



## NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 27 January 2021 at 9:00am at the CTRC Gold & Beef Room 12 Mosman Street, Charters Towers.

A Johansson  
Chief Executive Officer

*Local Government Regulation 2012, Chapter 8 Administration*  
*Part 2, Division 1A - Local government meetings and committees*

**“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, 27 JANUARY 2021 AT 9:00AM**

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

**MEETING AGENDA**

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Attachment "A" Unconfirmed Minutes of the General Meeting of Council held 9 December 2020

**1. OPENING OF MEETING**

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**2. ATTENDANCE/APOLOGIES**

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**3. PRAYER**

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**4. CONDOLENCES**

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**5. DECLARATIONS OF INTEREST**

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**6. DEPUTATIONS**

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**7. CONFIRMATION OF MINUTES**

- ❖ Minutes of General Meeting held 9 December 2020.
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**8. BUSINESS ARISING FROM PREVIOUS MINUTES**

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**9. MAYOR'S AND COUNCILLORS' REPORTS**

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## 10. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

### 10.1 Request to remove Paynes Lagoon Road from Council's road asset register

#### **EXECUTIVE SUMMARY**

Council received notification from the flood damage project manager that the owners of Paynes Lagoon Station and Kirk River Station had requested to opt out of flood damage restoration works on Paynes Lagoon Road and Kirk River Station Road.

#### **OFFICER'S RECOMMENDATION**

*That Council:*

- **Remove Paynes Lagoon Road from Council's road asset register.**

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#### **BUDGET & RESOURCE IMPLICATIONS**

Resource implications will primarily be administration costs for the following:

- Updating of the road asset register, records and finance system.

The removal of this road will not have any budgetary implications to Council. The road requested to be removed is not within a road reserve and therefore cannot be included in the Financial Assistance Grant (FAG) funding allocation. Furthermore, the road length within Council's road asset register is minimal at 150 metres.

The future maintenance of Paynes Lagoon Road will become the responsibility of the landowner.

#### **BACKGROUND**

Council received notification from Project Delivery Managers (PDM) that the owners of Paynes Lagoon Station and Kirk River Station had requested to opt out of flood damage restoration works on Paynes Lagoon Road and Kirk River Station Road, respectively. Confirmation of these requests are contained within PDM's Inspection Reports.

The option to opt out of the reconstruction works place Council at a disadvantage should the property owner request future maintenance works. Therefore, correspondence was sent to the property owners providing 30 days' notice to reconsider the opt out option implications, before steps would be taken to remove the road from Council's road asset register.

The property owner of Paynes Lagoon Station responded to Council on 20 January 2021 and is in agreement with removal of Paynes Lagoon Road from Council's road asset register.

The owner of Kirk River Station requested that the road remain on Council's road asset register. The owner advised that they opted out of the flood damage works as the scope of works did not include resheeting, which in their opinion is what was required to "build up" the roadway. Subsequently, Kirk River Station Road will remain on the register as requested, however in doing so places Council at a disadvantage should future works be required.

Paynes Lagoon Road does not have any separate Council assets attached to it; therefore, it is recommended that Council proceed with removal from register.

#### **LINK TO CORPORATE PLAN**

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

#### **CONSULTATION (Internal/External)**

Internal: Director Infrastructure Services - John Teague  
Acting Manager Operations - Geoff Harris  
Programming Asset Coordinator - Nick Hall

External: Project Delivery Managers  
Owner Paynes Lagoon Station  
Owner Kirk River Station

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> KELIE STANDFAST <b>Executive Assistant to the Director Infrastructure Services</b> Date: 12 January 2021	<b>Report Authorised by:</b> JOHN TEAGUE <b>Director Infrastructure Services</b>
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### **ATTACHMENTS**

- Nil

### **REFERENCE DOCUMENT**

- Opt Out Correspondence Document No. 1405531
  - Project Delivery Managers Inspection Report 28/10/2020 (Paynes Lagoon Road) Document No. 1413622
  - Project Delivery Managers Inspection Report 7/07/2020 (Kirk River Station Road) Document No. 1413625
  - Officer's Report Document No. 1411933
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## 11. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

### 11.1 Monthly Financial Report

#### EXECUTIVE SUMMARY

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

#### OFFICER'S RECOMMENDATION

*That Council:*

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

#### **BUDGET & RESOURCE IMPLICATIONS**

A monthly report is presented to Council on its financial position as at 31 December 2020 and includes 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 service delivery with the 2020/21 Council Operating Plan and Budget.

#### **BACKGROUND**

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

#### **Financial Results as at 31 December 2020**

The tables below provide a snapshot of key financial information for the reporting period 1 July to 31 December 2020.

#### **Income Statement Summary as at 31 December 2020**

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

As December 2020 is the sixth month of the 2020/21 financial year, it is reasonable to expect actual income and expenditure to be at approximately 50% of total budget for the year.

Excluding DRFA, total recurrent revenue as at 31 December 2020 is \$17.4 million or 46% of the 2020/21 budget. This figure is slightly below 50% due to the timing of operating grant revenue.

Excluding DRFA, total recurrent expenditure as at 31 December 2020 is \$21.2 million or 50% of the 2020/21 budget. Therefore, actual expenses to date are on track with the 2020/21 budget.

The table below provides a summary of key income statement information and is extracted from the 31 December 2020 Income Statement (Attachment A).

Income Statement Summary	Dec 2020 YTD (\$'000s)	2020/21 Budget (\$'000s)	Variance	Notes
Total recurrent revenue (excl DRFA)	\$17,416	\$37,952	46%	Minor variance reflects timing of 20/21 operating grants.
Total recurrent expenses (excl DRFA)	(\$21,218)	(\$42,316)	50%	On target.
<b>Operating result (excl DRFA)</b>	<b>(\$3,802)</b>	<b>(\$4,364)</b>		YTD above forecast and reflects the timing of operational grant income.

<b>DRFA operating result</b> (rev less exp below)	-	(\$12,405)		New Acc Standards matching timing of DRFA rev to works carried out
DRFA revenue	<b>\$29,663</b>	\$25,324	117%	DRFA revenue recognised as CTRC work is carried out
DRFA expenses	<b>(\$29,663)</b>	(\$37,729)	79%	DRFA works carried out by CTRC
Capital revenue	<b>\$3,933</b>	\$9,717	40%	Reasonable variance reflects timing of 20/21 capital works funded projects.
Capital expenses	<b>(\$132)</b>	-		Loss on disposal of fixed assets at auction.
<b>Net result</b>	<b>(\$1)</b>	(\$7,052)		

New Accounting Standards require that DRFA revenue is recognised in the Income Statement as the DRFA contract works are being expensed. Therefore, actual DRFA revenue matches actual year to date DRFA expenses of \$29.7 million. The 2020/21 DRFA revenue and expenses budget was prepared prior to the introduction of the Standards so a mid-year budget review amendment would be required to realign the DRFA budget to the new Accounting Standards.

The table above shows that an operating deficit as at 31 December 2020 of \$3.8 million and a break-even net result (including capital revenue and expenses).



