Queensland Regional Plan 2020 Charters Towers Regional Town Plan Version 2

APPENDIX B – DEVELOPMENT CONDITIONS & ADVISORY NOTES

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/ Document Title:</th> <th>Prepared By:</th> <th>Date:</th> <th>Reference No:</th> <th>Revision</th> </tr> </thead> <tbody> <tr> <td>Cover Page</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>D100</td> <td>A</td> </tr> <tr> <td>Concept Site Plan</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>DA101</td> <td>A</td> </tr> <tr> <td>Proposed Floor Plan – Accommodation Unit</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>DA200</td> <td>A</td> </tr> <tr> <td>Proposed Floor Plan – Laundry Unit</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>DA201</td> <td>A</td> </tr> <tr> <td>Greenvale-Proposed Caravan Park and Workers Camps Development - Site Based Stormwater Management Plan</td> <td>Noble Consulting Engineers</td> <td>9 June 2022</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Drawing/ Document Title:	Prepared By:	Date:	Reference No:	Revision	Cover Page	Escape Building Design	24 January 2022	D100	A	Concept Site Plan	Escape Building Design	24 January 2022	DA101	A	Proposed Floor Plan – Accommodation Unit	Escape Building Design	24 January 2022	DA200	A	Proposed Floor Plan – Laundry Unit	Escape Building Design	24 January 2022	DA201	A	Greenvale-Proposed Caravan Park and Workers Camps Development - Site Based Stormwater Management Plan	Noble Consulting Engineers	9 June 2022	-	-	At all times
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General																																
2)	<p>a) Comply with all conditions within this Development Permit with conditions prevailing over the approved plan(s) in all instances.</p> <p>b) Meet the cost of all works associated with the development including any alterations, relocations, or repairs to damaged Council infrastructure, and</p> <p>c) All repairs, alterations and relocations of Council infrastructure are to be in accordance with the relevant Council policy and/or Australian Standard.</p>	At all times																														
Currency of approval																																
3)	This approval, granted under the provisions of the <i>Planning Act 2016</i> , shall lapse four (4) years from the day the approval takes effect in accordance with the provisions of 85 of the <i>Planning Act 2016</i> .	At all times																														
Maintain the Approved Development																																
4)	Maintain the approved development in accordance with the approved plans (s) and document (s), and any other relevant	At all times																														

	Council engineering or other approval required by the conditions.	
Notice of Intention to Commence Use		
5)	Prior to commence of use at the premises, written notice must be given to Council that the development fully complies with the Development Approval Package.	Prior to the commencement of use.
Limitation of Use		
6)	<p>a) The Non-resident Workforce Accommodation is <u>not</u> permitted to operate concurrently with the “extension” to the Tourist Park (Caravan Park) component of the development proposal.</p> <p>Whilst the Development is operating as Non-resident workforce accommodation, the operation of the Tourist Park (Caravan Park) is limited to the existing Tourist Park operations which is defined as-</p> <ul style="list-style-type: none"> • 10 accommodation cabins; • 34 “powered” caravan sites and 30 x “unpowered” caravan sites; • open camping area; • internal access roads; • reception facilities for guests; • recreation amenities including barbecue, outdoor covered areas and playground; and • guest amenities including kitchen, laundry, and toilets. <p><i>Note: This is required to maintain a level of amenity for tourist utilising the facility. The level of amenity for the temporary non resident workers accommodation is not considered to meet the Scheme requirements for a Tourist Park and compliance with additional conditions is required prior to the commencement of use for the extension of the Tourist Park.</i></p> <p>b) Occupancy of the Non resident Workforce Accommodation must not exceed 99 persons at any one time.</p>	At all times
Provision of Services (Non-resident Workforce Accommodation)		
7)	<p>The Non-resident workforce accommodation must be serviced by independent facilities including –</p> <ul style="list-style-type: none"> g) Communal kitchen and dining hall; h) Common laundry; i) Ablution facilities; j) Utilities and refuse storage; k) Carparking and bus pick up and drop off facilities; l) Site reception. <p>The Non-resident workforce accommodation and existing Tourist Park may share a common indoor and outdoor recreation space.</p>	At all times
8)	<p>Amended plans of development must be provided to Council confirming the location of -</p> <ul style="list-style-type: none"> a) Site reception; 	Prior to obtaining a Building Permit

	<p>b) communal kitchen and dining hall facilities; and c) refuse storage.</p> <p>The Amended plans must be approved, in writing, by the Chief Executive Office prior to commence of use.</p>	
Landscaping Plan (Non-resident Workforce Accommodation)		
9)	<p>A landscape plan must be submitted, to provide:</p> <ul style="list-style-type: none"> a) covered, landscaped entry walkway to each accommodation unit; b) attractive and effective screening to service areas; c) concrete pathway and landscaping along pedestrian link to existing Tourist Park operations; d) concrete pathway and landscaping along pedestrian links from carpark to Non-resident workforce accommodation e) 1.5m wide landscaped buffer around northern, western, and southern boundaries of the proposed carpark; f) 2m wide landscaped buffer between Non resident Workforce Accommodation and the areas marked "Existing Camping Area". <p>All approved landscaping works must be completed and endorsed by Council prior to Commencement of Use.</p> <p>All landscaping must be maintained by the applicant/owner at all times.</p>	<p>Prior to commencement of use (Non-resident workforce accommodation)</p>
Operational Plan/ Site Based Management Plan (Non-resident Workforce Accommodation)		
10)	<p>Develop, implement and comply with an Operational Plan/ Site Based Management Plan for the operation and maintenance of the Non-resident Workforce Accommodation including relevant procedures for the management of human safety, site operations i.e. Check in/check out, drop off/pick up, noise, waste storage and collection, servicing, and environmental hazards.</p> <p>The Site Based Management Plan is to be submitted to and approved by Council prior to the Commencement of Use.</p>	<p>At all times</p>
Sewerage (Non-resident workforce accommodation)		
11)	<p>The development must connect to council's reticulated sewer system.</p> <p>All approved works must be completed and endorsed by Council before Commencement of Use.</p> <p>All works must be maintained by the applicant/owner at all times.</p>	<p>Prior to the commencement of the use (Non-resident workforce accommodation)</p>
Water (Non-resident workforce accommodation)		
12)	<ul style="list-style-type: none"> a) The development must connect to council's reticulated water supply. b) In addition, the applicant must ensure that all water used 	<p>Prior to the commencement of the use (Non-resident workforce</p>

	<p>for potable purposes complies with the Australian Drinking Water Guidelines Version 3.7 or as amended.</p> <p>All works required by the approved Report must be completed and endorsed by Council before Commencement of Use.</p> <p>All works must be maintained in operational condition by the applicant/owner at all times.</p> <p><i>Advisory note: Greenvale is currently on an ongoing Boil Water Alert. Information can be found on Council's website.</i> https://www.chartersowers.qld.gov.au/news/article/184/public-notice---boiled-water-alert-greenvale</p>	accommodation)
Transport and Access (Non-resident workforce accommodation)		
13)	Access to the Non-resident workforce accommodation is limited to Kylee Court via Lot 137.	At all times
14)	<p>Upgrade to Kylee Court to a nominated and approved standard and construct a sealed access driveway to the existing sealed edge.</p> <p>Road works including pavement design to be certified by a RPEQ.</p> <p>Prior to working on Council Road, relevant permit to work on Council must be applied and obtained.</p>	Prior to commencement of use (Non-resident workforce accommodation)
Drainage (Non-resident workforce accommodation)		
15)	<p>Stormwater management plan, Stormwater design including RPEQ certified drawings indicating lawful point of discharge and calculations must be submitted to Council and obtain approval.</p> <p>Drainage works must be carried out in accordance with the RPEQ certified and Council approved Stormwater Design.</p>	Prior to commencement of use (Non-resident workforce accommodation)
Decommissioning / Lapsing of Approval		
16)	<p>In the event that the Applicant does not commence the Tourist Park use within the area of the site marked "Caravan Park Extension" on the approved plans within twelve (12) months of the cessation of the Non-resident workforce accommodation use-</p> <p>a) the site is to be decommissioned such that:</p> <ul style="list-style-type: none"> i) the visual amenity of the site is restored; ii) the sustainable ecological functioning of the site is maintained or improved; and iii) accommodation and redundant infrastructure is removed from the site. <p>b) This Approval lapses to the extent the development is not complete.</p>	

Commencement of Use (Extension of Tourist Park)		
17)	<p>a) The Applicant must provide written notice to Council that the Non-resident workforce accommodation use has ceased on site prior to commencing the use of a Tourist Park within the area of the site marked “Caravan Park Extension” on the approved plans.</p> <p>b) The Applicant must comply with the additional conditions of approval relating to the “Extension of Tourist Park”.</p>	Prior to commencement of use (Extension of Tourist Park)
Amendment to Design		
18)	<p>Amended plans of development must be provided to Council addressing the following-</p> <ul style="list-style-type: none"> e) increased separation of “accommodation units”. This may be achieved by reducing the number of accommodation units on site or relocating some accommodation units within the area marked “Caravan Park Extension” on the Approved plans; f) Increased landscaping or privacy buffers between “accommodation units” to improve the amenity of guests to the facility; g) A principal access to the existing Tourist Park off Kylee Court with overflow and guest parking to be provided via Lot 137 (following check-in); and h) Improved integration of the existing Tourist Park and proposed Tourist Park to represent holistic approach to the tourist park. <p><i>Note: This is required to maintain a level of amenity for tourist utilising the facility. The level of amenity for the temporary non-resident Workers Accommodation is not considered to meet the Scheme requirements for a Tourist Park and compliance with additional conditions is required prior to the commencement of use for the extension of the Tourist Park.</i></p>	Prior to commencement of use (Extension of Tourist Park)
Operational Plan/ Site Based Management Plan (Extension of Tourist Park)		
19)	<p>Update, implement and comply with the Operational Plan/ Site Based Management Plan developed for the Non-resident Workforce Accommodation for the operation and maintenance of the extension to the Tourist Park noting any specific differences in the check in/check out arrangements, waste storage and collection, and servicing arrangements.</p> <p>The Site Based Management Plan is to be submitted to and approved by Council prior to the Commencement of Use of the Extension of the Tourist Park.</p>	At all times
Sewerage (Extension of Tourist Park)		
20)	<p>Update the engineering report for the Non-resident workforce accommodation which demonstrates how the Development will be serviced by either reticulated sewer or an on-site sewerage facility. Specifically, provide details of any changes in demand and servicing requirements for the change in use.</p>	Prior to the commencement of the use (Extension of Tourist Park)

	<p>The Report must be approved, in writing, by the Chief Executive Officer prior to commence of use.</p> <p>Any additional approved works required by the updated Report must be completed and endorsed by Council before Commencement of Use.</p> <p>All works must be maintained by the applicant/owner at all times.</p>	
Water (Extension of Tourist Park)		
21)	Update the engineering report for the Non-resident workforce accommodation which demonstrates how the Development will be serviced by either reticulated water or an on-site tank facility. Specifically, provide details of any changes in demand and servicing requirements for the change in use.	Prior to the commencement of the use (Extension of Tourist Park)
Stormwater (Extension of Tourist Park)		
22)	If required, update the “Greenvale- Proposed Caravan Park and Workers Camps Development - Site Based Stormwater Management Plan” to respond to the “Amendment to Design Condition” and carry out any works associated with the updated Management Plan.	Prior to the commencement of the use (Extension of Tourist Park)
Amalgamation of Lot (All Uses)		
23)	Amalgamate Lots 134, 136, and 137 on RP895223 into one lot and register the plan of amalgamation.	Prior to the commencement of use
Airconditioning, Plant, and Equipment (All Uses)		
24)	<p>Air-Conditioning, Plant and Machinery units located above ground level and visible from external residential properties or the street at the frontage of the land must be screened from view with appropriate materials or landscaping. compliance with the</p> <p>Default Noise Standards for Air- conditioning equipment, must meet with the <i>Environmental Protection Act 1994, Chapter 8, Part 3B, Division 3, Section 440U.</i></p> <p><i>Note: Section 440U - Air-conditioning equipment.</i> <i>(1)This section applies to premises at or for which there is air-conditioning equipment.</i> <i>(2)An occupier of the premises must not use, or permit the use of, the equipment on any day—</i> <i>(a)before 7a.m, if it makes a noise of more than 3dB(A) above the background level; or</i> <i>(b)from 7a.m. to 10p.m, if it makes a noise of more than 5dB(A) above the background level; or</i> <i>(c)after 10p.m, if it makes a noise of more than 3dB(A) above the background level.</i></p>	At all times
Environmental (All Uses)		
25)	Ensure that erosion and sediment control management is undertaken and maintained to prevent soil erosion and sedimentation runoff to watercourses and Council’s storm water drainage system. Erosion and sediment control is to be in accordance with <i>International Erosion Control Association – Best Practice Erosion & Sediment Control</i>	At all times

	<i>guidelines and the Queensland Urban Drainage Manual 2017.</i>	
26)	<p>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 Act 1994</i>.</p> <p>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 2019</i>.</p>	At all times
Lighting (All Uses)		
27)	External lighting must be installed in accordance with <i>AS/NZS 4282:2019 – Control of the obtrusive effects of outdoor lighting</i> . The installation of external lighting must be certified by a suitably qualified person in accordance with the Australian Standard.	At all times
28)	<p>Install and maintain a suitable system of security lighting to operate from dusk to dawn within all areas where the public may gain access, including car parking areas, building entrances and vegetated areas.</p> <p>All external lighting must be in accordance with <i>AS/NZS 4282:2019 – Control of the obtrusive effects of outdoor lighting</i> so as to not cause nuisance or distraction to nearby residents or passing motorists.</p> <p>All lighting over publicly accessible pathways covered by permanent awnings must be in accordance with Australian Standard – <i>AS/NZS1158.3.1:2020 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting – Performance and design requirements</i>.</p>	At all times
Drainage (All Uses)		
29)	The development must not create ponding nuisances and/or a concentration of stormwater flows to adjoining properties, to the satisfaction of the Chief Executive Officer.	At all times
30)	All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream, in accordance with the Queensland Urban Drainage Manual, Fourth Edition (2017), to the requirements and satisfaction of the Chief Executive Officer.	At all times
31)	<p>Drainage Easement(s) in gross must be created over any inter-allotment drainage infrastructure.</p> <p>A copy of the easement document(s) must be submitted to Council for approval by Council at no cost to Council.</p>	At all times
Minimum Fill and Floor Levels (All Uses)		
32)	<p>All habitable floor levels must be a minimum of 300mm above the 1% AEP flood immunity level.</p> <p>Compliance with this condition must be confirmed by an RPEQ prior to commencement of use.</p> <p><i>Note: As the site is within the QRA Level 1 area which does not nominate flood height, it is the Applicant's responsibility to</i></p>	<p>At all times</p> <p>Prior to the commencement of use</p>

	<i>demonstrate a reasonable determination of the 1%AEP flood level.</i>	
33)	All electrical fixtures within the Kitchen, Dining, and Site Office areas and Laundry are to be located a minimum of 300m above the 1% AEP flood immunity level. Compliance with this condition must be confirmed by an RPEQ prior to commencement of use. <i>Note: As the site is within the QRA Level 1 area which does not nominate flood height, it is the Applicant's responsibility to demonstrate a reasonable determination of the 1%AEP flood level.</i>	At all times
Carparking (All Uses)		
34)	Car parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. These spaces and all vehicle movement areas are to be constructed, sealed, line marked, provided with wheel stops and maintained in accordance with and AS2890.1 <i>Off-Street Car Parking</i> and the <i>Manual of Design Vehicles and Turning Path Templates SAA HB 72 (AUSTRROADS 1995)</i> .	Prior to the commencement of use
35)	A single bus parking space is to be constructed onsite having a minimum width of 4m, minimum length of 20m and minimum height of 4m. The bus parking space is to be constructed, sealed, line marked, provided with a wheel stop and maintained in accordance with and AS2890.1 <i>Off-Street Car Parking</i> and the <i>Manual of Design Vehicles and Turning Path Templates SAA HB 72 (AUSTRROADS 1995)</i> .	Prior to the commencement of use
Electricity and Telecommunication (All Uses)		
36)	Submit to Council a Provisioning of Electricity Services demonstrating that supply is provided and available to the proposed development, unless otherwise specified by the provider.	Prior to the commencement of use
37)	Submit to Council a Provisioning of Telecommunication Services demonstrating that supply is provided and available to the proposed development, unless otherwise specified by the provider.	Prior to the commencement of use
Waste (All Uses)		
38)	The development is to be serviced by a private waste collection contractor and is not entitled to Council's kerbside collection service.	At all times
Operational Works		
39)	A Development Permit for Operational Works must be obtained from Council prior to the commencement of construction.	Prior to the commencement of the use
Building, Plumbing and Drainage Works		
40)	Obtain a Development Permit and Building Final for Building Works and a Permit for Plumbing and Drainage Works and Final Inspection Certificate prior to commencement of construction.	Prior to the commencement of the use
Environmental Health		
41)	Ensure that the design and fit-out plans of the premises (kitchen) is submitted to Charters Regional Council for approval.	Prior to construction

42)	The design and fit-out of the premises (kitchen) where the licensable food business will be operated at, must comply with <i>Food Standards Australia New Zealand, Standard 3.2.3 and the Design and Fit-out Guide for Food Businesses, Food Act 2006, September 2015</i>	Prior to the commencement of use
43)	Apply and obtain a Food Licence from Charters Towers Regional Council before commencement of use.	Prior to the commencement of use

APPENDIX C – REFERRAL AGENCIES CONDITIONS

RA6-N



SARA reference: 2202-27227 SRA
Council reference: MCU2022/0002
Applicant reference: M1840

24 June 2022

Chief Executive Officer
Charters Towers Regional Council
PO Box 189
Charters Towers Qld 4820
mail@charterstowers.qld.gov.au

Attention: Prue Miller

Dear Prue

SARA response — Redbank Drive, 4 and 6 Kylee Court, Greenvale

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 10 February 2022.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	24 June 2022
Conditions:	The conditions in Attachment 1 must be attached to any development approval.
Advice:	Advice to the applicant is in Attachment 2 .
Reasons:	The reasons for the referral agency response are in Attachment 3 .