### Balance Sheet Summary as at 31 December 2020

The table below provides a summary of key balance sheet information and is extracted from the 31 December 2020 Balance Sheet (Attachment B). The table also includes the previous month November 2020 for comparison of movement against these highlighted balance sheet items.

Balance Sheet Summary	Dec 2020 YTD (\$'000s)	Nov 2020 YTD (\$'000s)	2020/21 Budget (\$'000s)	Notes
Cash & investments	<b>\$21,877</b>	\$31,190	\$42,285	Reduction from prior month reflects the DRFA flood works being funded by Council prior to finalisation of DRFA claims / reimbursement.
Property plant & equipment (All asset types including roads and water)	<b>\$454,513</b>	\$453,458	\$463,295	Increase since prior month includes 2020/21 capital works projects underway
Receivables	<b>\$3,062</b>	\$3,218	\$6,330	Reduction from prior month reflects the receipt of rates debtors from the first half yearly rates run.
Payables	<b>\$3,693</b>	\$2,808	\$5,589	Reasonable level of accounts payable for 31 December.
Contract assets	<b>\$21,984</b>	\$18,176	-	Increase from prior month due to DRFA works carried out prior to DRFA claim
Contract liabilities	<b>\$4,494</b>	\$7,167	-	Decrease from prior month due to DRFA works carried out on DRFA funds received in advance

### Cash, Investments & Borrowings as at 31 December 2020

The cash, investments and borrowings as at 31 December 2020 are summarised and presented with key financial stability ratios. These ratios provide a snapshot of the management cash, investment and borrowing resources.

Cash & Investments	Dec 2020 YTD (\$'000s)	2020/21 Budget (\$'000s)	Notes
Current account	<b>\$191</b>		Daily transaction management
Investment - QCCU	<b>\$1,000</b>		12 month matures 12/06/2021 – interest rate 1.30%
Investment - QTC	<b>\$20,686</b>		Daily cash fund – interest rate 1.05%
Total cash & investments	<b>\$21,877</b>	\$42,285	
Borrowings			
Current - QTC	<b>\$74</b>	\$147	Quarterly payments payable in current financial year
Non-current - QTC	<b>\$949</b>	\$804	Payable over term– maturity date 15/06/2027
Total borrowings	<b>\$1,023</b>	\$951	Book rate 2.67% + Admin fee 0.12%

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

Financial Stability Ratios	Target	Dec 20 YTD	Nov 20 YTD	2020/21 Budget	Notes
Current ratio	>1.1	3.95	3.84	5.01	Well exceeds target.
Cash cover ratio	>1.1	1.80	2.23	4.30	Reduced in Dec, reflects DRFA timing of claims
Cash capacity in months	>3 months	3.98	5.67	7.69	Cash available to fund almost 4 months of operations.

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

### Rates & Charges Summary

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

Rates & Charges Summary	Dec 2020 YTD (\$'000s)	2020/21 Budget (\$'000s)	Variance	Notes
General rates	\$6,239	\$12,478	50%	Reflects 1 <sup>st</sup> half-yearly rates notices raised during September 2020
Waste management	\$661	\$1,315	50%	
Water	\$2,610	\$6,040	43%	
Sewerage	\$1,809	\$3,607	50%	
Excess water	\$261	\$525	50%	
Total rates & charges	\$11,580	\$23,965	48%	

### 2020/21 Rating Calendar:

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

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

Rates & Charges Debtors	Dec 2020 YTD (\$'000s)	% of rates debtors	% of rates revenue	Notes
Rates debtors				
• Current (<30 days)	<b>\$594</b>	41.1%	4.1%	Reduced by \$335k in Dec
• Overdue (2019/20 rates)	<b>\$556</b>	38.5%	2.1%	Reduced by \$7k in Dec
• Overdue (pre-2019/20 rates)	<b>\$294</b>	20.4%	1.2%	Reduced by \$8k in Dec
Total rates debtors	<b>\$1,444</b>	100%		
<b>Prepaid Rates &amp; Charges</b>				
Prepaid rates (current liabilities)	<b>\$1,502</b>	Rates paid in advance mostly via periodic planned payments increased by \$304k in Dec		

### LINK TO CORPORATE PLAN

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

### CONSULTATION (Internal/External)

Internal: Director Corporate & Community Services - Kim Hargreaves  
 Chief Financial Officer - Shane Cagney  
 Financial Services Coordinator - Belinda Blokland  
 Rates Coordinator - Selina Pitt

External: N/A

### LEGAL CONSIDERATIONS

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

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

### POLICY IMPLICATIONS

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

### RISK IMPLICATIONS

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

<b>Report Prepared by:</b> SHANE CAGNEY <b>Chief Financial Officer</b> Date: 13 January 2021	<b>Report Authorised by:</b> KIM HARGREAVES <b>Director Corporate &amp; Community Services</b>
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### ATTACHMENTS

Council's position as at 31 December 2020:

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

**REFERENCE DOCUMENT**

- Monthly Rating Model for December 2020 Document No.1412314
  - Officer's Report Document No. 1406565
-

**INCOME STATEMENT**  
**As at 31 December 2020**  
**Year Ended 30 June 2021**



	2020/2021 Original Annual Budget	2020/2021 Actuals YTD	2020/2021 Percentage Position 50%
<b>REVENUE</b>			
<b>Recurrent Revenue</b>			
<b>Nett Rate Levies &amp; Charges</b>			
General Levies	12,478,000	6,238,743	50%
Waste Management Levies	1,315,000	660,312	50%
Water Allocation Levies	6,040,000	2,609,682	43%
Sewerage Levies	3,607,000	1,809,425	50%
Excess Water Levies	525,000	261,620	50%
<b>Total Nett Rate Levies &amp; Charges</b>	<b>23,965,000</b>	<b>11,579,782</b>	
<b>Fees &amp; Charges</b>			
Water Fees & charges	20,000	36,050	180%
Sewerage Fees & charges	45,000	77,250	172%
Other Fees & charges	2,589,000	2,054,956	79%
<b>Total Fees &amp; Charges</b>	<b>2,654,000</b>	<b>2,168,256</b>	
Interest received (includes rates & community loans)	834,000	157,927	19%
Sales	150,000	96,612	64%
Contract Income - RMPC, RPC, PW	2,805,000	1,171,084	42%
Other recurrent income	150,000	45,891	31%
<b>Operating Grants &amp; Subsidies</b>			
Operating Grants & Subsidies	7,394,000	2,196,735	30%
Non Capital Flood Event Grants	25,324,000	29,662,725	117%
<b>Total Operating Grants &amp; Subsidies</b>	<b>32,718,000</b>	<b>31,859,460</b>	
<b>TOTAL Recurrent Revenue</b>	<b>63,276,000</b>	<b>47,079,012</b>	<b>74%</b>
<b>Capital revenue</b>			
Capital Grants & Subsidies	9,419,000	3,492,075	37%
Capital Contributions	15,000	-	0%
Gain on Sale of Assets	283,000	440,778	156%
<b>Total Capital Revenue</b>	<b>9,717,000</b>	<b>3,932,853</b>	
<b>TOTAL INCOME</b>	<b>72,993,000</b>	<b>51,011,865</b>	<b>70%</b>
<b>EXPENSES</b>			
<b>Recurrent expenses</b>			
Materials, Services & Maintenance	(51,733,320)	(36,014,217)	70%
Employee Benefits	(19,125,000)	(10,191,744)	53%
Audit Fees	(242,500)	(79,155)	33%
Finance Costs	(70,000)	(34,365)	49%
Depreciation & amortisation	(8,874,000)	(4,561,192)	51%
<b>TOTAL Recurrent Expenses</b>	<b>(80,044,820)</b>	<b>(50,880,673)</b>	<b>64%</b>
<b>Capital operating expenses</b>			
	-	(132,232)	100%
	-	(132,232)	
<b>TOTAL EXPENSES</b>	<b>(80,044,820)</b>	<b>(51,012,905)</b>	<b>64%</b>
<b>Notional result attributable to council</b>	<b>(7,051,820)</b>	<b>(1,040)</b>	
<b>Notional Operating Position before Capital Income</b>	<b>(16,768,820)</b>	<b>(3,801,661)</b>	
<b>Notional Op Position before Capital Income &amp; Excess Water</b>	<b>(17,293,820)</b>	<b>(4,063,281)</b>	
<b>Notional Cash available for Capital including Grants</b>	<b>1,822,180</b>	<b>4,692,384</b>	
<b>Notional 'Council funded Cash' available for Capital</b>	<b>(7,894,820)</b>	<b>891,763</b>	

**BALANCE SHEET**  
**As at 31 December 2020**  
**Year Ended 30 June 2021**



	2020/2021 Original Annual Budget	2020/2021 Actuals YTD
<b>CURRENT ASSETS</b>		
Cash at Bank & On-Call Investments	42,284,900	21,876,599
Cash Floats	7,100	6,500
Trade and Other Receivables	6,330,000	3,062,410
Contract Assets	-	21,983,659
Inventories	634,895	682,881
Accrued revenue & prepayments	-	431,455
<b>TOTAL CURRENT ASSETS</b>	<b>49,256,895</b>	<b>48,043,504</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	3,532	3,532
Property, plant and equipment	463,295,000	454,512,913
Internal Loan Receivables	184,000	276,000
<b>TOTAL NON-CURRENT ASSETS</b>	<b>463,482,532</b>	<b>454,792,445</b>
<b>TOTAL ASSETS</b>	<b>512,739,427</b>	<b>502,835,949</b>
<b>CURRENT LIABILITIES</b>		
Trade and other Payables	5,589,193	3,693,418
Contract Liabilities	-	4,493,943
Borrowings	147,000	73,476
Annual & LSL Provisions	4,101,807	3,909,967
<b>TOTAL CURRENT LIABILITIES</b>	<b>9,838,000</b>	<b>12,170,804</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	804,000	949,418
Non Current LSL Provision	2,738,683	1,702,597
Internal Loans Payable	184,000	276,000
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,726,683</b>	<b>2,928,015</b>
<b>TOTAL LIABILITIES</b>	<b>13,564,683</b>	<b>15,098,819</b>
<b>NET ASSETS</b>	<b>499,174,744</b>	<b>487,737,130</b>
<b>COMMUNITY EQUITY</b>		
Council Capital	333,523,165	312,673,445
Asset Revaluation Reserve	121,734,679	121,734,680
Retained Surplus/(Deficiency)	-	(1,040)
Cash Reserves	43,916,900	53,330,045
<b>TOTAL COMMUNITY EQUITY</b>	<b>499,174,744</b>	<b>487,737,130</b>

**CASH FLOW STATEMENT**  
**As at 31 December 2020**  
**Year Ended 30 June 2021**



	2020/2021 Original Annual Budget	2020/2021 Actuals YTD
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from customers	27,195,143	(19,581,254)
Payments to suppliers & employees benefits	(66,004,000)	(43,725,898)
	<u>(38,808,857)</u>	<u>(63,307,152)</u>
Interest Received	834,000	157,297
Non capital grants & contributions	7,394,000	2,196,735
Non capital NDRRA Event Grants	25,324,000	29,662,725
Borrowing costs	(29,000)	(14,995)
<b>Net Cash inflow (outflow) from operating activities</b>	<u>(5,285,857)</u>	<u>(31,305,390)</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
<b>Payments for property, plant &amp; equipment</b>		
Payments for property, plant & equipment	(16,303,700)	(4,398,558)
	<u>(16,303,700)</u>	<u>(4,398,558)</u>
Receivables-Community Loan Repayments	700	-
Receivables-Internal Loans	92,000	-
Proceeds from sale of property, plant & equipment	283,000	829,020
Capital grants, subsidies, contributions	9,434,284	3,492,075
<b>Net cash inflow (outflow) from investing activities</b>	<u>(6,493,716)</u>	<u>(77,463)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Repayment of Internal Loan Borrowings	(92,000)	-
Repayment of External Loan Borrowings	(143,427)	(71,192)
<b>Net cash flow from financial activities</b>	<u>(235,427)</u>	<u>(71,192)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	<u><b>(12,015,000)</b></u>	<u><b>(31,454,045)</b></u>
<b>Opening Cash</b>		
Beginning of Reporting Period - Cash at Bank	54,299,900	53,330,044
Beginning of Reporting Period - Cash Floats	7,100	7,100
<b>Cash at beginning of reporting period</b>	<u><b>54,307,000</b></u>	<u><b>53,337,144</b></u>
<b>Closing Cash</b>		
End of Reporting Period - Cash at Bank	42,284,900	21,876,599
End of Reporting Period - Cash Floats	7,100	6,500
<b>Cash at end of reporting period</b>	<u><b>42,292,000</b></u>	<u><b>21,883,099</b></u>
<b>Cash Movement</b>		
Net Increase/(Decrease) in Cash at Bank	(12,015,000)	(31,453,445)
Net Increase/(Decrease) in Cash Floats	-	(600)
<b>NET INCREASE (DECREASE) IN CASH</b>	<u><b>(12,015,000)</b></u>	<u><b>(31,454,045)</b></u>

**EXECUTIVE SUMMARY**

This report details the development activity for the months of October to December 2020. Council is requested to note the information as tabled within this report.