Development details

Description:	Development permit	Material Change of Use for Tourist Park and Non-resident Workforce Accommodation
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 1, Table 1 (Planning Regulation 2017) Development impacting on State transport infrastructure	
SARA reference:	2202-27227 SRA	

Assessment Manager: Charters Towers Regional Council
Street address: Redbank Drive, 4 and 6 Kylee Court, Greenvale
Real property description: Lots 134, 136 and 137 on RP895223
Applicant name: Moore Development Pty Ltd C/- Milford Planning
Applicant contact details: PO Box 5463
TOWNSVILLE CITY QLD 4810
info@milfordplanning.com.au

Representations

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

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

For further information please contact Mac Haque, Senior Planning Officer, on 47583414 or via email NQSARA@dasilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Graeme Kenna
Manager (Planning)

cc Moore Development Pty Ltd C/- Milford Planning, info@milfordplanning.com.au

enc Attachment 1 – Referral agency conditions
Attachment 2 – Advice to the applicant
Attachment 3 – Reasons for referral agency response
Attachment 4 – Change representation provisions

Attachment 1 — Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application)

No.	Conditions	Condition Timing
Material Change of Use		
Schedule 10, Part 9, Division 4, Subdivision 1, Table 1 (Planning Regulation 2017) – Development impacting on State transport infrastructure – The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport & Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition:		
1.	<p>(a) Road works comprising the following must be provided:</p> <ul style="list-style-type: none"> i. BAL treatment at the Gregory Developmental Road - Hervey Range Road intersection ii. CHR (short) treatment at the Gregory Developmental Road - Redbank Drive intersection iii. Pavement markings indicating the 80km/hr speed zone on the ground between chainage 205.5 to 207 of Gregory Developmental Road. <p>(b) The road works must be designed and constructed in accordance with:</p> <ul style="list-style-type: none"> i. Department of Transport and Main Roads' Road Planning and Design Manual, Second Edition ii. Manual on Uniform Traffic Control Devices (MUTCD) iii. Relevant Traffic and Road Use Manuals. 	Prior to the commencement of use

Attachment 2 — Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning.
2.	<p>Road works approval</p> <p>Written approval is required from the Department of Transport and Main Roads to carry out road works that are on a state-controlled road in accordance with section 33 of the TIA.</p> <p>This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ).</p> <p>The road works approval process takes time – to make an application please contact the department at North.Queensland.IDAS@tmr.qld.gov.au as soon as possible to ensure that gaining approval does not delay construction.</p>

Attachment 3 — Reasons for referral agency response

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

The reasons for the department's decision are:

- To ensure the development does not create a safety hazard for users of state transport infrastructure or public passenger services.
- To ensure the development does not result in a worsening of the physical condition or operating performance of the state transport network.
- To ensure the development does not compromise the state's ability to cost-effectively construct, operate and maintain state transport infrastructure.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version 2.6), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system

Attachment 4 — Change representation provisions

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APPENDIX D – APPEAL RIGHTS

PLANNING ACT 2016 & THE PLANNING REGULATION 2017

Chapter 6 Dispute resolution

Part 1 Appeal rights

229 Appeals to tribunal or P&E Court

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

(Refer to Schedule 1 of the *Planning Act 2016*)

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

Note –

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

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.
- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
- (6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about-
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund-
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

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

231 Other appeals

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

decision includes-

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

non-appealable, for a decision or matter, means the decision or matter-

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

232 Rules of the P&E Court

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

APPENDIX E – STATEMENT OF REASONS

Description of the development:	Material Change of Use Extension of Tourist Park and Non-resident Workforce Accommodation	
Reasons for the decision:	The proposed development was assessed against the Charters Towers Regional Town Plan Version 2 and was found to generally comply with the relevant Acceptable and Performance Outcomes. Where compliance was not achieved, the development demonstrated compliance with the Strategic Framework. The development results in the provision of a temporary facility that is potentially required to service major infrastructure projects in the region and is intended to provide holiday accommodation options for visitors to the region into the future.	
Assessment benchmarks:	The proposed development was assessed against the relevant assessment benchmarks of the Charters Towers Regional Town Plan including the: <ol style="list-style-type: none"> 1) Strategic Framework 2) Overlay Codes 3) Zone Code 4) Development Codes 	
	The proposed development was assessed against all the assessment benchmarks listed above and complies or has been conditioned to comply with all with the exceptions listed and responded to below.	
	Assessment benchmark:	Reasons for the approval despite non-compliance with benchmark:
	Development Works Code A08	The Carparking numbers do not meet the requirement for Table 8.3.1.3(b) for a Tourist Park. Notwithstanding, the carparking numbers are considered appropriate to accommodate the use at maximum occupancy based on current use trends.
Relevant matters:	<ul style="list-style-type: none"> • Charters Towers Region is currently set to experience growth as a result of major regional infrastructure projects and initiatives being announced/approved. • These projects require accommodation opportunities for non-resident workers. • There is limited remaining housing capacity within the established township urban footprint. • The subject site is located in close proximity to existing facilities within the township which will support established community and retail uses. • The development provides accommodation opportunities to support future tourists and visitors to the region once decommissioned as Non resident workforce accommodation. 	
Matters raised in submissions:	Submission Point:	Council Response:
	Not Applicable	Not Applicable

12.5 MCU2022/0003 – for a Development Permit for Material Change of Use for Non-resident workforce accommodation

EXECUTIVE SUMMARY

Council is in receipt of Development Application MCU2022/0003 seeking a Development Permit for Material Change of Use Non-resident workforce accommodation at 6 Kylee Court, Greenvale, more formally described as 137 on RP895223.

The proposal triggered Impact Assessment in accordance with the Charters Towers Regional Town Plan Version 2 (the Town Plan) and no properly made submissions were received. Together with Council, the Applicant undertook a community information session in Greenvale to ensure the community was briefed on the impacts and benefits of the development proposal.

This proposal is Stage 2 of a multi-staged proposal for Non-resident workforce accommodation over the site. This proposal is for an additional 100 persons accommodated in 25 x 4-bedroom demountable accommodation buildings in addition to associated kitchen and dining facilities, site office, laundry, and outdoor seating and recreation areas for use by residents.

Stage 1 (MCU2022/0002), which is currently under assessment but does not form part of this report, proposes accommodation for an additional 99 workers immediately adjacent to this site and access to that development is proposed through Lot 137.

Assessment of the proposal has been undertaken against the North Queensland Regional Plan 2020, the applicable State Planning Policies, and the entirety of the Town Plan. The Application can demonstrate compliance with the Performance Outcomes of the applicable codes and the relevant Strategic Outcomes of the Town Plan. As such, the proposal is recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council:

- ***Approve Development Application MCU2022/0003 for Non-resident workforce accommodation made by Moore Developments Pty Ltd on land at 6 Kylee Court, Greenvale, more formally known as Lot 137 on RP895223. The approval is subject to reasonable and relevant conditions and supported by the Statement 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, any Infrastructure Charges Notice, and changes to rating classifications.

BACKGROUND

On 25 February 2022, the Applicant lodged an application for Non-resident Workforce Accommodation. The subject site consists of a single irregularly shaped allotment totalling 6,461 m2.

The site is currently improved by some small structures and is utilised to provide a small amount of overflow car parking and storage associated with the adjoining Tourist Park use located on Lot 136 on RP895223.

The site fronts Kylee Court, with formal vehicle access achieved from this frontage. It is noted that a fence runs along the entire frontage of the site, with current vehicles access provided via adjoining Lot 136. The site is connected to reticulated urban infrastructure including water and sewerage.

The land is situated at the eastern extent of the main Greenvale Township and is surrounded by a diverse mix of residential and commercial uses including a multiple dwelling and hotel to the north and west, respectively.

To the south, the site adjoins the Greenvale Caravan Park and Cabins Tourist Park, with the Greenvale rodeo and camp draft grounds beyond this. The remaining surrounding land to the east is generally vacant, undeveloped land.

The subject site is in close proximity to the State road transport network, specifically the Gregory Development Road.



Figure One: Aerial of Subject Site

Prior to lodging this Application, the Applicant has also lodged MCU2022/0002 for Stage 1 of the development. MCU2022/0002 is for an extension to the existing Tourist Park and Non-resident workforce accommodation.

The proposal represents Stage 2 of a broader plan to develop Non-resident Workforce Accommodation in Greenvale.

The plan below indicates this proposal (Lot 137) overlaid on the proposal for Stage 1.



Figure 2: Stage 1 and 2 overlaid.

There are no other known Approvals that are relevant to the site.

Development Proposal

The Development proposes Non-resident workforce accommodation at Kylee Court Greenvale, more formally described as lot 137 on RP895223.

The proposed use will provide for 100 additional persons accommodated in 25 x 4-bedroom demountable accommodation buildings on the site. Additionally, the development proposes associated kitchen and dining facilities, site office, laundry, and outdoor seating and recreation areas for use by residents.

Unlike Stage 1, the proposed development will be decommissioned on cessation of use.

Figure Three shows the proposed development layout



Figure Three: Proposed layout

The critical matters for Council's consideration include-

Need/Impact on Greenvale Township

The Australian Bureau of Statistics-2016 QuickStats for Greenvale indicates Greenvale has a total population of 232 persons. This development proposal intends to accommodate an additional 100 people during its operation as Non-resident workforce accommodation. Whilst, this application is only for Stage 2, Stage 1 is also under assessment.

These two (2) applications combined, seek to house 199 people for surrounding infrastructure projects.

As such, the impact of this influx of people on the township of Greenvale must be considered.

The township of Greenvale was built in the 1970s, being developed in response to the Greenvale Nickel Mine which commenced operation in 1973. While the current population of Greenvale is roughly 232 persons (based on Australian Bureau of Statistics 2016 Census data), it is estimated that the township once supported a population of roughly 3,000 people prior to the mine closing in 1993.

The establishment of major projects within the region is therefore considered to represent an opportunity to support renewed growth in Greenvale, in line with the historic use and character of the township. Based on the list of proposed infrastructure projects, there is considered to be a genuine need for this form of development in the region.

It is noted that the proposed single storey built form represents an appropriate physical scale and appearance, consistent with the low density nature of the township.

The proposed siting and location of the development within the Township Zone, and adjacent to the established Caravan Park and various other commercial uses, is considered a suitable location for the development which will have limited impacts on the overall visual appearance of the Township.

Providing sufficient infrastructure is available to support the use, the proposed development is considered to represent an appropriate outcome for the site and Greenvale Township.

Additionally, the Applicant and Council undertook a community information session in Greenvale to ensure the community was briefed on the potential impacts and benefits of the development proposal. No submissions were received in response to Public Notification.

Infrastructure

Concern was raised as to whether Council's existing reticulated water and sewerage network has capacity to cope with the additional demand. The applicant provided a detailed Water Supply and Sewerage analysis to support Stage 2 of the Development.

Conditions have been imposed on the development to ensure it is adequately serviced.

Referral Agencies

On 18 March 2022, SARA advised that a review of the application and proposed development indicates that SARA is not the correct referral agency. Referral under schedule 10, part 9, division 4, subdivision 1, table 1, item 1 (10.9.4.1.1.1) - State transport infrastructure – Aspect of development stated in schedule 20, does not apply to the development application.

The reason for this is that the proposed development does not trigger referral for State transport thresholds as per schedule 20, column 3 for *workforce accommodation* as there is less than 50 *dwellings*. As such, there are no referral agency requirements for this development.

Public Notification and Submissions

In accordance with the Development Assessment Rules, public notification was required for a period of 15 business days. Public notification occurred from 13 June 2022 to 4 July 2022. A community information session was also undertaken in Greenvale on 27 May 2022.

During this period Council received no Properly Made Submissions.

Levied Charges

The levied charge has been calculated against the Infrastructure Charges Resolution (No. 3) 2020 which took effect from 28 October 2020 as follows:

Table One: Gross Charge

Charge	Quantity	Rate	Gross Amount	Charge
Non-resident workforce accommodation	25	Per 3 or more-bedroom unit	\$3,667.00	
		Gross Amount	Charge	\$91,675.00

Table Two: Applied Credit

Credit	Quantity	Rate	Gross Credit Amount
<i>Note: The use appears to be established over an informal overflow camping area. No formal sites or cabins have been established. As such, existing credits have not been applied.</i>			

		Gross Credit Amount	\$Nil
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Table Three: Total Charge

Charge	(Minus) Credit	Net Charge Amount
\$91,675.00	\$0.00	\$91,675.00

Regulatory Assessment

- Planning Act 2016 and Planning Regulation 2017**
Impact Assessment of the application has been carried out against Section 60 of the *Planning Act 2016* with regard given to Part 4, Division 4, Subdivision 2, Sections 29-31 of the *Planning Regulation 2017*.
- North Queensland Regional Plan 2020**
As the proposal is not located within a Priority Agricultural Area as illustrated within Map One of the North Queensland Regional Plan 2020, no assessment benchmarks are relevant to this proposal.
- State Planning Policy**
The Charters Towers Regional Town Plan was adopted in February 2020. In accordance with section 2.1 – State Planning Policy of the planning scheme, the Minister has identified that all aspects of the SPP prior to 3 July 2017, have been integrated into the planning scheme.
- Charters Towers Regional Town Plan Version 2**
Assessment of the proposal has been undertaken in a ‘bottom up’ approach whereby if the proposal is considered to comply with the relevant Acceptable Outcome or Performance Outcome then the proposal is considered to comply with the Purpose of the benchmark. Furthermore, assessment has only been made where the proposal fails to comply with a particular assessment benchmark and, where the proposal is considered to comply, reasonable and relevant conditions have been recommended to that effect.

Planning Summary

The critical planning considerations for this proposal are as follows:

Need/Impact on Greenvale Township

The Charters Towers Region is likely to experience a period of strong growth as a result of major regional infrastructure projects and initiatives recently approved/announced. Construction of these projects require accommodation opportunities for non-resident workers.

Greenvale was established as a Township that supported the Greenvale Nickel Mine. It is currently located along the construction pipeline of the Genex Kidston Connection Project and proximate to other major projects including the Australia-Singapore Military Training Initiative (ASMTI). As such, it represents a sound location for the establishment of non-resident workforce accommodation to support such projects.

There is limited remaining housing capacity within the established township urban footprint which could provide accommodation services in the order required to service these projects.

In terms of this site, it is located in close proximity to existing facilities within the township to encourage walkability within the town and support established community and retail uses.