**OFFICER’S RECOMMENDATION**

**That Council:**

- **Receive the Regional Development quarterly update for the period October to December 2020 as tabled.**

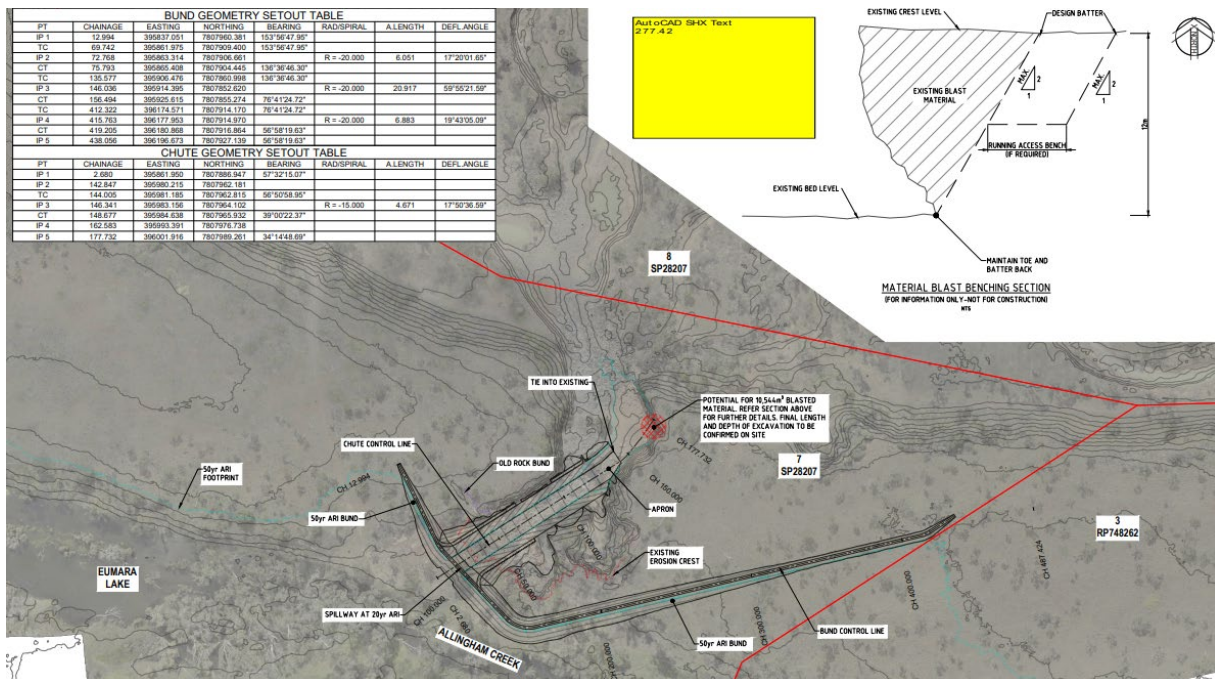
**BUDGET & RESOURCE IMPLICATIONS**

There are no budget or resource implications associated with this resolution being supported.

**BACKGROUND**

**Summary of Major Applications**

- **OW20/132 – Operational Works for a Levee and Earthworks at ‘Gainsford’ 40573 Gregory Developmental Road, Basalt; Approved as of 14 December 2020.** The development will include the construction of a Levee at the junction of Allingham Creek and Breakneck Gully as well as earthworks which will repair the scouring to the floodplain caused by the 2019 flood event.



**Figure One: Approved Levee and Earthworks Plan for OW20/132**

- **MC20/127 - Material Change of Use for Multiple Dwellings (10 Units) located at 68-70 Mary Street, Charters Towers City (formerly known as the Charters Towers Bowls Club); Approved as of 11 December 2020.**



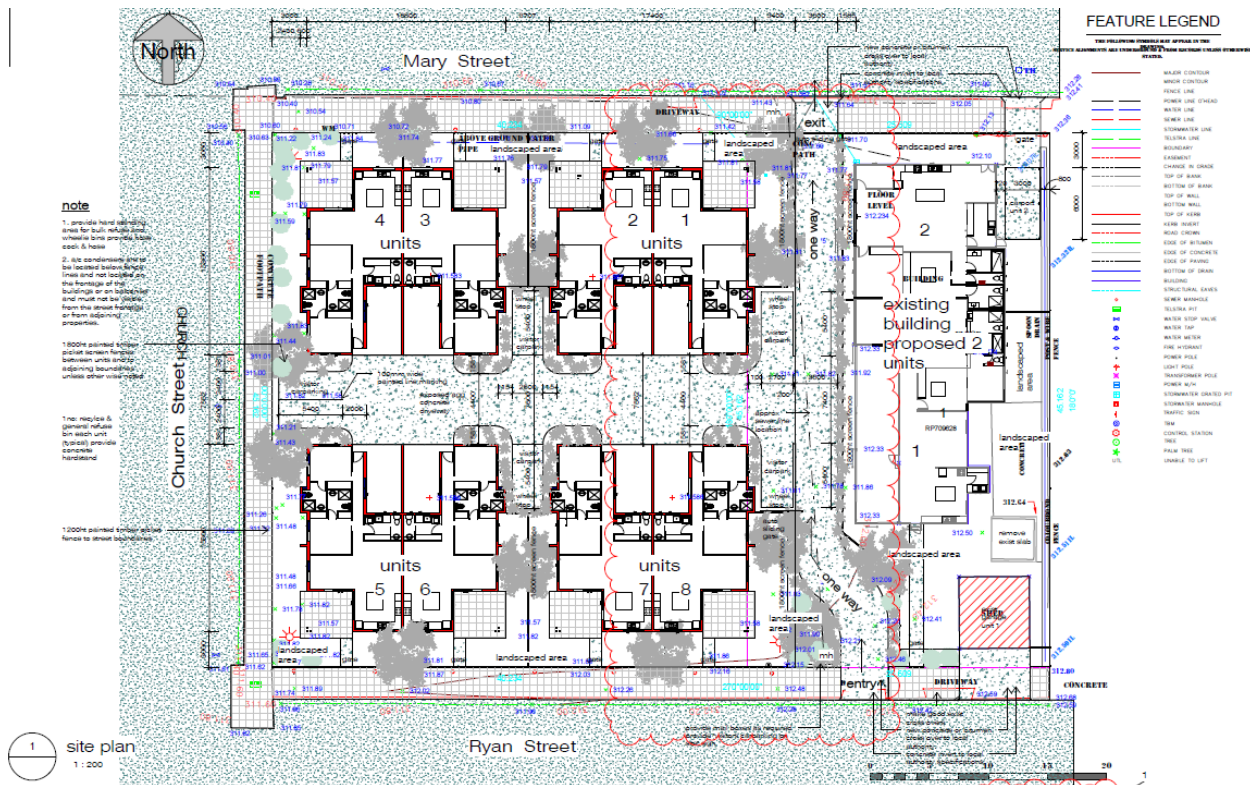


Figure Two: Approved Site Plan for MC20/127



1 3D View 1



4 3D View 4



2 3D View 2



3 3D View 3

Figure Three: Approved Elevations for MC20/127

- BAPC20/128 – Building Works for a Class 7b Warehouse at Cavey Road, Queenton otherwise known as the Goldtower Estate; Approved as of 19 May 2020. The total costs of the building works are \$2,873,500 with a floor area of 4,738m<sup>2</sup> making this one of the largest commercial buildings in the Region. A Material Change of Use of Premises was not required as the proposal complied with Preliminary Approval Master Plan associated with MC15/181.