Overall, there is considered to be a genuine need for development of this nature in Greenvale and provided the development is designed to limit impacts on established uses and the community, it is capable of being supported by Council’s Planning Scheme.

It is noted that the proposed single storey built form represents an appropriate physical scale and appearance, consistent with the low density nature of the township. Additional conditions have been

imposed to ensure landscaping is established to further screen and improve the overall amenity of the development.

Access and Traffic

It is considered that limited upgrades to Council's transport network are required to accommodate the proposed use. A condition has been imposed requiring the upgrade to Kylee Court to an appropriate standard and some minor works to ensure adequate site lines are maintained as existing intersections.

Additionally, works have been conditioned to avoid conflicts between the proposed access and existing carport located on Lot 0 on BUP104530.

As the Department of Transport and Main Roads were not a referral agency, no conditions have been imposed on this development regarding the impacts on existing intersections with the Gregory Developmental Road.

Carparking

Non-resident Workforce Accommodation use is not allocated a parking rate in the planning scheme. It is considered the proposed car parking arrangements are sufficient to meet the demand generated by the proposed development, noting that the majority of workers that will reside at the facility will generally travel in groups working on specific project sites in the surrounding area and will likely carpool or be transported by shuttle bus rather than having individual vehicles.

Infrastructure and Servicing

Concern was raised as to whether Council's existing reticulated water and sewerage network has capacity to cope with the additional demand.

A detailed Water Supply and Sewerage analysis has been provided to support the Stage 2 of development. The report concluded that the existing network could accommodate Stage 1 and Stage 2 of the proposed development without augmentation.

It is noted that Greenvale is currently on an ongoing Boil Water Alert. As such, the applicant must also ensure that all water used for potable purposes complies with the Australian Drinking Water Guidelines Version 3.7 or as amended.

Conditions have been imposed on the development to ensure it is adequately serviced.

It should be noted that any future development within the Greenvale catchment may result in capacity issues with the planned upgrade (by PCB associated with the Defence Greenvale training area) of the water delivery system from the bores to the Greenvale reservoir. Monitoring of the water demands/flows from the initial worker accommodation areas will facilitate the refinement of the actual water demands to determine if future proposals are able to be serviced.

It is understood that the existing Greenvale STP will be upgraded to be a new moving bed biofilm reactor (MBBR) plant. This upgrade is expected to be associated with the CPB Contractors temporary camps for the Department of Defence – Greenvale Training Area. The STP upgrade is expected to have sufficient capacity for the sewage that will be generated from future proposals, in addition to the sewage from the existing Greenvale township.

Stormwater

A Site Based Stormwater Management Plan has been provided for the proposed Development.

A condition has been proposed to ensure Stormwater mitigation measures are implemented to ensure no worsening of stormwater runoff impacts.

Additionally, all habitable areas must achieve flood immunity to 1%AEP plus 300mm freeboard as determined and certified by an independent RPEQ as there is no detailed flood mapping available for this site.

Residential Amenity

The proposed development is a residential activity consistent with adjacent residential uses and adjacent Tourist Park uses.

Landscaping conditions have been imposed to ensure existing residential uses and tourist park uses are sufficiently buffered from the proposed development.

Additionally, a site-based management plan is required to address operational aspects of the development such as check in/check out, drop off/pick up, noise, waste storage and collection, servicing, and environmental hazards.

All communal areas are designed to be contained centrally within the site which will mitigate impacts on surrounding properties.

The proposed built form is of a scale commensurate with the established low density residential character of the surrounding area and wider township. Built form will not exceed a single storey and has been sited to maximise setbacks to surrounding properties and road frontages.

On site amenity and services

It is important to ensure that the proposed development is adequately serviced. As such, a condition has been imposed to ensure the Non-resident workforce accommodation is serviced by independent facilities including –

- m) Communal kitchen and dining hall.
- n) Common laundry.
- o) Ablution facilities.
- p) Utilities and refuse storage.
- q) Carparking and bus pick up and drop off facilities.
- r) Site reception.

With the exception of bus pick up and drop off facilities, the services are provided for in the plans of development submitted by the Applicant.

Planning Scheme Assessment

As per the Categories of Development and Assessment, the proposal triggers Impact Assessment against the following assessment benchmarks:

- 5) *Strategic Framework*
- 6) *Overlay Codes*
- 7) *Zone Codes*
- 8) *Development Codes*

Strategic Framework

The assessment against the Strategic Framework can be summarised as follows:

- There is a demonstrable need for additional accommodation within the Greenvale township to support major projects within the region.
- The proposed development seeks to promote the New World for economic development by providing accommodation services to non-resident workforce to support major projects.
- The proposed development seeks to promote the New World for economic development by providing for consolidated development within the township area.

- The proposed development provides supporting business and employment opportunities for local people.
- The proposed development is compatible with the nature, character and history of the Greenvale locality as a mining town.
- The proposed development can be appropriately serviced by essential infrastructure services in an orderly and efficient manner.
- The proposed development does not compromise the character or heritage values of the Locality.
- The proposed development is established within an existing urban area and will not adversely impact on Matters of National, State or Local Environmental Significance and maintains ecological processes and functions.
- The proposed development will implement a stormwater management regime that effectively manages stormwater quantity and quality; and
- The proposed development is compatible with the nature of natural hazards such as flooding, bushfire, and landslide, and it is not considered that the proposed development poses an intolerable risk to people or property from natural hazards.

The proposed development achieves this by demonstrating compliance with the following relevant assessment benchmarks-

Flood Hazard Overlay Code

The proposal is considered generally consistent with the purpose and desired outcomes of the Flood Hazard Overlay Code. In particular, the proposed use is comprised of transportable structures that are constructed above a 1%AEP event with 300mm freeboard.

The development is supported by a detailed Stormwater Management Plan to ensure stormwater impacts are appropriately managed and discharged at a lawful point.

Township Zone Code

The proposed development is considered to be generally consistent with the Township Zone Code's purpose and overall outcomes.

- The proposed development builds on the current mix of short stay accommodation options for visitors to Greenvale which supports regionally significant economic projects.
- The proposed development is compatible with the nature, character and history of the Greenvale locality as a mining town.
- The development results in the consolidation of accommodation facilities in close proximity to existing facilities within the township to encourage walkability.
- The development supports established community and retail uses.
- The development has been designed and located to maximise retention of established residential amenity consistent with the township character.
- The proposed development has been appropriately designed and sited to avoid visual and other impacts to surrounding land uses.
- The development has been conditioned to provide appropriate landscaping and screening treatments.
- The proposed development can be appropriately serviced by essential infrastructure.
- The development does not result in any alteration to natural features and clearing will be avoided.
- The development has been conditioned to respond to identified land constraints, including flooding.

Development Works Code

The proposal is considered consistent with the purpose and overall outcomes of the Development Works Code.

The subject site is located within an existing serviced urban footprint.

The development is within the service area of and is capable of connection to all necessary reticulated services.

Stormwater mitigation measures are proposed as part of the development to ensure no worsening of stormwater runoff impacts. Provision and implementation of a detailed stormwater management plan is a condition of the approval.

The site contains sufficient on-site parking spaces noting that a carparking rate is not specifically prescribed by the scheme for the proposed use.

The site is adequately serviced by Council's transport network and any required upgrades have been conditioned.

Landscaping Code

The proposal is considered generally consistent with the purpose and overall outcomes of the Landscaping Code.

The development has been conditioned to improve amenity and contribute positively to the streetscape through onsite landscaping and screening treatments.

CONCLUSION

Assessment of the proposal has been carried out against the North Queensland Regional Plan 2020 and the Town Plan with the proposal considered to comply with relevant assessment benchmarks.

Where inconsistencies have been identified, an assessment against the Strategic Framework and Acceptable and Performance Outcomes has been undertaken, with reasonable and relevant conditions recommended to justify the decision.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025: Community Focus Area 1 Economic Prosperity

CONSULTATION (Internal/External)

Internal: Prue Miller; Planner
Paul Want; Manager Planning & Development
Mark Harvey; Water Projects Manager
Peter Clark; Manager Water & Wastewater
Robin Thekkekara; Principal Engineer

External: Milford Planning
Greenvale Community
Mac Haque; NQ SARA

LEGAL CONSIDERATIONS

Planning Act 2016
Planning Regulation 2017
Development Assessment Rules 2017
North Queensland Regional Plan 2020
Charters Towers Regional Town Plan Version 2

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 any risk to Council.

Report Prepared by: KELLY REASTON Consultant Planning Officer Date: 2 August 2022	Report Authorised by: PAUL WANT Manager Planning & Development Date: 5 August 2022
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ATTACHMENTS

- Appendix A – Summary of Details
- Appendix B – Development Conditions, Advisory notes
- Appendix C – Appeal rights
- Appendix D – Statement of Reasons

REFERENCE DOCUMENT

- Application Common Material Document No. 4623498
- Information Request Document No. 4625096
- Information Request Response Document No. 4655903
- Officer's Report Document No. 4676878

APPENDIX A – SUMMARY OF DETAILS

SITE DETAILS:

Street address:	6 Kylee Court, GREENVALE QLD 4816
Real property description:	137 on RP895223
Owner:	North Queensland Fencing Supplies Pty Ltd
Area:	6,461 m2
Zone:	Township Zone
Road frontage:	Kylee Court
Existing lawful use:	Vacant Land

APPLICATION DETAILS:

Application number:	MCU2022/0003
Approval sought:	Development Permit
Development type:	Material Change of Use
Category of development:	Impact Assessable
Description of development:	Non-resident workforce accommodation
Applicant:	Moore Developments Pty Ltd
Lodgement date:	25 February 2022
Properly made date:	25 February 2022
Existing approval:	Not Applicable
Referral agencies:	Not Applicable
Number of Submissions:	Nil

PLANNING FRAMEWORK DETAILS:

Planning scheme:	Charters Towers Regional Town Plan Version 2
Assessment benchmarks:	North Queensland Regional Plan 2020 Charters Towers Regional Town Plan Version 2

APPENDIX B – DEVELOPMENT CONDITIONS, ADVISORY NOTES

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/ Document Title:</th> <th>Prepared By:</th> <th>Date:</th> <th>Reference No:</th> <th>Revision</th> </tr> </thead> <tbody> <tr> <td>Cover Page</td> <td>Escape Building Design</td> <td>08 February 2022</td> <td>D001</td> <td>A</td> </tr> <tr> <td>Concept Site Plan</td> <td>Escape Building Design</td> <td>08 February 2022</td> <td>D101</td> <td>A</td> </tr> <tr> <td>Proposed Floor Plan – Accommodation Unit</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>D200</td> <td>A</td> </tr> <tr> <td>Proposed Floor Plan – Laundry Unit</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>D201</td> <td>A</td> </tr> <tr> <td>Proposed Floor Plan- Kitchen</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>D202</td> <td>A</td> </tr> <tr> <td>Proposed Elevations- Kitchen</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>D203</td> <td>A</td> </tr> <tr> <td>Proposed Floor Plan- Site Office</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>D204</td> <td>A</td> </tr> <tr> <td>Proposed Elevations- Site Office</td> <td>Escape Building Design</td> <td>24 January 2022</td> <td>D205</td> <td>A</td> </tr> <tr> <td>Water Supply and Sewerage Planning Report</td> <td>DPM Water</td> <td>6 June 2022</td> <td>-</td> <td>-</td> </tr> <tr> <td>Greenvale- Proposed Caravan Park and Workers Camp Development - Site Based Stormwater Management Plan</td> <td>Noble Consulting Engineers</td> <td>9 June 2022</td> <td>-</td> <td>-</td> </tr> <tr> <td>Greenvale- Proposed Caravan Park and Workers Camp</td> <td>Noble Consulting Engineers</td> <td>21 April 2022</td> <td>FN0028</td> <td>-</td> </tr> </tbody> </table>	Drawing/ Document Title:	Prepared By:	Date:	Reference No:	Revision	Cover Page	Escape Building Design	08 February 2022	D001	A	Concept Site Plan	Escape Building Design	08 February 2022	D101	A	Proposed Floor Plan – Accommodation Unit	Escape Building Design	24 January 2022	D200	A	Proposed Floor Plan – Laundry Unit	Escape Building Design	24 January 2022	D201	A	Proposed Floor Plan- Kitchen	Escape Building Design	24 January 2022	D202	A	Proposed Elevations- Kitchen	Escape Building Design	24 January 2022	D203	A	Proposed Floor Plan- Site Office	Escape Building Design	24 January 2022	D204	A	Proposed Elevations- Site Office	Escape Building Design	24 January 2022	D205	A	Water Supply and Sewerage Planning Report	DPM Water	6 June 2022	-	-	Greenvale- Proposed Caravan Park and Workers Camp Development - Site Based Stormwater Management Plan	Noble Consulting Engineers	9 June 2022	-	-	Greenvale- Proposed Caravan Park and Workers Camp	Noble Consulting Engineers	21 April 2022	FN0028	-	At all times
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	Development - Traffic Impact Assessment					
General						
2)	a) Comply with all conditions within this Development Permit with conditions prevailing over the approved plan(s) in all instances. b) Meet the cost of all works associated with the development including any alterations, relocations, or repairs to damaged Council infrastructure, and c) All repairs, alterations and relocations of Council infrastructure are to be in accordance with the relevant Council policy and/or Australian Standard.	At all times				
Currency of approval						
3)	This approval, granted under the provisions of the <i>Planning Act 2016</i> , shall lapse four (4) years from the day the approval takes effect in accordance with the provisions of 85 of the <i>Planning Act 2016</i> .	At all times				
Maintain the Approved Development						
4)	Maintain the approved development in accordance with the approved plans (s) and document (s), and any other relevant Council engineering or other approval required by the conditions.	At all times				
Notice of Intention to Commence Use						
5)	Prior to commence of use at the premises, written notice must be given to Council that the development fully complies with the Development Approval Package.	Prior to the commencement of use.				
Limitation of Use						
6)	a) The Development is limited to use as Non resident Workforce Accommodation. b) Occupancy of the Non resident Workforce Accommodation must not exceed 100 persons at any one time.	At all times				
Provision of Services						
7)	The Non resident Workforce Accommodation must be serviced by independent facilities including – s) Communal kitchen and dining hall; t) Common laundry; u) Ablution facilities; v) Utilities and refuse storage; w) Carparking and bus pick up and drop off facilities; x) Site reception. <i>Note: Whilst not part of this application, it is acknowledged that the No- resident workforce accommodation may share a common indoor and outdoor recreation space with the adjoining and existing Tourist Park. As such, additional recreation facilities are not required.</i>	At all times				
Landscaping Plan						
8)	A landscape plan must be submitted, to provide:	Prior to				

	<p>g) covered, landscaped entry walkway to each accommodation unit;</p> <p>h) attractive and effective screening to service areas;</p> <p>i) concrete pathway and landscaping along pedestrian links from carpark to Non-resident workforce accommodation</p> <p>j) 2.0 m wide landscaped buffer around northern, western, and southern boundaries of the proposed development.</p> <p>All approved landscaping works must be completed and endorsed by Council prior to Commencement of Use.</p> <p>All landscaping must be maintained by the applicant/owner at all times.</p>	commencement of use
Operational Plan/ Site Based Management Plan		
9)	<p>Develop, implement and comply with an Operational Plan/ Site Based Management Plan for the operation and maintenance of the Non-resident workforce accommodation including relevant procedures for the management of human safety, site operations ie. Check in/check out, drop off/pick up, noise, waste storage and collection, servicing, and environmental hazards.</p> <p>The Site Based Management Plan is to be submitted to and approved by Council prior to the Commencement of Use.</p>	At all times
Sewerage		
10)	<p>The development must connect to council's reticulated sewer system.</p> <p>All approved works must be endorsed by Council and completed before Commencement of Use.</p> <p>All works must be maintained by the applicant/owner at all times.</p> <p><i>Note: It is noted that Council sewer traverses Lot 137. The exact location of the sewer main with respect to the proposed development will need to be determined as part of detailed design of the sewerage infrastructure on site. It is noted that some redesign of the proposed development may be required to avoid building over infrastructure or alternatively, infrastructure is relocated where appropriate.</i></p>	Prior to the commencement of the use.
Water		
11)	<p>a) Water supply for the development must be provided in accordance with the DPM Water "Water Supply and Sewerage Planning Report" dated 6 June 2022.</p> <p>b) In addition, the applicant must ensure that all water used</p>	Prior to the commencement of the use.

	<p>for potable purposes complies with the Australian Drinking Water Guidelines Version 3.7 or as amended.</p> <p>All works required by the approved Report must be completed and endorsed by Council before Commencement of Use.</p> <p>All works must be maintained in operational condition by the applicant/owner at all times.</p> <p><i>Advisory note: Greenvale is currently on an ongoing Boil Water Alert. Information can be found on Council's website.</i> https://www.charterstowers.qld.gov.au/news/article/184/public-notice---boiled-water-alert-greenvale</p>	
Transport and Access		
12)	<p>To mitigate the impacts associated with the interface between the proposed access and existing carport located on Lot 0 on BUP104530:</p> <ul style="list-style-type: none"> a) widen the existing seal width fronting the carport to 7m wide, to allow for 1m buffer zone between the traffic and the carport; and b) provide road pavement marking and signage to delineate the traffic through the area. 	At all times
13)	<p>Undertake the following works in accordance with the approved Traffic Impact Assessment:</p> <ul style="list-style-type: none"> a) Where the Stopping Sight Distance (SSD) at the Redbank Drive/Kylee Court intersection are obstructed by existing vegetation, undertake trimming or removal of vegetation as required and directed by a qualified Traffic Engineer. All vegetation removal must be approved by Council, in writing, prior to works occurring. b) Upgrade Kylee Court to provide a minimum of 6m wide pavement with kerb and channel, to allow for safe vehicle passing to a standard nominated by a RPEQ. c) Construct a sealed access driveway to the existing sealed edge <p>Prior working on Council Road, relevant permit to work on Council must be applied for and obtained.</p>	Prior to commencement of use.
Drainage		
14)	<p>Stormwater management plan, Stormwater design including RPEQ certified drawings indicating lawful point of discharge and calculations must be submitted to Council and obtain approval.</p> <p>Drainage works must be carried out in accordance with the RPEQ certified and Council approved Stormwater Design.</p> <p><i>Note: It is noted that the stormwater design will be delivered generally in accordance with the Greenvale- Proposed Caravan</i></p>	Prior to commencement of use.

	<i>Park and Workers Camp Development- Site Based Stormwater Management Plan.</i>	
Decommissioning / Lapsing of Approval		
15)	<p>Within twelve (12) months of the cessation of use-</p> <p>a) the site is to be decommissioned such that:</p> <ul style="list-style-type: none"> iv) the visual amenity of the site is restored; v) the sustainable ecological functioning of the site is maintained or improved; and vi) accommodation and redundant infrastructure is removed from the site. <p>b) This Approval lapses to the extent the development is not complete.</p>	
Airconditioning, Plant, and Equipment		
16)	<p>Air-Conditioning, Plant and Machinery units located above ground level and visible from external residential properties or the street at the frontage of the land must be screened from view with appropriate materials or landscaping.</p> <p>Compliance with the Default Noise Standards for Air-conditioning equipment, <i>Environmental Protection Act 1994, Chapter 8, Part 3B, Division 3, Section 440U</i></p> <p><i>Note: Section 440U - Air-conditioning equipment</i></p> <p><i>(1)This section applies to premises at or for which there is air-conditioning equipment.</i></p> <p><i>(2)An occupier of the premises must not use, or permit the use of, the equipment on any day—</i></p> <ul style="list-style-type: none"> <i>(a)before 7a.m, if it makes a noise of more than 3dB(A) above the background level; or</i> <i>(b)from 7a.m. to 10p.m, if it makes a noise of more than 5dB(A) above the background level; or</i> <i>(c)after 10p.m, if it makes a noise of more than 3dB(A) above the background level.</i> 	At all times
Environmental		
17)	<p>Ensure that erosion and sediment control management is undertaken and maintained to prevent soil erosion and sedimentation runoff to watercourses and Council's storm water drainage system. Erosion and sediment control is to be in accordance with <i>International Erosion Control Association – Best Practice Erosion & Sediment Control guidelines</i> and the <i>Queensland Urban Drainage Manual 2017</i>.</p>	At all times
18)	<p>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 Act 1994</i>.</p> <p>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 2019</i>.</p>	At all times
Lighting		
19)	External lighting must be installed in accordance with	At all times

	AS/NZS 4282:2019 – <i>Control of the obtrusive effects of outdoor lighting</i> . The installation of external lighting must be certified by a suitably qualified person in accordance with the Australian Standard.	
20)	<p>Install and maintain a suitable system of security lighting to operate from dusk to dawn within all areas where the public may gain access, including car parking areas, building entrances and vegetated areas.</p> <p>All external lighting must be in accordance with AS/NZS 4282:2019 – <i>Control of the obtrusive effects of outdoor lighting</i> so as to not cause nuisance or distraction to nearby residents or passing motorists.</p> <p>All lighting over publicly accessible pathways covered by permanent awnings must be in accordance with Australian Standard – AS/NZS1158.3.1:2020 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting – Performance and design requirements.</p>	At all times
Drainage		
21)	The development must not create ponding nuisances and/or a concentration of stormwater flows to adjoining properties, to the satisfaction of the Chief Executive Officer.	At all times
22)	All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream, in accordance with the Queensland Urban Drainage Manual, Fourth Edition (2017), to the requirements and satisfaction of the Chief Executive Officer.	At all times
23)	<p>Drainage Easement(s) in gross must be created over any inter-allotment drainage infrastructure.</p> <p>A copy of the easement document(s) must be submitted to Council for approval by Council at no cost to Council.</p>	At all times
Minimum Fill and Floor Levels (All Uses)		
24)	<p>All habitable floor levels must be a minimum of 300mm above the 1% AEP flood immunity level.</p> <p>Compliance with this condition must be confirmed by an RPEQ prior to commencement of use.</p> <p><i>Note: As the site is within the QRA Level 1 area which does not nominate flood height, it is the Applicant's responsibility to demonstrate a reasonable determination of the 1%AEP flood level.</i></p>	At all times
25)	<p>All electrical fixtures within the Kitchen, Dining, and Site Office areas and Laundry are to be located a minimum of 300m above the 1% AEP flood immunity level.</p> <p>Compliance with this condition must be confirmed by an RPEQ prior to commencement of use.</p> <p><i>Note: As the site is within the QRA Level 1 area which does not nominate flood height, it is the Applicant's responsibility to</i></p>	At all times

	<i>demonstrate a reasonable determination of the 1%AEP flood level.</i>	
Carparking		
26)	Car parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. These spaces and all vehicle movement areas are to be constructed, sealed, line marked, provided with wheel stops and maintained in accordance with and <i>AS2890.1 Off-Street Car Parking</i> and the <i>Manual of Design Vehicles and Turning Path Templates SAA HB 72 (AUSTRROADS 1995)</i> .	Prior to the commencement of use
27)	A single bus parking space is to be constructed onsite having a minimum width of 4m, minimum length of 20m and minimum height of 4m. The bus parking space is to be constructed, sealed, line marked, provided with a wheel stop and maintained in accordance with and <i>AS2890.1 Off-Street Car Parking</i> and the <i>Manual of Design Vehicles and Turning Path Templates SAA HB 72 (AUSTRROADS 1995)</i> .	Prior to the commencement of use
Electricity and Telecommunication		
28)	Submit to Council a Provisioning of Electricity Services demonstrating that supply is provided and available to the proposed development, unless otherwise specified by the provider.	Prior to the commencement of use
29)	Submit to Council a Provisioning of Telecommunication Services demonstrating that supply is provided and available to the proposed development, unless otherwise specified by the provider.	Prior to the commencement of use
Waste		
30)	The development is to be serviced by a private waste collection contractor and is not entitled to Council's kerbside collection service.	At all times
Operational Works		
31)	A Development Permit for Operational Works must be obtained from Council prior to the commencement of construction.	Prior to the commencement of the use
Building, Plumbing and Drainage Works		
32)	Obtain a Development Permit and Building Final for Building Works and a Permit for Plumbing and Drainage Works and Final Inspection Certificate prior to commencement of construction.	Prior to the commencement of the use
Operation of a Licensable Food Business		
33)	Ensure that the design and fit plans of the premises (kitchen) is submitted to Charters Regional Council for approval.	Prior to construction
34)	The design and fit out of the premises (kitchen) where the licensable food business will be operated at, must comply with Food Standards Australia New Zealand, Standard 3.2.3 and the Design and Fit-out Guide for Food Businesses, Food Act 2006, September 2015.	Prior to the commencement of the use
35)	Apply and obtain an approval for a Food Licence with Charters Towers Regional	Prior to the commencement of the use

APPENDIX C – STATEMENT OF REASONS

Description of the development:	Material Change of Use Non resident Workforce Accommodation	
Reasons for the decision:	The proposed development was assessed against the Charters Towers Regional Town Plan Version 2 and was found to generally comply with the relevant Acceptable and Performance Outcomes. Where compliance was not achieved, the development demonstrated compliance with the Strategic Framework. The development results in the provision of a temporary facility that is potentially required to service major infrastructure projects in the region and is intended to provide holiday accommodation options for visitors to the region into the future.	
Assessment benchmarks:	The proposed development was assessed against the relevant assessment benchmarks of the Charters Towers Regional Town Plan including the:	
	<ul style="list-style-type: none"> 5) Strategic Framework 6) Overlay Codes 7) Zone Code 8) Development Codes 	
	The proposed development was assessed against all the assessment benchmarks listed about and complies or has been conditioned to comply with all with the exceptions listed and responded to below.	
	Assessment benchmark:	Reasons for the approval despite non-compliance with benchmark:
	N/A	N/A
Relevant matters:	<ul style="list-style-type: none"> • Charters Towers Region is currently set to experience growth as a result of major regional infrastructure projects and initiatives being announced/approved. • These projects require accommodation opportunities for non-resident workers. • There is limited remaining housing capacity within the established township urban footprint. • The subject site is located in close proximity to existing facilities within the township which will support established community and retail uses. • The use will be decommissioned on completion of the infrastructure project or on cessation of demand. 	
Matters raised in submissions:	Submission Point:	Council Response:
	Not Applicable	Not Applicable

APPENDIX D – APPEAL RIGHTS

PLANNING ACT 2016 & THE PLANNING REGULATION 2017

Chapter 6 Dispute resolution

Part 1 Appeal rights

229 Appeals to tribunal or P&E Court

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

(Refer to Schedule 1 of the *Planning Act 2016*)

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

Note –

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

- (10) Each respondent and co-respondent for an appeal may be heard in the appeal.
- (11) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
- (12) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about-
- (c) the adopted charge itself; or
 - (d) for a decision about an offset or refund-
 - (iii) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (iv) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

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

231 Other appeals

- (5) Subject to this chapter, schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.
- (6) The *Judicial Review Act 1991*, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (7) A person who, but for subsection (1) could have made an application under the *Judicial Review Act 1991* in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.
- (8) In this section –
- decision* includes-
- (f) conduct engaged in for the purpose of making a decision; and
 - (g) other conduct that relates to the making of a decision; and
 - (h) the making of a decision or failure to make a decision; and
 - (i) a purported decision; and
 - (j) a deemed refusal.
- non-appealable*, for a decision or matter, means the decision or matter-
- (d) is final and conclusive; and
 - (e) may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the *Judicial Review Act 1991* or otherwise, whether by the Supreme Court, another court, a tribunal or another entity; and
 - (f) is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, a tribunal or another entity on any ground.

232 Rules of the P&E Court

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

12.6 Trustee Lease for Lot 512 on Plan CT 1824– Wherry House

EXECUTIVE SUMMARY

This report seeks approval for a Trustee Lease over Lot 519 on Plan CT1824 with Training Employment Support Services (TESS) for a three (3) year period.

OFFICER'S RECOMMENDATION

That Council:

- ***Apply the exception under the provisions of Section 236(1)(b)(ii) of the Local Government Regulation 2012 for the disposal of Lot 519 on Plan CT1824.***
- ***Offer a Trustee Lease over Lot 519 on Plan CT1824 to Training Employment Support Services (TESS) conditional upon consent of the Minister and based generally on standard terms and conditions for a term of three (3) years.***
- ***Set initial rent payable at the existing peppercorn rate of \$1.00 for this community organisation.***
- ***Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required and making application to the Minister for consent to same (if required).***

BUDGET & RESOURCE IMPLICATIONS

No additional budgetary resources or expenditure will be required. Whilst initial rent will be set at a peppercorn rate of \$1.00, there is an opportunity for the Lessee to negotiate rent funding in future grant applications which would be passed through to Council.

There is no cost for preparation of a Trustee Lease agreement as the intention is to use the existing Trustee Lease template as the basis for the lease.

The cost of registration of the Trustee Lease with the Department of Resources (DOR) is \$208.83. This cost will be the responsibility of the Lessee in accordance with the terms of the Trustee Lease.

BACKGROUND

TESS is a a community owned not for profit organisation with a current office at 8/15 Church Street, Charters Towers. They share the location with We – Care – Too. The head lease of this facility is being taken over by Prospect, leaving the organisation without accommodation. They have requested to lease Lot 519 on Plan CT1824, known as Wherry House, from Council for a minimum three (3) year period.

The parcel tenure is a Reserve for Local Government (Historical Building and Commercial Purposes) of which Council is the Trustee.

Under Section 61(1) of the *Land Act 1994*, a Trustee Lease can be issued up to a thirty (30) year period.

According to their website, the purpose of TESS is to offer training and employment support options to persons with permanent physical, intellectual, psychiatric, cognitive or sensory disabilities who need to develop marketable skills in order to assist them to enter the labour force.

The objectives of TESS are to reduce and/or remove the impact of a person's disability to assist the person with a disability to participate in training and/or assist the person with a disability to obtain, or to resume employment when it has been interrupted, and/ or maintain employment.

Wherry House is considered ideal given its central location in the CBD and disability-friendly access. It is considered that TESS are a suitable lessee to manage this building on behalf of Council.

LINK TO CORPORATE PLAN

The recommendation links to the organisational focus area OFA6 "Innovation and Transformation" in Council's Corporate Plan (2021-2025).

CONSULTATION (Internal/External)

Internal: Martin Drydale, Chief Executive Officer
John Teague, Director Infrastructure Services
Kylee Goss, Manager Council Facilities

External: Lance Stone – Managing Director/CEO, Training Employment Support Services

LEGAL CONSIDERATIONS

Local Government Regulation 2012

Section 236(1)(b)(ii) provides that a non-current asset can be disposed of to a community organisation. A community organisation is defined as "(a) an entity that carries on activities for a public purpose; or (b) another entity whose primary object is not directed at making a profit". TESS meets the definition of a community organisation and as such, Council can enter into this lease without first offering same for tender or auction.

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

Section 57 Trustee Leases provides the framework for trustee leases.

Council is only the Trustee of the land and as such, this Trustee Lease is subject to Minister's consent under Section 57(1) of the *Land Act 1994*. Given that the purpose of the lease is consistent with the designation of the reserve, and the terms and conditions are substantially similar to the last lease with Regional Development Australia, which was approved by the Minister, it is expected that consent will be granted. However, if the Minister refuses, Council will not be able to approve the Trustee Lease.

POLICY IMPLICATIONS

The Trustee Lease meets the disposal conditions of the *Local Government Regulation 2012* and, subject to Ministerial consent, also meets the requirements of the *Land Act 1994*.

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

RISK IMPLICATIONS

Council considered the lease of this facility to a government department in 2021 however there were safety issues identified at the time that required addressing. In relation to those matters, Council's Manager Facilities has advised that the remediation works are practically complete and that there is no safety risk to tenants.

Political, public relations, financial, workplace health and safety risk implications have been considered. The building is disability-friendly and is a central location in the Central Business District making it easily accessible. A pre-inspection will be conducted with the lessees prior to actioning the lease. It is considered that the Trustee Lease will sufficiently address all other risks, such as maintenance and public liability obligations. There are no risk implications that warrant the recommendations being declined.

<p>Report Prepared by: MELISSA KING Governance Officer Date: 2 August 2022</p>	<p>Report Authorised by: MARTIN DRYDALE Chief Executive Officer</p>
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Request from TESS – Document No. 4671240
- Officer's Report Document No. 4676067

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

13.1 Big Rocks Weir Monthly Report (Pre-Construction)

EXECUTIVE SUMMARY

The Big Rocks Weir Monthly Report (Pre-Construction) for July 2022 is presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

- **Receive the Big Rocks Weir Monthly Report (Pre-Construction) for July 2022.**

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

Council is the Proponent for the Big Rocks Weir Project. A funding deed has been executed which provides funding to conduct the pre-construction elements of the project such that the detailed design can be produced, the Environmental Impact Statement can be submitted and a recommendation can be made to the State on the feasibility of proceeding to construction.