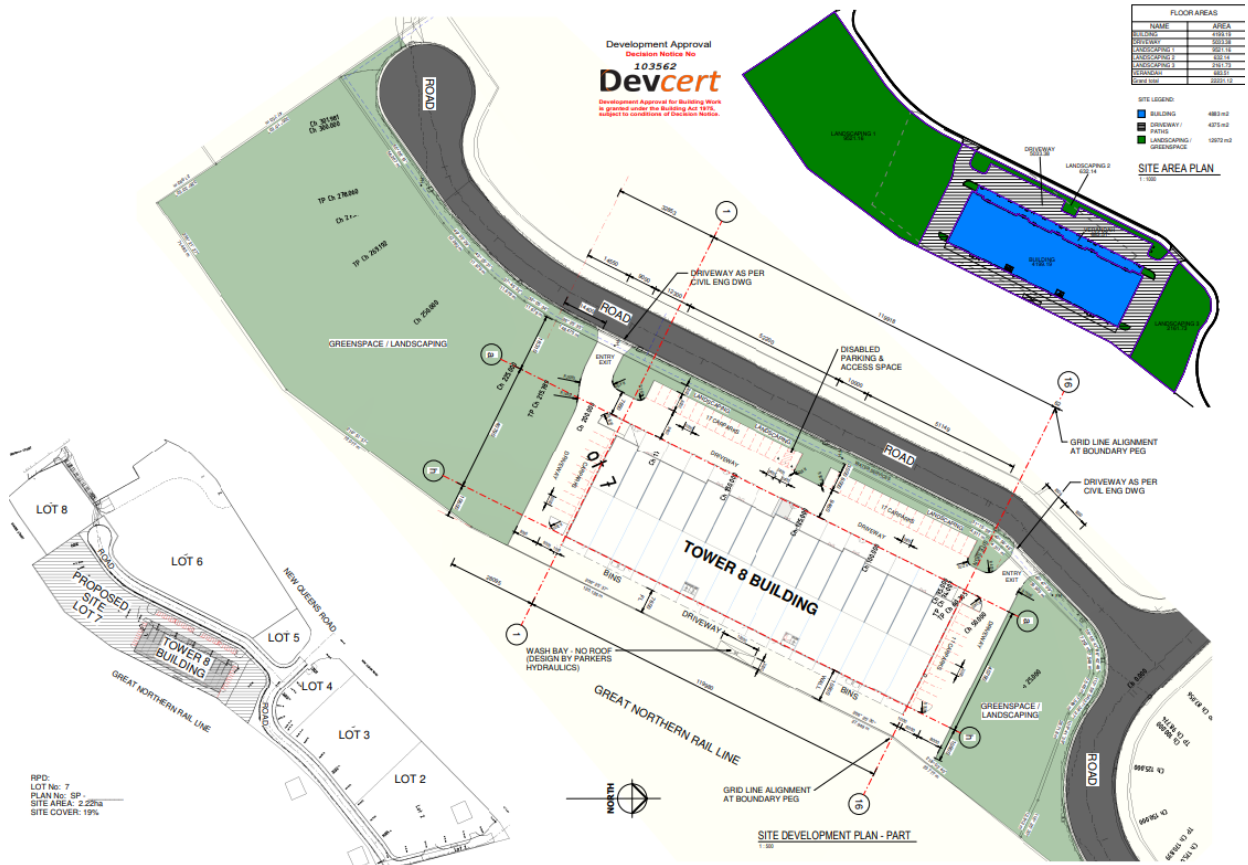


Figure Five: Approved Elevations for BAPC20/128

- BWAP20/133 – Building Works Assessable against the Planning Scheme for the demolition of 8 Millchester Road, Queenton otherwise known as the former Queenton Post Office. At Information Request stage as of 15 January 2021.
- BWAP20/1341 – Building Works Assessable against the Planning Scheme for the demolition of 4 and 6 Millchester Road, Queenton. At Information Request stage as of 15 January 2021.
- OW20/140 – Operational Works for Earthworks (Noise Bund) at 112–120 Macrossan Street and School Street, Ravenswood. At Information Request stage as of 15 January 2021. This application is associated with the Ravenswood Gold Buck Reef West open cut expansion.

**Table One: Summary of Applications Lodged**

Month	Building	Plumbing	Planning	Total
October	10	5	5	20
November	5	3	1	9
December	8	5	1	14
				<b>43</b>

**Table Two: Summary of Building Works Costs**

Month	Total Cost of Works
October	\$3,620,240
November	\$167,674
December	\$1,307,519
	<b>\$5,095,433</b>

The total building works costs for the October to December 2020 quarter has increased by 168% upon the July to September 2020 quarter (\$5,095,433 and \$3,301,682 respectively).

**LINK TO CORPORATE PLAN**

Priority Area 1 – Economic Development

Key Action – Fast Track Development Approval Processes

**CONSULTATION (Internal/External)**

Internal: Director Corporate and Community Services - Kim Hargraves  
 Manager Regional Development - Matthew Kelly

**LEGAL CONSIDERATIONS**

There are no legal considerations associated with this resolution being supported as tabled.

**POLICY IMPLICATIONS**

There are no policy implications associated with this resolution being supported as tabled.

**RISK IMPLICATIONS**

There are no risks associated with this resolution being supported as tabled.

<b>Report Prepared by:</b> MATTHEW KELLY <b>Manager Regional Development</b> Date: 5 January 2021	<b>Report Authorised by:</b> KIM HARGREAVES <b>Director Corporate and Community Services</b>
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**REFERENCE DOCUMENT**

- Development Decisions and Exemption Certificates  
<https://www.charterstowers.qld.gov.au/services/planning-and-development/decision-notice>
- Officer's Report – ECM Document No. 1409977

## 11.3 Recommendation of Approval for MC20/77 Development Permit for Material Change of Use of Premises

### EXECUTIVE SUMMARY

Council is in receipt of Development Application MC20/77 seeking a Development Permit for making a Material Change of Use of Premises for a Motorsport Facility (Trail Bike Park) and ancillary Camping at 5291 Flinders Highway, Reid River QLD 4816 more formally described as Lot 600 on SP310657, Lot 5 on E124404 and Lot 6 on E124404.

### OFFICER'S RECOMMENDATION

*That Council:*

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

**Table One: Conditions**

Condition Number	Condition	Timing																																								
<b>Approved Plans/Documents</b>																																										
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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Drawing Title:</th> <th style="width: 20%;">Prepared by:</th> <th style="width: 15%;">Date:</th> <th style="width: 15%;">Ref:</th> <th style="width: 10%;">Rev:</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>RPS Australia East Pty Ltd</td> <td>23/05/2020</td> <td>RSTR-001</td> <td>A</td> </tr> <tr> <td>Site Plan / General Arrangement</td> <td>RPS Australia East Pty Ltd</td> <td>23/05/2020</td> <td>RSTR-002</td> <td>A</td> </tr> <tr> <td>Extent of Area</td> <td>RPS Australia East Pty Ltd</td> <td>23/05/2020</td> <td>RSTR-003</td> <td>A</td> </tr> <tr> <td>Trail Tracks</td> <td>RPS Australia East Pty Ltd</td> <td>09/06/2020</td> <td>RSTR-004</td> <td>A</td> </tr> </tbody> </table> <p>And supporting documents:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Document Title:</th> <th style="width: 20%;">Prepared by:</th> <th style="width: 15%;">Date:</th> <th style="width: 15%;">Ref:</th> <th style="width: 10%;">Rev:</th> </tr> </thead> <tbody> <tr> <td>Operations Manual</td> <td>Stephen Koppe</td> <td>28/10/2020</td> <td>-</td> <td>3</td> </tr> <tr> <td>Bush Fire Management Plan – Reid River Motorsports Facility</td> <td>RPS Australia East Pty Ltd</td> <td>09/10/2020</td> <td>PR143576-1</td> <td>1</td> </tr> </tbody> </table>	Drawing Title:	Prepared by:	Date:	Ref:	Rev:	Location	RPS Australia East Pty Ltd	23/05/2020	RSTR-001	A	Site Plan / General Arrangement	RPS Australia East Pty Ltd	23/05/2020	RSTR-002	A	Extent of Area	RPS Australia East Pty Ltd	23/05/2020	RSTR-003	A	Trail Tracks	RPS Australia East Pty Ltd	09/06/2020	RSTR-004	A	Document Title:	Prepared by:	Date:	Ref:	Rev:	Operations Manual	Stephen Koppe	28/10/2020	-	3	Bush Fire Management Plan – Reid River Motorsports Facility	RPS Australia East Pty Ltd	09/10/2020	PR143576-1	1	At all times
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Bush Fire Management Plan – Reid River Motorsports Facility	RPS Australia East Pty Ltd	09/10/2020	PR143576-1	1																																						
<b>Special</b>																																										
2.	The use of Trail Bikes is permitted between 0700-1500 Saturdays and 0700-1400 on Sundays only.	At all times																																								
3.	A maximum of 80 Trail Bike Riders and up to 20 spectators are permitted at any one time.	At all times																																								

Condition Number	Condition	Timing
4.	A maximum of 40 camp sites can be used at any one time during a designated event	At all times
5.	During Trail Bike events, the use of a water truck for dust suppression every two hours across all Trail Bike Tracks is to be undertaken.	At all times
6.	Open fires are prohibited as part of the development.	At all times
7.	During periods of import and export of cattle from the Reid River Export Facility, Trail Bike events are prohibited.	At all times
<b>General</b>		
8.	a) Comply with all conditions within this Development Permit with conditions prevailing over the approved plan(s) and document(s) in all instances, and b) Meet the cost of all works associated with the development including any alterations, relocations or repairs to damaged Council infrastructure.	At all times
<b>Environmental</b>		
9.	The construction of the development (not operation) must be limited to 0630—1830 Monday to Saturday and not at all on Sunday and public holidays as per Section 440R of the <i>Environmental Protection Act 1994</i> . Noise generated from construction must be within the limits set by the <i>Environmental Protection Act 1994</i> and the <i>Environmental Protection (Noise) Policy 20019</i> .	At all times
10.	Ensure that: a) Works occur so they do not cause unreasonable interference with the amenity of adjoining premises because of noise, air or other chemical pollutants b) The premises including is kept in a safe, clean and tidy state, and c) All construction materials are contained wholly within the premises.	As part of construction works
<b>Building, Plumbing and Drainage Works</b>		
11.	Obtain a Development Permit and Building Final for Building Works in accordance with the <i>Planning Act 2016</i> . Construction is to comply with the <i>Building Act 1975</i> , the <i>National Construction Code</i> and the requirements of other relevant authorities.	Prior to construction
12.	Obtain a Permit for Plumbing and Drainage Works and Final Inspection Certificate in accordance with the <i>Plumbing and Drainage Act 2018</i> and the <i>Plumbing and Drainage Regulation 2019</i> . Construction is to comply with the <i>National Construction Code: Volume Three – Plumbing Code of Australia 2019</i> , the <i>Queensland Plumbing and Waste Water Code 1: 2019</i> and the requirements of other relevant authorities.	Prior to construction
<b>Transport</b>		
13.	Traffic signage demonstrating that internal speed limits are not to exceed 30km/h are to be constructed within the internal driveway and located every 800m. Signage is to be designed in accordance with the Department of Transport and Main Roads Queensland Manual of Uniform Traffic Control Devices July 2018. All vehicle movements within the premises are not to exceed 30km/h.	As part of construction and at all times
14.	Access to the Motorsport Facility (Trail Bike Park) must only occur in accordance with the Site Access Road as nominated within the approved plans within Condition 1.	At all times
15.	Vehicle parking is to be located wholly within Lots 5 and 6 E124404.	At all times
16.	The applicant is to construct and maintain the internal access driveways being the Site Access Road as nominated within the approved plans within Condition 1 with a formation width of a 6-metre seal with 200 millimetre compact 2.1 gravel	As part of the construction and at all times
<b>Waste Management</b>		

<b>Condition Number</b>	<b>Condition</b>	<b>Timing</b>
17.	<p>Waste storage area/s are to be sufficient in size to house all waste collection containers including recycling waste containers. The waste storage area/s must be suitably enclosed and imperviously paved, with a hose cock and hose fitted near the enclosure to ensure the area can be easily and effectively cleaned.</p> <p>Alternatively, a Waste Management Plan is to be submitted and approved by Council where an alternatively waste management solutions is proposed</p>	<p>As part of construction</p> <p>OR</p> <p>Prior to construction commencing</p>
18.	Provide ample waste storage and collection point during events. Collection points should be located at the campgrounds to prevent the generation of litter on site.	At all times.
19.	Waste storage areas shall be provided with a 1.8m solid screen fence located around storage areas or a solution that is approved as part of the Waste Management Plan that is submitted and approved by Council.	As part of construction or prior to construction commencing where a Waste Management Plan is submitted
<b>Bushfire Hazard</b>		
20.	<p>Construct an easily accessible water storage tank. The water storage infrastructure is:</p> <ul style="list-style-type: none"> <li>a) To be constructed with fire brigade fittings</li> <li>b) To have a minimum capacity of 5,000 litres</li> <li>c) To be located within 100m of the immediate development footprint, and</li> <li>d) To be readily identifiable with clear signage.</li> </ul>	Prior to the commencement of use
<b>Flood Hazard</b>		
21.	<p>Provide a Flood Hazard Emergency Management Plan for approval by Council. The plan is to:</p> <ul style="list-style-type: none"> <li>a) Be provided for the whole of the site</li> <li>b) Provide an evacuation and emergency plan in the event of a flood event</li> <li>c) Identify alternative evacuation routes to achieve an acceptable level of flood risk</li> <li>d) Identify of the location and severity of all flood risks</li> <li>e) Be located in an area easily accessible for all staff and patrons, and</li> <li>f) Be implemented for the life of the approval.</li> </ul>	Prior to the commencement of use
<b>Lawful Commencement</b>		
22.	Request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant.	Prior to the commencement of the use
23.	Notify Council within 20 business days that this approved use has lawfully commenced.	Prior to the commencement of the use

**Table Two: Notice of Reasons**

<b>Reasons for the decision:</b>	The use of the property for a Trail Bike Park is appropriate within the Rural Zone and approval will not adversely affect the surrounding properties. Additionally, as the location already has existing Trail Bike track facilities, this will minimise environmental impacts involved with land clearing. Therefore, it is deemed to be a suitable location for this development.
<b>Assessment benchmarks:</b>	<p>The proposal was assessed against the relevant assessment benchmarks of the North Queensland Regional Plan 2020 and the Charters Towers Regional Town Plan Version 2 including the:</p> <ul style="list-style-type: none"> <li>1) Strategic Framework</li> </ul>