The monthly report for Big Rocks Weir is attached.

LINK TO CORPORATE PLAN

Priority Focus Area – Environmental Sustainability – Supporting the Big Rocks Weir project for heightened water security to support agriculture, industrial and residential growth.

CONSULTATION (Internal/External)

Internal: CEO
Director Infrastructure Services

External: Big Rocks Weir Project Steering Committee
GHD (as Councils Design Engineers)
Department of Regional Development, Manufacturing and Water

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.

MEDIA/COMMUNICATION

There is no media/communications required in respect to this recommendation.

<p>Report Prepared by: MARK HARVEY Water Projects Manager Date: 5 August 2022</p>	<p>Report Authorised by: MARTIN DRYDALE Chief Executive Officer</p>
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ATTACHMENTS

- Big Rocks Weir Monthly Report (Pre-Construction) – July 2022 ECM No. 677687 **Confidential**

REFERENCE DOCUMENT

- Officer's Report Document No. 4678599

13.2 Unconfirmed Minutes of a Tourism Advisory Committee Meeting held 1 August 2022

EXECUTIVE SUMMARY

The unconfirmed Minutes of a Meeting of the Charters Towers Tourism Advisory Committee held on 1 August 2022 are tabled for Council's information.

OFFICER'S RECOMMENDATION

That Council:

- *Note the Unconfirmed Minutes of the Tourism Advisory Committee Meeting held on 1 August 2022.*

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

A meeting of the Charters Towers Tourism Advisory Committee was held on 1 August 2022. This was the fifth meeting of the Committee for 2022.

LINK TO CORPORATE PLAN

Corporate Plan 2021 – 2025.

- Priority No. 1 – Economic Prosperity

CONSULTATION (Internal/External)

Internal: Chair of Committee – Cr Sonia Bennetto
 Portfolio Councillor – Cr Julie Mathews
 Chief Executive Officer – Martin Drydale
 Tourism, Trade, and Investment Advisor – Melanie Lavelle-Maloney
 A/Executive Assistant to the Mayor – Annabelle Costello

External: Members of the Charters Towers Tourism Advisory Committee

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: ANNABELLE COSTELLO Executive Assistant to the Mayor Date: 5 August 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Unconfirmed Minutes – Charters Towers Tourism Advisory Committee Meeting held 1 August 2022 – Document No. 4676183

REFERENCE DOCUMENT

- Officer's Report Document No. 4677798

1.0	Opening of meeting
	Cr Sonia Bennetto welcomed members and opened the meeting at 11:33am
2.0	Attendance & Apologies
	<p>Charters Towers Regional Council Chair, Cr Sonia Bennetto Portfolio Councillor, Julie Mathews Chief Executive Officer, Martin Drydale Tourism, Trade and Investment Advisor, Melanie Lavelle-Maloney Manager, Community Services, Hayley Thompson A/Executive Assistant to Mayor, Annabelle Costello (Minute Taker)</p> <p>Members Tracy Maff, Community Representative Lorrae Strahorn, Hospitality (Via Teams) Heather Allen, Community Representative/Ravenswood (Ravenswood Gold) (Via Teams) Tania Ault, Community Representative Wayne Miller, President - Chamber of Commerce and Mines Representative</p> <p>Apology Raylea Thomson, Accommodation Provider</p>
3.0	Declarations of Interests
	<p>The Chair asked if there were any declarations of interests.</p> <p>No declaration of interests were received.</p>
4.0	Confirmation of minutes
	<p>Julie Mathews moved, seconded by Wayne Miller that the Unconfirmed Minutes of Tourism Advisory Committee Meeting held 31st May 2022 be taken as read and confirmed.</p> <p>CARRIED.</p>
5.0	Action Items
	<p>Updates found in "Summary of Actions".</p>
6.0	Items
	<p>Locality of Tourism Frames Melanie Lavelle-Maloney advised that she has been looking at various locations for the frames and has visited Pentland, Hervey Range and Greenvale to consult locals and scout locations. Melanie has also consulted John Teague, Director Infrastructure Services for ideas. There are four locations identified:</p> <ul style="list-style-type: none"> • Pentland - White Mountains National Park Lookout • Hervey Range – Hervey Range Lookout • Ravenswood – Historic Cottages • Greenvale – Three Rivers (Greenvale) Hotel <p>Pentland: It was noted that the White Mountains lookout is very popular with tourists and provided a safe location for people to stop. Melanie Lavelle-Maloney is liaising with the Department of Environment & Science to establish if this is possible to erect a sign at the lookout and will submit a formal application with the Department should the feedback be positive.</p>

Julie Mathews suggested the Norwood Cells located near the Soldiers Hall could be a potential frame site if the White Mountains National Park site was not viable.

All agreed in principle.

Greenvale: The Three Rivers Hotel was suggested as the Greenvale location as it is a popular stopping point for travellers and is a central place for the community. The Hotel owner is agreeable to the idea.

It was noted that a negative for this location could be that it is located on private property which may produce issues surrounding access and maintenance responsibilities.

It was suggested that if the location was approved that the area be tidied up with the removal of the dead trees, planting new trees, etc.

All agreed in principle.

Ravenswood: The recommended location in Ravenswood was the historic cottages and chimney as traffic stops there, it is safely accessible for all abilities and has strong ties to the heritage/tourism industry.

Heather Allen mentioned that cottages need a tidy-up, but this should not be a problem for the Ravenswood Progress Association. Heather also mentioned another place could be the Sars Field lookout overlooking the mine. The committee felt that the historic cottages and chimney was a more appropriate location.

All agreed in principle.

Hervey Range: The proposed location was the Hervey Range Lookout. It is noted that this location is on Townsville City Council land and for this to go ahead, there would need to be formal agreements in place with Townsville City Council which could prove complex.

Other locations were considered but deemed unsuitable:

- Heritage Tea Rooms – not suitable due to the area not being the right aesthetics
- Burdekin Crossing going to Hervey Range – not suitable due to potential issues with TMR

It was suggested to run a Facebook campaign asking for potential locations from the local community.

Action: Melanie Lavelle-Maloney to approach Townsville City Council just to “test the water”.

All Agreed in principle providing Townsville City Council are agreeable.

Further Discussion Regarding Tourism Frames

The following ideas in relation to the frames were also discussed:

- Charters Towers Regional Frame Trail – Creating links and advertising the frames (via producing a brochure, QR codes, etc) as part of a trail.
- Building in augmented reality to suit the flavour of each location (possibly through QR codes)
- Create a commercial opportunity for CTRC – CTRC manufactures the frames and charges other Council's/organisations a commercial fee.

Update Actions – Destination Management Plan: It was suggested interim reports be provided as a way for the committee to see Council's progress and presented at TAC Meetings.

	<p>Blank Canvas Projects – Brochure Melanie Lavelle-Maloney had consulted with the VIC who were supportive of downloadable brochures on the following specific topics:</p> <ul style="list-style-type: none"> • Specific mining locations • Parks & playgrounds • WWII history <p>Heather Allen confirmed that the brochure for Ravenswood has been completed and is at the Information Centre.</p> <p>Lorrae Strahorn created and distributed a Pentland brochure & is happy to share with the group.</p> <p>Tracy Maff asked if the Overlanders Way was being considered as a collaboration opportunity. In response, Julie Mathews noted that she is working with them although the progress is very slow and tended to focus on the Richmond Shire.</p> <p>Martin Drydale mentioned that the other Blank Canvas Projects included in the budget were:</p> <ul style="list-style-type: none"> • Media library • Drive App <p>Future – community forming 150 (Goldtower suggestion with drone) Hayley Thompson commented that Council hasn't heard anything more from Goldtower and noted that no formal application had been made to Council.</p> <p>Tracy Maff mentioned that the oval at Defiance Mill Park would be big enough to host the photograph as an alternative option.</p>
7.0	General Business
	<p>Cr Bennetto invited General Business from the floor:</p> <p>Hayley Thompson updated the committee on the 150 celebrations:</p> <ul style="list-style-type: none"> • Spirits of the Night – 5 to 7 August - Charters Towers Pioneer Cemetery • History & Heritage Festival – 26 to 28 August - combines Taste of the Towers, tours at the battery and displays. • Rush Festival - (long weekend) 29 Sept to 2 October - Street parade, markets at Show grounds & concert. <p>Other events</p> <ul style="list-style-type: none"> • Hosting Melbourne Cup – 3 & 4 September 2022 - Charters Towers Charity Ball & Community Day • 150 years of Towers Jockey Club – December 2022 – Towers Jockey Club • 100 years of Charters Towers Amateurs – 2025 - proposed weekend event • Ewen Races – Date unsure - having a celebration in Townsville celebrating a milestone
8.0	Close of Meeting
	<p>Chair, Cr Bennetto, thanked the members for their attendance and there being no further business closed the meeting at 12.36 p.m.</p>
9.0	Next Meeting
	TBC

SUMMARY OF ACTIONS

Item No.	Description	Progress	Update – 01/08/2022
GB	Seismograph Station	None	Spoken to GeoScience. Issue is the collapsed shaft. Geoscience still had equipment in there. Lots of tails across the top to be removed and then a suitable entrance needs to be erected for safety and liability reasons. CEO to provide further update.
GB – 31/05/2022	Three fold brochure – Ravenswood – Request to update – To be referred to Manager Community Services for follow up.	Complete.	As per Heather Allen's advice: Brochure has now been updated and is at the Information Centre.
Item 6 – 31/05/2022 Chamber of Commerce	– Request for footpath to be looked at as it has a slant. Outside of former Noodle Shop where the Charters Towers Chamber of Commerce and Mines Office is now. To be referred to Director Infrastructure Services for follow up.		The gutter is high with 2 steps. Heritage listed. Some stones below the concrete. Water blocks there. Footpath looks grubby – owners to clean? Buildings looking tired. Empty buildings – putting skins on the windows until they are rented out?
01/08/2022 Item 6 – Locality of Frames	Melanie Lavelle-Maloney to: <ul style="list-style-type: none"> • contact Townsville City Council and ask about putting a frame up at the Hervey Range Lookout. • Send pictures of locations to the group. 	One Item Complete.	Pictures attached to emailed Unconfirmed Minutes
01/08/2022 Item 6 – Community Crowd Forming 150 Photograph	Melanie Lavelle-Maloney to update the committee after she speaks to Goldtower Re: forming 150 for a photograph.		

13.3 Smart Precinct Final Report

EXECUTIVE SUMMARY

The Contractual Agreement between Smart Precinct NQ and Charters Towers Regional Council to deliver a pilot business support program to Charters Towers businesses was completed on July 31st. The attached report contains information pertaining to agreed Contractual Key Performance Indicators (KPIs).

OFFICER'S RECOMMENDATION

That Council:

- ***Note the report on the business support services provided to Charters Towers businesses by Smart Precinct NQ.***

BUDGET & RESOURCE IMPLICATIONS

There are no financial implications. A budget of \$18,750 was allocated for this Pilot Program to be implemented.

BACKGROUND

Smart Precinct NQ and Charters Towers Regional Council entered an agreement in December 2021 to provide innovation, entrepreneurship, and economic activation within the community of Charters Towers.

Activities included a strong online presence, supported, and promoted by Charters Towers Regional Council (CT Business Buzz and on Council socials), and several one-on-one business mentoring sessions, together with monthly online evenings.

The attached report prepared by Smart Precinct NQ contains information up to 31 July 2022, and the listed KPIs, as per contractual agreement, are each addressed with actuals for the most current outcomes achieved by this pilot joint initiative. This is the final report for the Pilot Program which concludes this Pilot Business Support Program.

LINK TO CORPORATE PLAN

Reference to Corporate Plan 2021-2025, Overcoming Innovation Barriers, and Supporting Local Innovation

CONSULTATION (Internal/External)

Internal: Chief Executive Officer – Aaron Johansson
Tourism, Trade, and Investment Advisor - Melanie Lavelle-Maloney
Economic Development Administration Officer – Lea Gray

External: Managing Director, Smart Precinct NQ - Matt Steine
Head of Engagement, Smart Precinct – Cassandra Cazzulino
Charters Towers Chamber of Commerce
Charters Towers Regional businesses as per CT Business Buzz database

LEGAL CONSIDERATIONS

There is no legal implication 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 or work health and safety risks arising from adopting the recommendation.

Report Prepared by: MELANIE LAVELLE-MALONEY Executive Assistant to the CEO Date: 8 August 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Smart Precinct NQ – Smart Hub Charters Towers 6 Month Report - **Commercial In Confidence**

REFERENCE DOCUMENT

- Officer's report Document No. 4678304

13.4 2023 General Meetings of Council

EXECUTIVE SUMMARY

Council's consideration of the 2023 schedule of meetings and workshops is requested with the proposed dates set out in the attachment to this report.

In accordance with the *Local Government Regulation 2012*, Council is required to meet once a month and to determine the venue for its meetings (Section 257) and publish the dates of its meetings (Section 277).

OFFICER'S RECOMMENDATION:

That Council:

- ***Adopt the dates on which its General Meetings will be held in 2023 in accordance with the dates submitted.***
- ***Resolve that the meetings be held in the Board Room at Council's Administration Centre, 12 Mosman Street.***
- ***Publish the General Meeting dates in accordance with S277 of the Local Government Regulation 2012.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget and resource implications.

Staff who normally attend meetings are:

- Executive Leadership Team
- Executive Assistant to the Chief Executive Officer
- Management Leadership Team (as required)

BACKGROUND

In accordance with legislation (*Local Government Regulation 2012*) Council is required to meet once a month, determine a meeting schedule and venue, and to publicise same. Charters Towers Regional Council has traditionally held General Meetings on the third Wednesday of the month.

Please note the following changes to the traditional dates:

- The January 2023 meeting will be held one week later to accommodate the 2022 Christmas closure and will be held on Tuesday due to the public holiday.
- The October 2023 General Meeting is recommended to be held one week later due to normally clashing with the annual LGAQ Conference date.
- The December 2023 meeting will be held one week earlier to accommodate the 2023 Christmas closure.

It is recommended the 2023 General Meetings, workshops and briefing dates be adopted as tabled.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No. 5 Transparency & Accountability
- Priority No. 6 Governance & Structure

CONSULTATION (Internal/External)

Internal: Chief Executive Officer – Martin Drydale
Elected Member calendars

LEGAL CONSIDERATIONS

Local Government Act 2009

Local Government Regulation 2012

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 8 August 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Charters Towers Regional Council – proposed 2023 Meeting Schedule Document No. 4678169

REFERENCE DOCUMENT

- Officer's Report Document No. 4678168
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Close of Agenda for Agenda Review Committee Friday prior to close of agenda (Reports to be submitted by 3pm)	Close of Agenda to OCEO Wednesday prior to GM (Reports to be submitted by 3pm)	Agenda distributed To Councillors (Friday prior to GM)	Councillor Workshops 3 rd Wednesday (following General Meetings)	General Meeting 9.00am 3 rd Wednesday monthly <i>** exl Jan, Oct & Dec</i>
13 Jan 2023	18 Jan 2023	20 Jan 2023	24 Jan 2023	**Tues 24 Jan 2023
3 Feb 2023	8 Feb 2022	10 Feb 2023	15 Feb 2023	15 Feb 2023
3 Mar 2023	8 Mar 2023	10 Mar 2023	15 Mar 2023	15 Mar 2023
7 Apr 2023	12 Apr 2023	14 Apr 2023	19 Apr 2023	19 Apr 2023
5 May 2023	10 May 2023	12 May 2023	17 May 2023	17 May 2023
9 June 2023	14 June 2023	16 June 2023	21 June 2023	21 June 2023
N/A	21 June 2023	23 June 2023	N/A	Statutory Budget Meeting 28 June 2023
7 July 2023	12 July 2023	14 July 2023	19 July 2023	19 July 2023
4 Aug 2023	9 Aug 2023	11 Aug 2023	16 Aug 2023	16 Aug 2023
8 Sept 2023	13 Sept 2023	15 Sept 2023	20 Sept 2023	20 Sept 2023
13 Oct 2023	18 Oct 2023	20 Oct 2023	25 Oct 2023	**25 Oct 2023
3 Nov 2023	8 Nov 2023	10 Nov 2023	15 Nov 2023	15 Nov 2023
1 Dec 2023	6 Dec 2023	8 Dec 2023	8 Dec 2023	**13 Dec 2023

13.5 Consideration to change October General Meeting date

EXECUTIVE SUMMARY

The Local Government Association of Queensland's 2022 Conference is to be held at Cairns from Monday 17 to Wednesday 19 October 2022. This coincides with Council's October General Meeting date of Wednesday 19 October 2022

OFFICER'S RECOMMENDATION

That Council:

- *Re-schedule the October 2022 General Meeting from Wednesday 19 October 2022 to Wednesday 26 October 2022.*

BUDGET & RESOURCE IMPLICATIONS

There are no financial implications from changing the meeting date.