	<p>2) Bushfire Hazard Overlay Code  3) Flood Hazard Overlay Code  4) Natural Environment Overlay Code  5) Rural Zone Code, and  6) Development Works Code.</p>
	The proposed development was assessed against all the assessment benchmarks listed about and complies with all with the exceptions listed and responded to below.
<b>Assessment benchmark:</b>	<b>Reasons for the approval despite non-compliance with benchmark:</b>
Rural Zone Code Acceptable Outcome 3	The development utilises an existing road which runs directly adjacent the Cattle Holding Yard, compliance with the minimum of 1km from a sensitive land use cannot be achieved. Conditions regarding access to the development have been recommended stating that events cannot take place during periods of import.
Rural Zone Code Performance Outcome 9	The proposal adjoins Stock Route 343. The proponent has sought consent from the Department of Natural Resources, Mines and Energy to use Stock Route 343 as part of the access to the Motorsport Facility. As such, the proposal is considered to comply with Performance Outcome 9 given it will not impact on the current connectivity and integrity of the stock route network., nor will it result in a loss of secondary values associated with the network given the proposed use is intermittent each calendar year. As such, the proposal demonstrates compliance with Performance Outcome 9.
Rural Zone Code Performance Outcome 12	In response, the development successfully maintains the rural character and values of the locality given the proposal is and capitalises on a natural terrain track. The proposed use also demonstrates mutual values with the existing Animal Husbandry (Grazing) use which is the supported primary function (in this instance) of the land within the Rural zone. The above considered, the proposal demonstrates compliance with Performance Outcome 12.
Rural Zone Code Performance Outcome 14	The proposal incorporates limited design features due to the lack of buildings and structures required for the development. This noted, it is recommended that directional and speed signage conditions are installed to direct riders and spectators to the venue given the access route traverses differing land uses and lots. It is also recommended that a condition is imposed to direct persons within the developable footprint to assist with finding building entrances and parking facilities. These conditions will assist with demonstrating compliance with Performance Outcome 14.
Rural Zone Code Performance Outcome 17	The Applicant has identified that water trucks every two hours will address dust mitigation during events. This will provide compliance with the Performance Outcome. Additionally, as there is minimal building work associated with the development, compliance against Part (a) of the Performance Outcome is achieved by keeping built structures to a minimum thereby protecting the amenity of the surrounding rural properties. Regarding the noise and lighting, the <i>Environmental Protection Act 1994</i> remains enforceable by Council where breaches are identified as part of the operations.
Rural Zone Code Performance Outcome 22	As the application involves the movements of people and the operation of motorbikes, conditions regarding the number of occupants and hours of operation have been recommended. Additionally, due to dust and noise pollution impacts, the provisions of the <i>Environmental Protection Act 1994</i> will remain enforceable by Authorised Officers of Council should non-compliance be identified.
Development Works Code	Acceptable Outcome 8, more specifically Table 8.3.1.3(b), does not specify the number of car parks required for the

	Acceptable Outcome 8	development. As such, given the size of the property, conditions have been recommended that all vehicle parking associated with the development be located solely on Lots 5 and 6 E124404.
	Development Works Code Acceptable Outcome 15	As the development will cater for up to 80 motorbike riders and 20 spectators per event, noise emissions may reach significant levels. The <i>Environmental Protection Act 1994</i> regulates noise pollution and any issues of non-compliance will be investigated by Council's Authorised Officer as part of compliance activity.
	Development Works Code Performance Outcome 18	As the applicant has not identified any storage areas for waste and recyclables, conditions have been recommended that organisers must provide adequate waste bins for general purpose waste to prevent litter from creating an issue on site.
<b>Relevant matters:</b>	Not applicable	
<b>Matters raised in submissions:</b>	<b>Submission Point:</b>	<b>Council Response:</b>
	Submitter raises concerns in relation to noise impacts on cattle.	The proposal for a Motorsport Facility is located within the Rural Zone which is generally isolated from people and properties. Whilst the proposal will generate some noise to nearby properties, conditions relating to limiting patron numbers and hours of operation have been recommended to mitigate noise concerns.
	Submitter raises concerns in relation to main yards running along shared boundary.	As per the proposal plans, the Trail Tracks allow for separated trail rides which are generally setback from the common property boundaries as opposed to being built to boundary. This provides for some separation between the development and adjacent cattle grazing activities.
	Submitter raises concerns in relation to number of campers and riders during events.	In response, conditions have been recommended that a maximum of 80 Trail Bike Riders, 20 spectators and up to 40 campsites are permitted at any one time. In addition, due to the adjacent Reid River Export Facility, conditions have been recommended that during periods of import and export, Trail Bike events are prohibited. It is considered that these conditions will appropriately manage the patron and event numbers during an ordinary calendar year.
	Submitter raises concerns in relation to the increased bushfire risk due to fire pits on site.	In response, as part of the application the Applicant was required to submit a Bushfire Management Plan which has been included within the approved plans and documents. Conditions have also been recommended that fires are prohibited at all times and that a 5,000-litre water tank be installed on site as part of the development.
	Submitter raises concerns in relation to planned future development on their property.	In response, as there is no current Development Applications for a Dwelling House or the like, Council is unable to consider the future development intentions of any adjoining landowners.

### **BUDGET & RESOURCE IMPLICATIONS**

There are no budget or resource implications associated with this proposal apart from the revenue generated through Council's adopted fees and charges and any Infrastructure Charges Notice. The only possible implication would arise if an appeal is lodged to the Planning and Environment Court. Costs may be incurred if this were to eventuate.

### **BACKGROUND**

Lot 600 on SP310657, as it currently exists, was created in response to conditions recommended by Council in 2018 as part of MC18/63 Undefined Use (Cattle Holding Yards). The creation of Lot 600 on SP310657 was the amalgamation of 10 lots which are commonly referred to as Runway Station.



This proposal is in response to Council undertaking compliance on the Trail Bike Park on 6 June 2018. It was brought to the attention of Council that the land was to be utilised for the abovementioned use. The landowner ceased progressing the land for such use when informed that a Development Permit would be required. As such, this proposal is retrospective and has been lodged accordingly.

### **Development proposal**

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

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

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

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

### **Referral agencies**

As the usage of the Trail Bike Park uses an access from a State Controlled Road, referral to the Queensland Treasury was required under Schedule 10 of the *Planning Regulation 2017*. The response provided by Queensland Treasury on 18 November 2020 (Ref: 2007-17738 SRA) will form an attachment to Council's Development Permit once issued.

### **Public notification and submissions**

As the proposal triggered an Impact Assessment, public notification was required for 15 business days between 9 and 30 November 2020. The Notice of Compliance was received 2 December 2020. Upon completion of the public notification period, a total of one 'not properly made submission' was received. The matters raised by the submitter and Council's response to these are detailed in the 'Notice of Reasons'.

### **Levied charges**

In accordance with the Infrastructure Charges Resolution (No. 2) 2020, which took effect from 10 February 2020, no Levied Charge will be issued in this instance.