BACKGROUND

The LGAQ State Conference will be held from Monday 17 to Wednesday 19 October 2022.

The LGAQ is the peak body for Queensland Local Governments. The Annual Conference offers elected members and executive staff opportunities for professional development and networking, together with the discussion of Motions submitted by Councils and Local Government Associations. LGAQ advocates with the relevant state and federal departments on motions adopted at the state conference.

Traditionally, the Mayor, Councillors as determined, and the Chief Executive Officer attend the conference. Council's LGAQ annual membership includes the registration cost for two conference delegates, exclusive of travel and accommodation costs. Conference delegates are entitled to vote on the motions submitted.

To enable Councillors' attendance, it is recommended that the October General Meeting be re-scheduled to Wednesday 26 October 2022. The September 2022 General Meeting is set for 21 September and moving the date back to 26 October will allow five weeks between the September and October meetings. The date for the November meeting (16 November) will remain the same.

There are no activities scheduled for either of these dates currently which would be affected by re-scheduling the October General Meeting.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No. 5 Transparency & Accountability
- Priority No. 6 Governance & Structure

CONSULTATION (Internal/External)

Internal: Mayor Frank Beveridge
Chief Executive Officer – Martin Drydale

External: N/A

LEGAL CONSIDERATIONS

In accordance with S277 of the *Local Government Regulation 2012*, the change of date needs to be advertised.

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

There are no enterprise or work health and safety risks arising from adopting the recommendation.

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 8 August 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- LGAQ circular
- Officer's report Document No. 4678171

13.6 S0043 Councillor's Portfolio System and Protocols

EXECUTIVE SUMMARY

At a recent Councillor Workshop, a review of the Councillor's Portfolio System and Protocols was undertaken to determine if there was a better alignment of Councillor portfolios to the functional organisational structure.

OFFICER'S RECOMMENDATION

That Council:

- *Endorse S0043/OCEO Councillors' Portfolio System and Protocols as tabled.*

BUDGET & RESOURCE IMPLICATIONS

There are no budget and resource implications.

BACKGROUND

Council has agreed to the establishment of a Portfolio System as part of its corporate decision-making structure. This system provides for nominated Councillors to be assigned specific responsibilities for a key strategic focus area of Council.

A review was recently undertaken to review the effectiveness of the Portfolio System and Protocols and the determine if there were any changes required to better align portfolios with the functional organisational structure. Following the review, Portfolios have been allocated as follows:

Strategic Framework Focus Area	Councillor
Ex-Officio All Portfolios	Mayor Frank Beveridge
1. Community Services Organisational Services	Deputy Mayor Graham Lohmann
2. Environmental Services	Cr Alan Barr
3. Organisational Services Community Services	Cr Sonia Bennetto
4. Facilities & Major Projects Organisational Services Community Services	Cr Kate Hastie
5. Planning & Development Community Services	Cr Julie Mathews
6. Roads & Open Spaces Operations Facilities Planning & Development	Cr Bernie Robertson

The Office of the Chief Executive Officer will consult with all relevant internal and external stakeholders following the adoption of the Portfolio system.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

CONSULTATION (Internal/External)

Internal: Mayor Frank Beveridge
Councillors
Chief Executive Officer – Martin Drydale
External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

This report is to update S0043/OCEO Councillors' Portfolio System and Protocols
Local Government Act 2009

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 8 August 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- S0043/OCEO Councillors' Portfolio System & Protocols Document No. 1203480

REFERENCE DOCUMENT

- Officer's Report Document No. 4678173

NUMBER: S0043/OCEO
ACT: NOT APPLICABLE
POLICY TITLE: COUNCILLORS' PORTFOLIO SYSTEM AND PROTOCOLS

1. PURPOSE AND SCOPE

1.1 Council has agreed to the establishment of a Portfolio system as part of its strategic decision-making framework. This system provides for nominated Councillors to be assigned specific responsibilities for a key strategic focus area of the Council. This will ensure Council meetings remain focused on achieving the core strategic objectives and strategies the Council has identified and formally endorsed.

1.2 This document provides details of the Portfolio system and the associated operating protocols.

2. APPLICATION OF POLICY

2.1 The policy applies to the Mayor and Councillors of Charters Towers Regional Council, the Chief Executive Officer, members of the Executive Leadership Team, Management Leadership Team, and Office of the Chief Executive Officer staff.

3. POLICY PROVISIONS

3.1 Portfolio Designations and Allocations

Portfolios will be allocated in a consultative manner, however, the Mayor will have the final decision on any disputes.

Where an issue impacts more than one portfolio area, the relevant portfolio Councillors, Chief Executive Officer and Director(s) will work collaboratively to determine the appropriate approach.

3.2 Powers & Authorities

The Portfolio system provides no formal delegated authority to the Portfolio Councillor. It provides, however, the Councillor with an opportunity to develop and maintain a heightened level of knowledge and leadership across the region in a specified field.

The Portfolio system in no way overrides or impinges on the requirements of the *Local Government Act 2009* that requires corporate decisions on policies and resources to be reached at properly constituted Council meetings.

The Portfolio system cannot conflict with any of the provisions of the Code of Conduct for Councillors in Queensland, especially in relation to the provisions of the Act preventing Councillors from giving directions to staff on how they shall undertake their duties.

The Portfolio system does not override Council's Acceptable Requests Guidelines for Councillors (S0036) in relation to communication between Councillors and staff as required by the Act.

The Portfolio system whilst inferring informal influence must not eventuate in a portfolio Councillor assuming any of the roles normally prescribed to the Mayor (in accordance with the provision of the *Local Government Act 2009 and associated Regulations*).

A Portfolio Councillor does not receive any additional media or spokesperson roles otherwise ordinarily assigned to a Councillor.

**CHARTERS TOWERS REGIONAL COUNCIL
APPENDIX TO COUNCILLORS' PORTFOLIO SYSTEM AND PROTOCOLS**

ALL AREAS	ENVIRONMENTAL SERVICES	ROADS & OPEN SPACES	FACILITIES & MAJOR PROJECTS	PLANNING & DEVELOPMENT	COMMUNITY SERVICES	ORGANISATIONAL SERVICES
		OPERATIONS FACILITIES PLANNING & DEVELOPMENT	ORGANISATIONAL SERVICES COMMUNITY SERVICES	COMMUNITY SERVICES	ORGANISATIONAL SERVICES	COMMUNITY SERVICES
Mayor Frank Beveridge	Cr Barr	Cr Robertson	Cr Hastie	Cr Mathews	Cr Lohmann	Cr Bennetto
PORTFOLIO <ul style="list-style-type: none"> Ex-Officio all Portfolios Advocacy Regional representation Intergovernmental relations Investment attraction 	PORTFOLIO <ul style="list-style-type: none"> Water resources Waste Management Refuse Tips Cemeteries Land Management Biosecurity Plan 	PORTFOLIO <ul style="list-style-type: none"> Road Safety RMPC Sealed and unsealed road maintenance Parks Verge Maintenance Saleyards Equestrian Centre Ranger services Animal control 	PORTFOLIO <ul style="list-style-type: none"> Pools Water Park Pump Track & Skate Park Council owned housing Facilities maintenance and management Audit & Risk Sport and recreation 	PORTFOLIO <ul style="list-style-type: none"> Regional economic development Town planning Building control & plumbing Housing Strategy Tourism VIC 	PORTFOLIO <ul style="list-style-type: none"> Arts & Culture Library World Theatre Community centres Health Disaster Management 	PORTFOLIO <ul style="list-style-type: none"> Governance ICT Finance Human Resources Corporate Planning & Performance Procurement Media & Comms Education
RESPONSIBILITIES <ul style="list-style-type: none"> Disaster Management CTRC Advocacy Committee CTRC Audit & Risk Committee MITEZ NQROC Regional Queensland Council of Mayors 	RESPONSIBILITIES <ul style="list-style-type: none"> Upper Burdekin Basin Water Consultation Group Local Authority Waste Management Advisory Committee Resource Recovery WG 	RESPONSIBILITIES <ul style="list-style-type: none"> CTRC Dalrymple Saleyards MP Advisory Committee Regional Roads Transport Group 	RESPONSIBILITIES <ul style="list-style-type: none"> NQ Sports Foundation Charters Towers Access Group Major facilities steering groups Audit & Risk Committee NQ Sports Foundation 	RESPONSIBILITIES <ul style="list-style-type: none"> CTRC Advocacy Committee CTRC Tourism Advisory Committee RADF 	RESPONSIBILITIES <ul style="list-style-type: none"> CTRC Advocacy Committee CTRC Tourism Advisory Committee RADF Friends of the Theatre CTRC 150 Celebrations WG Queensland Health CAN 	RESPONSIBILITIES <ul style="list-style-type: none"> Audit & Risk Committee CTRC Youth Council RAP WG NQ Sports Foundation CTRC Advocacy Committee

**CHARTERS TOWERS REGIONAL COUNCIL
APPENDIX TO COUNCILLORS' PORTFOLIO SYSTEM AND PROTOCOLS**

<ul style="list-style-type: none"> • BRW Project Steering Committee • CTRC Youth Council • CTRC Dalrymple Saleyards MP Advisory Committee • Burdekin Dam Reference Group • CTRC 150 Celebrations WG • Burdekin Falls Dam Community Reference Group 	<ul style="list-style-type: none"> • Ravenswood Community Futures Forum 					
All townships	<ul style="list-style-type: none"> • Ravenswood 	<ul style="list-style-type: none"> • Greenvale 	<ul style="list-style-type: none"> • Hervey Range 	<ul style="list-style-type: none"> • Pentland / Homestead 		

**Councillors may also partake in other community committees as per their interests and memberships.

3.3 Strategic Focus

The portfolio designations have been selected for their strategic importance to the Council and the community of the Charters Towers Region.

As prescribed in the Act, the Councillors' endeavours, interests and influence should be focused more at the strategic level of issues of their portfolio, rather than the day to day operational matters that fall under the domain of the administration.

Specific objectives and key indicators for each portfolio over the term of the council are to be identified and reported under this protocol and where appropriate considered by Council for inclusion in any scheduled Corporate Plan review.

3.4 Obligations

(i) In support of commitments to inclusive teamwork and cooperation between elected members and staff, the portfolio holders are encouraged to establish clear, open and regular communication with their aligned Directors and key staff in accordance with the Acceptable Request Guidelines for Councillors.

Equally, the Directors and Managers are required to recognise the role formally allocated to the portfolio holders by the Council and to offer high levels of engagement and support in a very practical and open manner.

(ii) To maximise the effectiveness of the portfolio systems each Councillor has an obligation to undertake such steps as necessary to gain a heightened knowledge and understanding on the principal issues of the portfolio.

Equally, the Directors are to provide practical opportunities and assistance to enable portfolio holders to gain increased knowledge and experience in the specific portfolio area.

3.5 Portfolio Councillor's Role

In relation to the ambit of the respective portfolios, designated Councillors have responsibilities to:

- (i) be a key point of contact and to engage with industry and community groups and associations;
- (ii) represent and advocate Council's policy and corporate positions where called upon at forums, conferences and to other levels of government;
- (iii) participate and where appropriate, lead any Council working groups or meetings formed in relation to the relevant portfolio issues;
- (iv) provide guidance and direction to the Council and the organisation through participation, discussion and debate at Council and Committee meetings;
- (v) provide an elected viewpoint and to act as a sounding board for Directors and key staff on issues relating to the portfolio;
- (vi) generally champion the advancement of Council's key priorities and decisions relevant to the portfolio area.

3.6 Communication

The Mayor is the principal Council spokesperson on regional issues. If the Mayor is not available to comment on an issue and/or project that is of a regional nature, the Deputy Mayor will be the spokesperson for the media;

If the Mayor and Deputy Mayor are not available to comment on a regional issue and/or project the CEO (or delegate) will be the spokespersons for the media.

3.7 Notes

Intergovernmental Relations and Advocacy are a core responsibility for the Mayor.

The Mayor is typically the spokesperson on regional issues, which include but are not necessarily limited to:

- Matters of emergency e.g. floods, fires, cyclones
- Major reputation management
- State and/or Federal Government matters and relationships

- Opening of major facilities
- Initiatives and projects of major regional significance
- Region wide planning matters
- Major regional events
- Major regional promotions
- National and international charity appeals
- General social commentary or industry-related matters.

4. Variations

4.1 CTRC reserves the right to vary, replace or terminate this Policy from time to time.

5. Associated Documents

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- CTRC Corporate Plan 2021-2025
- Acceptable Request Guidelines for Councillors S0036

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 August 2022
Resolution Number: #####

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

Document Authorised: Martin Drydale
Chief Executive Officer

CEO signature

Document ECM No. 1203480

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *receiving CTRC Statutory Policy S0043 – Councillor’s Portfolio System and Protocol;*
- *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 position as Councillor.*

Your name:

Signed:

Date:

14. REPORTS FOR CONSIDERATION - CONFIDENTIAL

CLOSE OF MEETING FOR CONFIDENTIAL REPORTS

In accordance with the *Local Government Regulation 2012 254J*, the meeting will be closed to discuss the following confidential reports:

Item 14.1 Work Health & Safety Report

CORPORATE & COMMUNITY SERVICES

14.1 Work Health & Safety Report

THE MEETING WILL BE OPENED FOR THE TAKING OF RESOLUTIONS.

15. CLOSE OF MEETING



MINUTES
of the
GENERAL MEETING
of
CHARTERS TOWERS REGIONAL COUNCIL
held
Wednesday 20 July 2022
Commencing at 9:00am



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1. OPENING OF MEETING

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

2. ATTENDANCE/APOLOGIES

Councillors:

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

Officers:

Mr M Drydale – Chief Executive Officer (Via Teams)
Mr J Teague – Director Infrastructure Services
Mrs A Russell – Executive Assistant to the Chief Executive Officer
Manager Fleet Services – Glenn Petersen
Manager Council Facilities – Kylee Goss
Chief Financial Officer – Ted Harrington
Manager Community Services – Hayley Thompson
Water Projects Manager

Fr Emmanuel Anorue, of the Catholic Church, attended on behalf of the Ministers' Fraternal.

Apologies:

Nil

Members of the Gallery:

Nil

3. PRAYER

Fr Emmanuel Anorue delivered an opening prayer. Fr Emmanuel Anorue departed the meeting at **9:02am**.

4. CONDOLENCES

Condolences were offered for the following:

Peter Allen (TRP Chair)
Joan Edmondson
Lois Quantick
Coral Byrom
Ronald Fox
Yvonne Moore
Sandra Gold
Cobalt Thorley
Frederick Moore
William Jerry
Jim Rollinson

5. DECLARATIONS OF INTEREST

Item 11.4 PSA029/22 Manure Removal Services

I, Councillor Sonia Bennetto, inform the meeting that I have a perceived conflict of interest in Item 11.4. One of the tendering companies (7 Day Hire) are sponsors of the Goldfields United Football Club, of which I am a committee member.

Although I have a perceived conflict of interest, I do not believe a reasonable person could have a perception of bias.

Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Voted unanimously for Cr Sonia Bennetto to remain in the room

Item 12.2 PSA011/22 Auctioneering Services

I, Councillor Sonia Bennetto, inform the meeting I have a declarable conflict of interest in item 12.2, as one of the tenderers is the same company that my family deals with for personal real estate services (Geaney's/Ray White).

As a result, I will leave the room while the item is discussed and voted upon.

Item 12.4 PQS059/20R1 Prequalified Suppliers of Various Products

I, Councillor Alan Barr, inform the meeting that I have a declarable conflict of interest in Item 12.4, as I have submitted a tender for my business, Barrs batteries, tyres and fuel.

As a result, I will leave the room while the item is discussed and voted upon.

6. REPEAL OF RESOLUTION

In accordance with the *Local Government Regulation 2012*, S262 or amendment of resolutions, and in reference to Council's Standing Orders Policy No S0048, S24, I hereby give notice to move a Motion to repeal Resolution No. 3902 taken at the April 2022 General Meeting of Council.

Resolution No.: 3999

Moved: Cr JD Mathews

Seconded: Cr KF Hastie

➤ ***That Council repeal resolution No. 3902 taken at the April 2022 General Meeting of Council.***

CARRIED

7. CONFIRMATION OF MINUTES

- ❖ Minutes of the General Meeting held 15 June 2022.

Resolution No.: 3400

Moved: Cr AP Barr
Seconded: Cr JD Mathews

That the Minutes of the General Meeting held 15 June 2022 be confirmed.

CARRIED

- ❖ Minutes of the Special Meeting held 29 June 2022.

Resolution No.: 3401

Moved: Cr BP Robertson
Seconded: Cr GJ Lohmann

That the Minutes of the Special Meeting held 29 June 2022 be confirmed.

CARRIED

- ❖ Minutes of the Statutory Budget Meeting held 29 June 2022.

Resolution No.: 3402

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That the Minutes of the Statutory Budget Meeting held 29 June 2022 be confirmed.

CARRIED

- ❖ Minutes of the Special Meeting held 12 July 2022.

Resolution No.: 3403

Moved: Cr JD Mathews
Seconded: Cr KF Hastie

That the Minutes of the Special Meeting held 12 July 2022 be confirmed.

CARRIED

8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

9. MAYOR'S AND COUNCILLORS' REPORTS
--

Mayor FC Beveridge reported on:

Date	Details
15/06/2022	Chaired June General Meeting
15/06/2022	Attended North Queensland Mining Industry & Resources Forum
16/06/2022	Regional Development Australia – Tour of Burdekin Falls Dam
16/06/2022	Regional Development Australia – Teams Meeting
17/06/2022	Meeting with Min Scott Stewart & CEO Regional Development Australia
17/06/2022	Radio Interview with Bull FM
20/06/2022	Radio Interview with 4GC AM
21/06/2022	Meeting with Guidance Officer - Central State School & Richmond Hill State School
21/06/2022	Mayor Beveridge and Cr Sonia Bennetto – Microsoft Teams Meeting with Secondary School & Primary School Principals
21/06/2022	CTRC Youth Council Meeting
22/06/2022	RDA Procurement Training
23/06/2022	Tele-meeting with Peak Services Legal
23/06/2022	RQCOM Executive Meeting
24/06/2022	“A Toast to the Towers” paintings by Peter Lawson Gallery Exhibition The World Theatre
27/06/2022	Local Disaster Management Group Meeting
28/06/2022	Interviews for CTRC Director of Infrastructure Services
28/06/2022	Meeting with National Resilience Recovery Agency
29/06/2022	ABC Radio Interview
29/06/2022	Chaired Special Meeting of Council
29/06/2022	Chaired Statutory Budget Meeting
29/06/2022	Fortnightly Councillor & ELT Workshop
30/06/2022	Yearly SLA meeting with Townsville Enterprise Limited
04/07/2022	Burdekin Falls Dam Community Reference Group
04/07/2022	Big Rocks Weir Construction Planning Meeting
05/07/2022	Australian Energy & Water Corporation briefing
05/07/2022	Interviews for CTRC Chief Executive Officer
06-08/07/2022	Developing Northern Australia Conference Mackay
08/07/2022	Meeting with Assistant Minister for Health, Julieanne Gilbert MP
10-11/07/2022	Regional Community Forum
12/07/2022	Chaired Special Meeting of Council
12/07/2022	Meeting with the Department of State Development
13/07/2022	Video for Media Release
14/07/2022	Meeting with Hon. Glenn Butcher MP - Minister for Regional Development & Manufacturing & Minister for Water
14/07/2022	Radio Interview with 4GC
14/07/2022	Smart Present Meeting
15/07/2022	Radio Interview with Bull FM
15/07/2022	Interview with IQ Industries
18/07/2022	Visit from Defence
18/07/2022	Big Rocks Weir Steering Committee

Cr GJ Lohmann reported on:

Date	Details
15/06/2022	General Meeting and workshop Filming of Mayoral Minute Media -West FM
16/06/2022	Community Network Meeting
19/06/2022	Sunday Vibes Youth Festival
24/06/2022	Peter Lawson exhibition 'A Toast to the Towers' launch
28/06/2022	Discussions with National Resilience Recovery Agency - Long Term Recovery Strategy
29/06/2022	Special Meeting Statutory Budget Meeting Councillor ELT workshop
1/07/2022	Volunteer - World Theatre
5/07/2022	Interview for CEO position
8/07/2022	Volunteer - World Theatre
9/07/2022	Elders Dinner NAIDOC week celebrations
10/07/2022	Regional Community forum briefing and site visit Regional Community forum networking dinner
12/07/2022	Special Meeting NAIDOC week movie night
14/07/2022	Volunteer - World Theatre Chamber of Commerce and Mines meet and greet
19/07/2022	Meeting with Chamber of Commerce and Mines

Cr AP Barr reported on:

Date	Details
15/06/2022	General Meeting of Council Councillor Workshops
29/06/2022	Special Meeting of Council Statutory Budget Meeting Fortnightly Councillors & ELT Workshop
12/07/2022	Special Meeting of Council

Cr S Bennetto reported on:

Date	Details
15/06/2022	Councillor Workshops
16/6/2022	Move It Program
21/06/2022	Principals' Meeting Youth Council Meeting
26/06/2022	Centenary Park Markets
28/06/2022	Selectability Corner grand opening, Townsville.
29/06/2022	Special Meeting Statutory Budget Meeting Councillor Workshops
05/07/2022	Meeting with Mayor and Deputy Mayor
7/07/2022	NQ Games 2024 planning meeting
11/07/2022	Radio Interview – Documentary of Our World NQ Sportstar Awards planning meeting
12/07/2022	Special Meeting
15/07/2022	NQSF Advisory Forum Meeting

Cr KF Hastie reported on:

Date	Details
15/06/2022	General Meeting & Workshops
15/06/2022	Qld Touch Workshops - Qld Development Officer
16/06/2022	Move It Programme
16/06/2022	Regional Development Australia Committee Dinner
18/06/2022	Women of Achievement Festival Luncheon
20/06/2022	Move It Programme
21/06/2022	Elders Morning Tea – Naidoc Week - CTSHS
21/06/2022	Presentation Athletics - ASSG Senior School
21/06/2022	Move It Programme – final session term 2
22/06/2022	Presentation Athletics – ASSG Junior School
22/06/2022	Meeting with International Legends of League – CT Miners
23/06/2022	Meeting with International Legends of League - Council
23/06/2022	Zonta Movie Night Fundraiser
29/06/2022	Special Meeting
29/06/2022	Statutory Budget Meeting
29/06/2022	Fortnightly Councillor Workshops
12/07/2022	Special Meeting
15/07/2022	NQSF Advisory Forum Meeting

Cr JD Mathews reported on:

Date	Details
15/06/2022	General Meeting of Council and Workshops
26/06/2022	Centenary Park Markets
29/06/2022	Special Meeting of Council Statutory Budget Meeting ELT & Councillor Workshop
12/07/2022	Special Meeting of Council
19/07/2022	Dinner with Department of Defence

Cr BP Robertson reported on:

Date	Details
15/06/2022	General Meeting of Council and Workshops
29/06/2022	Special Meeting of Council Statutory Budget Meeting
12/07/2022	Special Meeting of Council
13/07/2022	Saleyards

10. MAYORAL MINUTE

Nil

11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

11.1 PSA028/22 Mulching of Green Waste Services

EXECUTIVE SUMMARY

Council periodically requires the services of a suitably licenced and experienced contractor to carry out mulching of green waste located at the Stuble Street Landfill, and smaller satellite landfill sites.

OFFICER'S RECOMMENDATION

That Council:

- ***Award the contract for PSA028/22 Preferred Supplier of Mulching of Green Waste Services to McCahill Earthmoving & Supplies in accordance with their submission for a period of three years from 1 August 2022; and***
- ***Authorise the Chief Executive Officer the option to extend for a further two, 12-month extensions.***

Resolution No.: 3404

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

That Council:

- ***Award the contract for PSA028/22 Preferred Supplier of Mulching of Green Waste Services to McCahill Earthmoving & Supplies in accordance with their submission for a period of three years from 1 August 2022; and***
- ***Authorise the Chief Executive Officer the option to extend for a further two, 12-month extensions.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4657759

11.2 Fleet replacement – Vacuum Truck

EXECUTIVE SUMMARY

Tenders have been sourced and assessed for the supply and delivery of one Vacuum Truck as part of the plant replacement program for the 2022/23 financial year.

OFFICER'S RECOMMENDATION

That Council:

- ***Accept the quotation from Honeycombes Sales and Service for the supply and delivery of one Hino 500 series FM2628 cab chassis with Vermeer Vacuum body with auto greasing, 3600 viewing cameras and sign storage rack to the value of COMMERCIAL IN CONFIDENCE \$ (incl. GST).***

Resolution No.: 3405

Moved: Cr BP Robertson
Seconded: Cr S Bennetto

That Council:

- ***Accept the quotation from Honeycombes Sales and Service for the supply and delivery of one Hino 500 series FM2628 cab chassis with Vermeer Vacuum body with auto greasing, 3600 viewing cameras and sign storage rack to the value of COMMERCIAL IN CONFIDENCE \$ (incl. GST).***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4665529
-

ATTENDANCE

Mr G Petersen, Manager Fleet Services departed the meeting at **9:20am**.

11.3 Terms of Reference – Miners Memorial Advisory Group

EXECUTIVE SUMMARY

Council is presented with the Draft Terms of Reference for the Miners Memorial Advisory Group for consideration.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the Terms of Reference for the Miners Memorial Advisory Group P0164/IS; and***
 - ***Authorise the Chief Executive Officer to vary the terms of reference document as required.***
-

Resolution No.: 3406

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

- ***Adopt the Terms of Reference for the Miners Memorial Advisory Group P0164/IS; and***
- ***Authorise the Chief Executive Officer to vary the terms of reference document as required.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4668875
-

ATTENDANCE

Mr T Harrington, Chief Financial Officer entered the meeting at **9:22am**.

EXECUTIVE SUMMARY

The previous arrangement expired for Saleyards Manure Removal (PSA041/20) on 31 December 2021. Council initially advertised in January 2022, however only one submission was received which was not accepted at the April 2022 General Meeting of Council. The April resolution (3903) requested that the tender be re-advertised. This report provides a recommendation following the re-advertisement of the tender.

OFFICER’S RECOMMENDATION

That Council:

- ***Award the contract for PSA029/22 Preferred Supplier of Saleyards Manure Removal to Black River Produce Pty Ltd for a period of three years from 1 September 2022; and***
- ***Authorise the Chief Executive Officer the option to extend for a further two, 12-month extensions.***

Resolution No.: 3407

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

That Council:

- ***Award the contract for PSA029/22 Preferred Supplier of Saleyards Manure Removal to Black River Produce Pty Ltd for a period of three years from 1 September 2022; and***
- ***Authorise the Chief Executive Officer the option to extend for a further two, 12-month extensions.***

CARRIED

REFERENCE DOCUMENT

- Officer’s Report Document No. 4666866

ATTENDANCE

Ms K Goss, Manager Council Facilities departed the meeting at **9:28am**.

12. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

12.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2021-22 adopted amended budget is presented for consideration, together with the Income Statement, Balance Sheet and Cash Flow as at 30 June 2022.

OFFICER'S RECOMMENDATION

That Council:

➤ *Receive the monthly financial report presenting the financial position as at 30 June 2022 in relation to the 2021-22 amended budget and including the:*

- *Consolidated Income Statement.*
- *Consolidated Balance Sheet.*
- *Consolidated Cashflow Statement.*

Resolution No.: 3408

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That Council:

➤ *Receive the monthly financial report presenting the financial position as at 30 June 2022 in relation to the 2021-22 amended budget and including the:*

- *Consolidated Income Statement.*
- *Consolidated Balance Sheet.*
- *Consolidated Cashflow Statement.*

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4664968

ATTENDANCE

Mrs H Thompson, Manager Community Services entered the meeting at **9:34am**.

In accordance with the Declaration of Interest in Item 12.2, Cr S Bennetto departed the meeting at **9:34am**.

12.2 PSA011/22 Auctioneering Services

EXECUTIVE SUMMARY

Council periodically requires the services of suitably licenced and experienced auctioneering providers to assist in the disposal of non-current assets such as fleet items, miscellaneous items (chattels), and on occasion real estate. This tender was advertised to establish a preferred supplier for these services for a three-year period.

OFFICER'S RECOMMENDATION

That Council:

- ***Award the contract for PSA011/22 Preferred Supplier of Auctioneering Services to Ray White Nasco / Geaney's, for a period of three (3) years from July 2022; and***
- ***Authorise the Chief Executive Officer to exercise the option to extend for a further two (2) x 12-month periods subject to contract performance being met.***

Resolution No.: 3409

Moved: Cr GJ Lohmann

Seconded: Cr KF Hastie

That Council:

- ***Award the contract for PSA011/22 Preferred Supplier of Auctioneering Services to Ray White Nasco / Geaney's, for a period of three (3) years from July 2022; and***
- ***Authorise the Chief Executive Officer to exercise the option to extend for a further two (2) x 12-month periods subject to contract performance being met.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4655884

ATTENDANCE

Cr S Bennetto returned to the meeting at **9:36am**.

12.3 Proposed Amendments to the 2022-23 Fees and Charges Schedule

EXECUTIVE SUMMARY

Council's approval is sought for amendments to the current 2022-23 Fees and Charges Schedule.

OFFICER'S RECOMMENDATION

That Council:

- **Amend the 2022-23 Fees and Charges Schedule as per Section 97 of the Local Government Act 2009 as tabled:**

Description	Amended description	Current Fee	Amended/ New Fee
Sale of used 1,000 litre pods	Sale of used 1,000 litre pods (IBCs) – no warranty or guarantees provided. Unsuitable for organic material	\$200.00	\$50.00
Saleyards – pre-arranged overtime performed by Saleyard staff required to return to work following completion of ordinary hours Mon-Fri after 4pm	Nil	A minimum of four (4) hours charged for service/s performed and \$82.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours	A minimum of four (4) hours charged for service/s performed and \$86.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours
Yard Dues – Standard	Nil	\$1.00	\$1.05
Export Cattle Weigh (in/out) over cattle weighbridge	Nil	\$3.00	\$3.05
Dip		\$3.00	\$3.05
Individual Weigh		\$3.00	\$3.05
Cleaning excess hay from sale pens following sale – per pen providing 48 hours' notice or more.	NA		POA
NLIS Charges – Replacement of non-working device	Nil	\$14.00	\$16.00
NLIS Charges – Installation of device where no device is present, but evidence that a device has previously being fitted	Nil	\$14.00	\$16.00
NLIS Charges – Installation of device for calves born on the premises	Nil	\$14.00	\$16.00

Resolution No.: 3410

Moved: Cr AP Barr
Seconded: Cr KF Hastie

That Council:

- **Amend the 2022-23 Fees and Charges Schedule as per Section 97 of the Local Government Act 2009 as tabled:**

Description	Amended description	Current Fee	Amended/ New Fee
Sale of used 1,000 litre pods	Sale of used 1,000 litre pods (IBCs) – no warranty or guarantees provided. Unsuitable for organic material	\$200.00	\$50.00
Saleyards – pre-arranged overtime performed by Saleyard staff required to return to work following completion of ordinary hours Mon-Fri after 4pm	Nil	A minimum of four (4) hours charged for service/s performed and \$82.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours	A minimum of four (4) hours charged for service/s performed and \$86.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours
Yard Dues – Standard	Nil	\$1.00	\$1.05
Export Cattle Weigh (in/out) over cattle weighbridge	Nil	\$3.00	\$3.05
Dip		\$3.00	\$3.05
Individual Weigh		\$3.00	\$3.05
Cleaning excess hay from sale pens following sale – per pen providing 48 hours' notice or more.	NA		POA
NLIS Charges – Replacement of non-working device	Nil	\$14.00	\$16.00
NLIS Charges – Installation of device where no device is present, but evidence that a device has previously being fitted	Nil	\$14.00	\$16.00
NLIS Charges – Installation of device for calves born on the premises	Nil	\$14.00	\$16.00

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4563243

ATTENDANCE

In accordance with the declaration of interest in Item 12.4, Cr AP Barr departed at **9:40am**.

12.4 PQS059/20R1 Prequalified Suppliers of Various Products

EXECUTIVE SUMMARY

The current Prequalified Supplier Arrangement (PSA) for Products expires on 31 July 2024. The establishment of PSA's has two main objectives, firstly, to assist Council officers in maintaining compliance in accordance with S232 of the *Local Government Regulation 2012*, and secondly, by advertising for the establishment of a PSA, it affords the supplier market an opportunity to express their interest in doing business with Charters Towers Regional Council. The original tender documentation allowed for annual refreshes to enable new suppliers the opportunity to engage with Council. This recommendation is in relation to the annual refresh.

OFFICER'S RECOMMENDATION

That Council:

- ***Appoint the following suppliers to the Prequalified Supplier Arrangement for Various Products (PQS059/20) up until the expiry date of 31 July 2024, with an option to extend for a further three-year period as tabled.***

TENDERER	CATEGORY
ACP Streetprint	B-Bituminous Products and J-Signage & Roadside products
Barr's Batteries Tyres & Fuel*	A-Spare Parts, Accessories & Associated Services
Bing Technologies Pty Limited	G-Office & Stationery Supplies
Delta Office Solutions	G-Office & Stationery Supplies
GRI Road Services Pty Ltd	J-Signage & Roadside products
Huesker Australia Pty Ltd	C-Building, Civil Construction & Hardware
JMH Plumbing Supplies*	C-Building, Civil Construction & Hardware
JMP Signage Pty Ltd	J-Signage & Roadside products
Kelair Pumps Australia Pty Ltd	C-Building, Civil Construction & Hardware
MC Group	I-Quarry Products
Portable Pop-Up Marquees	J-Signage & Roadside products
RPQ Spray and Seal Pty Ltd	B-Bituminous Products
St John QLD	E-First Aid & PPE
Tosco Office National	D-Chemicals, Cleaning & Hygiene Supplies
Towers Concrete*	H-Precast Concrete Products and I-Quarry Products
Trility	A-Spare Parts, Accessories & Associated Services
Tyres 4 U Pty Limited	A-Spare Parts, Accessories & Associated Services
Wagners Quarries Pty Ltd	I-Quarry Products

*Local supplier

Resolution No.: 3411

Moved: Cr GJ Lohmann
Seconded: Cr JD Mathews

hat Council:

- **Appoint the following suppliers to the Prequalified Supplier Arrangement for Various Products (PQS059/20) up until the expiry date of 31 July 2024, with an option to extend for a further three-year period as tabled.**

TENDERER	CATEGORY
ACP Streetprint	B-Bituminous Products and J-Signage & Roadside products
Barr's Batteries Tyres & Fuel*	A-Spare Parts, Accessories & Associated Services
Bing Technologies Pty Limited	G-Office & Stationery Supplies
Delta Office Solutions	G-Office & Stationery Supplies
GRI Road Services Pty Ltd	J-Signage & Roadside products
Huesker Australia Pty Ltd	C-Building, Civil Construction & Hardware
JMH Plumbing Supplies*	C-Building, Civil Construction & Hardware
JMP Signage Pty Ltd	J-Signage & Roadside products
Kelair Pumps Australia Pty Ltd	C-Building, Civil Construction & Hardware
MC Group	I-Quarry Products
Portable Pop-Up Marquees	J-Signage & Roadside products
RPQ Spray and Seal Pty Ltd	B-Bituminous Products
St John QLD	E-First Aid & PPE
Tosco Office National	D-Chemicals, Cleaning & Hygiene Supplies
Towers Concrete*	H-Precast Concrete Products and I-Quarry Products
Trility	A-Spare Parts, Accessories & Associated Services
Tyres 4 U Pty Limited	A-Spare Parts, Accessories & Associated Services
Wagners Quarries Pty Ltd	I-Quarry Products

*Local supplier

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4659524

ATTENDANCE

Cr AP Barr returned to the meeting at **9:43am**.

Mr T Harrington, Chief Financial Officer departed the meeting at **9:43am**.

12.5 Reflect Reconciliation Action Plan – April to June Quarter update

EXECUTIVE SUMMARY

The fourth quarter (April to June 2022) update of the 2021-22 Reflect Reconciliation Action Plan (RAP) is presented to Council for noting.

OFFICER'S RECOMMENDATION

That Council:

- **Receive and note the progress update of the 2021-22 Reflect Reconciliation Action Plan for Quarter 4.**

Resolution No.: 3412

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

- ***Receive and note the progress update of the 2021-22 Reflect Reconciliation Action Plan for Quarter 4.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4666167

12.6 Council 2022 Christmas closedown – Administration Centre and non-essential services

EXECUTIVE SUMMARY

Approval is requested for the 2022 Christmas closedown for the Administration Centre and other non-essential services, where partial or complete closedown is possible.

OFFICER'S RECOMMENDATION

That Council:

- ***Confirm the Christmas 2022 closedown period for the Administration Centre and other non-essential services will be from close of business on Thursday 22 December 2022 to Monday 2 January 2023 inclusive with the Administration Centre to re-open on Tuesday 3 January 2023.***

Resolution No.: 3413

Moved: Cr BP Robertson
Seconded: Cr S Bennetto

That Council:

- ***Confirm the Christmas 2022 closedown period for the Administration Centre and other non-essential services will be from close of business on Thursday 22 December 2022 to Monday 2 January 2023 inclusive with the Administration Centre to re-open on Tuesday 3 January 2023.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4633063

12.7 Regional Development Quarterly Update – April to June 2022

EXECUTIVE SUMMARY

This report details the development activity for the period April to June 2022 and is tabled for Council to note.

OFFICER'S RECOMMENDATION

That Council:

- ***Note the Regional Development quarterly update for the period April to June 2022.***

Resolution No.: 3414

Moved: Cr AP Barr
Seconded: Cr S Bennetto

That Council:

- ***Note the Regional Development quarterly update for the period April to June 2022.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4665757
-

ATTENDANCE

Mrs H Thompson, Manager Community Services departed the meeting at **9:48am**.

12.8 Unconfirmed minutes – CTRC Audit & Risk Committee

EXECUTIVE SUMMARY

A meeting of the Audit and Risk Committee was held on 9 June 2022. A report and the unconfirmed minutes of that meeting are tabled for Council's information.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive and note the report and the unconfirmed minutes of the CTRC Audit & Risk Committee meeting held on 9 June 2022.***
-

Resolution No.: 3415

Moved: Cr GJ Lohmann
Seconded: Cr JD Mathews

That Council:

- ***Receive and note the report and the unconfirmed minutes of the CTRC Audit & Risk Committee meeting held on 9 June 2022.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4666127
-

EXECUTIVE SUMMARY

This report seeks approval to surrender the existing Trustee Lease over part of Lot 35 on Plan DV276 with Geoscience Australia and enter a new lease for a thirty (30) year period.

OFFICER'S RECOMMENDATION

That Council:

- ***Apply the exception under the provisions of Section 236(1)(b)(i) of the Local Government Regulation 2012 for the disposal of part of Lot 35 on Plan DV276;***
- ***Surrender the existing Trustee Lease over part of Lot 35 on Plan DV276 which is due to expire 30 June 2023;***
- ***Offer a Trustee Lease over Lot 35 on Plan DV276 to Geoscience Australia conditional upon consent of the Minister and based generally on standard terms and conditions for the maximum term of thirty (30) years;***
- ***Set rent payable at the existing peppercorn rate of \$1.00 for this government department;***
- ***Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required, including making specific conditions relating to the tunnel being returned to Council and making application to the Minister for consent to same (if required);***
- ***Authorise the Chief Executive Officer to enter into a Deed of Agreement on the return of the tunnel, if required.***

Resolution No.: 3416

Moved: Cr JD Mathews
Seconded: Cr GJ Lohmann

That Council:

- ***Apply the exception under the provisions of Section 236(1)(b)(i) of the Local Government Regulation 2012 for the disposal of part of Lot 35 on Plan DV276;***
- ***Surrender the existing Trustee Lease over part of Lot 35 on Plan DV276 which is due to expire 30 June 2023;***
- ***Offer a Trustee Lease over Lot 35 on Plan DV276 to Geoscience Australia conditional upon consent of the Minister and based generally on standard terms and conditions for the maximum term of thirty (30) years;***
- ***Set rent payable at the existing peppercorn rate of \$1.00 for this government department;***
- ***Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required, including making specific conditions relating to the tunnel being returned to Council and making application to the Minister for consent to same (if required);***
- ***Authorise the Chief Executive Officer to enter into a Deed of Agreement on the return of the tunnel, if required.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4620709

ATTENDANCE

Mr M Harvey, Water Project Manager entered the meeting at **9:55am**.

12.10 Adoption of revised Management of Fraud and Corruption Policy S0054 and Fraud and Corruption Prevention Framework STRAT0025

EXECUTIVE SUMMARY

The Management of Fraud and Corruption Policy (S0054) and Fraud and Corruption Prevention Framework (STRAT0025) have been updated as per the requirements for regular review. These documents are tabled for Council's adoption.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the revised Management of Fraud and Corruption Policy (S0054) and Fraud and Corruption Prevention Framework (STRAT0025) as tabled.***

Resolution No.: 3417

Moved: Cr KF Hastie
Seconded: Cr GJ Lohmann

That Council:

- ***Adopt the revised Management of Fraud and Corruption Policy (S0054) and Fraud and Corruption Prevention Framework (STRAT0025) as tabled.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4641325

12.11 Internal Audit Plan – 2022-23

EXECUTIVE SUMMARY

The 2022-23 Internal Audit Plan is presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the Internal Audit activities to be undertaken during 2022-23 as recommended by the Audit & Risk Committee including:***
 - ***Asset Management***
 - ***Public Safety***
 - ***Long Term Water Planning***

Resolution No.: 3418

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

- ***Endorse the Internal Audit activities to be undertaken during 2022-23 as recommended by the Audit & Risk Committee including:***
 - ***Asset Management***
 - ***Public Safety***
 - ***Long Term Water Planning***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4667382
-

12.12 Whole of Council Strategic Risk Register

EXECUTIVE SUMMARY

The development of a Strategic Risk Register is a key component of Council's overall Enterprise Risk Management (ERM) approach. The attached Strategic Risk Register has been developed in consultation with Council, the Audit and Risk Committee, Internal Auditors (KPMG), and Management Leadership Team, and is presented for adoption.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the Whole of Council Strategic Risk Register comprising of eleven (11) Strategic Risks and eight (8) Operational Risks.***
 - ***Monitor and update the Strategic Risk Register on a 6-monthly basis.***
-

Resolution No.: 3419

Moved: Cr BP Robertson

Seconded: Cr S Bennetto

That Council:

- ***Adopt the Whole of Council Strategic Risk Register comprising of eleven (11) Strategic Risks and eight (8) Operational Risks.***
- ***Monitor and update the Strategic Risk Register on a 6-monthly basis.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4667657
-

The meeting adjourned for morning tea and a meeting with the Department of Defence at **10:01am**.

The meeting resumed at **11:02am**.

ATTENDANCE

Mr S Faber, Manager Work Health & Safety entered the meeting at **11:02am**.

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

13.1 Big Rocks Weir Monthly Report (Pre-Construction)

EXECUTIVE SUMMARY

The Big Rocks Weir Monthly Report (Pre-Construction) for June 2022 is presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the Big Rocks Weir Monthly Report (Pre-Construction) for June 2022.***

Resolution No.: 3420

Moved: Cr AP Barr

Seconded: Cr JD Mathews

That Council:

- ***Receive the Big Rocks Weir Monthly Report (Pre-Construction) for June 2022.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4662449

13.2 Big Rocks Weir Technical Review Panel

EXECUTIVE SUMMARY

The Chair of the Big Rocks Weir Technical Review Panel has had to withdraw his services due to ill health. Mr Russell Paton has been engaged as the new Chair of the TRP.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the appointment of Mr Russell Paton as the Chair of the Big Rocks Weir Technical Review Panel.***

Resolution No.: 3421

Moved: Cr S Bennetto

Seconded: Cr GJ Lohmann

That Council:

- ***Endorse the appointment of Mr Russell Paton as the Chair of the Big Rocks Weir Technical Review Panel.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4662450

Mr M Harvey, Water Projects Manager departed the meeting at **11:20am**.

13.3 CTRC 2021-22 Operational Plan - Quarter 4 Progress Report

EXECUTIVE SUMMARY

In accordance with Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2021-22 Operational Plan for Quarter 4 is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive and note the Quarter 4 progress report of the CTRC 2021-22 Operational Plan for the April to June 2022 reporting period.***

Resolution No.: 3422

Moved: Cr BP Robertson

Seconded: Cr KF Hastie

That Council:

- ***Receive and note the Quarter 4 progress report of the CTRC 2021-22 Operational Plan for the April to June 2022 reporting period.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4667504

13.4 Invitation to nominate a Show Holiday for 2023 for the whole of the Charters Towers Region

EXECUTIVE SUMMARY

Council has been invited to nominate a date in 2023, in accordance with the *Holiday's Act 1983*, for the purpose of holding its annual Show Holiday.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the nomination of the Show Holiday for Tuesday, 1 August 2023 for the whole of the Charters Towers Region.***

Resolution No.: 3423

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

That Council:

- ***Endorse the nomination of the Show Holiday for Tuesday, 1 August 2023 for the whole of the Charters Towers Region.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4665629

13.5 Adoption of Statutory Policy – S0088 Councillor Roles in Development Matters

EXECUTIVE SUMMARY

In accordance with information issued by the Office of the Independent Assessor (OIA), Council is presented with a policy to provide guidance and governance surrounding the roles of Councillors regarding development matters.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt Statutory Policy S0088 Councillor Roles in Development Matters; and***
- ***Revoke Statutory Policy S0030 Councillor Contact with Lobbyists.***

Resolution No.: 3424

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That Council:

- ***Adopt Statutory Policy S0088 Councillor Roles in Development Matters; and***
- ***Revoke Statutory Policy S0030 Councillor Contact with Lobbyists.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4589398

13.6 P0083/OCEO Advocacy Committee Terms of Reference

EXECUTIVE SUMMARY

The Advocacy Committee was established in August 2018 and a review of the Terms of Reference has been undertaken resulting from changes to Councillor Portfolios and to include additional key staff as part of the Committee. The Committee provides advice and recommendations on government relations, advocacy, and policy development opportunities for the Region.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the revised Advocacy Committee Terms of Reference P0083/OCEO as tabled.***

Resolution No.: 3425

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

That Council:

- ***Endorse the revised Advocacy Committee Terms of Reference P0083/OCEO as tabled.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4665870

14. CONFIDENTIAL REPORTS

CLOSE OF MEETING

Resolution No.: 3426

Moved: Cr JD Mathews

Seconded: Cr AP Barr

That in accordance with Charter 8, part 2 of the *Local Government Regulation 2012*, the General Meeting closed to the public at **11:42am** for discussion of the following report:

- f) matters that may directly affect the health and safety of an individual or a group of individuals (Item 14.1)

CARRIED

OPENING OF MEETING

Resolution No.: 3427

Moved: Cr AP Barr

Seconded: Cr KF Hastie

That the meeting be opened at **11:47am** for the taking of resolutions.

CARRIED

CORPORATE & COMMUNITY SERVICES

14.1 Work Health & Safety Report

EXECUTIVE SUMMARY

The Work Health and Safety Report is presented to Council for consideration. This report includes risk management activities, health and safety initiatives, training, injuries, and WorkCover claims information.

OFFICER'S RECOMMENDATION

That Council:

- ***Note the monthly Work Health and Safety report for June 2022.***

Resolution No.: 3428

Moved: Cr BP Robertson

Seconded: Cr S Bennetto

That Council:

- ***Note the monthly Work Health and Safety report for June 2022.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4663125.
-

15. CLOSE OF MEETING

There being no further business, the General Meeting closed at **11:47am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 17 AUGUST 2022.

Mayor

Date

UNCONFIRMED