### **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* with the proposal considered compliant in its current form.

#### **• State Planning Regulatory Provisions**

There are currently ten State Planning Regulatory Provisions, however, none of these apply to the proposal in this instance.

#### **• 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.

#### **• 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.

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

1) Strategic Framework

The development generally complies with the desired outcomes outlined within the Strategic Framework.

2) Bushfire Hazard Overlay Code

As part of the common material, the Applicant has provided an Operations Manual which outlines the process for emergency evacuation. This included a Bushfire Management Plan which has achieved compliance with the Bushfire Hazard Overlay Code.

3) Flood Hazard Overlay Code

The proposal has been assessed against the Flood Hazard Overlay Code and generally complies. Council has recommended that a Site-specific Flood Hazard Plan be provided prior to the commencement of the development.

4) Natural Environment Overlay Code

As the site uses existing trails within the property, and there is no clearing proposed, the provisions of the Natural Environment Overlay Code are not applicable in this instance.

5) Rural Zone Code

Acceptable Outcome 3 (AO3) requires *sensitive land uses are separated: (a) from intensive animal industry uses where: (i) feedlots by a minimum of 1km; (ii) poultry farms by a minimum of 800m; (b) from animal keeping where: (i) catteries and kennels by a minimum of 800m; (ii) otherwise 500m; (c) aquaculture by a minimum of 300m; (d) from waste disposal areas connected to an animal husbandry operation by a minimum of 1km.*

The development utilises an existing road which runs directly adjacent the Cattle Holding Yard, compliance with the minimum of 1km from a sensitive land use cannot be achieved. Conditions regarding access to the development have been recommended stating that events cannot take place during periods of import.

Performance Outcome 9 requires that *development does not result in a loss of secondary values associated with the stock route network including recreational, environmental and heritage values.*

The proposal adjoins Stock Route 343. The proponent has sought consent from the Department of Natural Resources, Mines and Energy to use Stock Route 343 as part of the access to the Motorsport Facility (refer to Appendix B – Figure Four). As such, the proposal is considered to comply with Performance Outcome 9 given it will not impact on the current connectivity and integrity of the stock route network, nor will it result in a loss of secondary values associated with the network given the proposed use is intermittent each calendar year. As such, the proposal demonstrates compliance with Performance Outcome 9.

Performance Outcome 12 requires that *development: (a) is consistent with the rural character of the locality; (b) supports the primary rural function of the zone; and (c) protects rural, natural and scenic values of the locality.*

The development successfully maintains the rural character and values of the locality given the proposal is and capitalises on a natural terrain track. The proposed use also demonstrates mutual values with the existing Animal Husbandry (Grazing) use which is the supported primary function (in this instance) of the land within the Rural zone. The above considered, the proposal demonstrates compliance with Performance Outcome 12.

Performance Outcome 14 requires that *development is designed to achieve safety for all users having regard to: (a) maximising casual surveillance and sight lines; (b) avoiding personal concealment and entrapment locations; (c) exterior building design that promotes safety; (d)*

*adequate lighting; (e) appropriate signage and wayfinding; and (f) building entrances, parking areas, loading and storage areas that are well lit and have clearly defined access points.*

The proposal incorporates limited design features due to the lack of buildings and structures required for the development. This noted, it is recommended that directional and speed signage conditions are installed to direct riders and spectators to the venue given the access route traverses differing land uses and lots. It is also recommended that a condition is imposed to direct persons within the developable footprint to assist with finding building entrances and parking facilities. These conditions will assist with demonstrating compliance with Performance Outcome 14.

Performance Outcome 17 requires that *development does not unduly impact on the existing amenity and character of the locality having regard to: (a) the scale, siting and design of buildings and structures; (b) visibility from roads and other public view points, screening vegetation and landscaping; (c) the natural landform and avoidance of visual scarring; and (d) vibration, odour, dust, spray drift and other emissions.*

The Applicant has identified that water trucks every two hours will address dust mitigation during events. This will provide compliance with the Performance Outcome. Additionally, as there is minimal building work associated with the development, compliance against Part (a) of the Performance Outcome is achieved by keeping built structures to a minimum thereby protecting the amenity of the surrounding rural properties. Regarding the noise and lighting, the *Environmental Protection Act 1994* remains enforceable by Council where breaches are identified as part of the operations.

Performance Outcome 22 requires that *development is located and designed on sites of sufficient size, to minimise adverse impacts on: (a) the amenity of the setting, in particular noise, odour and dust emissions; and (b) the amenity of neighbours.*

As the application involves the movements of people and the operation of motorbikes, conditions regarding the number of occupants and hours of operation have been recommended. Additionally, due to dust and noise pollution impacts, the provisions of the *Environmental Protection Act 1994* will remain enforceable by Authorised Officers of Council should non-compliance be identified.

#### 6) Development Works Code

Acceptable Outcome 8 requires that *car parking is provided in accordance with Table 8.3.1.3(b)– Car parking requirements.* Performance Outcome 8 requires that *development includes the provision of adequate and convenient car parking on site to satisfy the anticipated requirements of the land use or activity.*

Acceptable Outcome 8, more specifically Table 8.3.1.3(b), does not specify the number of car parks required for the development. As such, given the size of the property, conditions have been recommended that all vehicle parking associated with the development be located solely on Lots 5 and 6 E124404.

Acceptable Outcome 15 requires that *development achieves the noise generation levels set out in the Environmental Protection (Noise) Policy 2008, as amended.* Performance Outcome 15 requires that *development prevents or minimises the generation of any noise so that: (a) nuisance is not caused to adjoining premises or other nearby sensitive land uses; and (b) desired ambient noise levels in residential areas are not exceeded.*

As the development will cater for up to 80 motorbike riders and 20 spectators per event, noise emissions may reach significant levels. The *Environmental Protection Act 1994* regulates noise pollution and any issues of non-compliance will be investigated by Council's Authorised Officer as part of compliance activity.

Performance Outcome 18 requires that *development: (a) minimises waste generation (including construction, demolition and operational waste); and (b) provides adequate facilities on site for the storage of waste and recyclables.*

As the applicant has not identified any storage areas for waste and recyclables, conditions have been recommended that organisers must provide adequate waste bins for general purpose waste to prevent litter from creating an issue on site.

### **CONCLUSION**

Assessment of the proposal has been carried out against the *North Queensland Regional Plan 2020* and the *Charters Towers Regional Town Plan Version 2* with the proposal considered to comply with relevant assessment benchmarks. Where inconsistencies have been identified, an assessment against the prevailing Performance Outcome has been undertaken with reasonable and relevant conditions recommended to justify the decision.

### **LINK TO CORPORATE PLAN**

Priority Area 1 Economic Development  
Fast track development approval processes

### **CONSULTATION (Internal/External)**

Internal: Manager Regional Development; Matthew Kelly  
Planner; Prue Miller  
Graduate Planner; Lachlan Deon

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

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> LACHLAN DEON <b>Graduate Planner</b> Date: 13 January 2021	<b>Report Authorised by:</b> MATTHEW KELLY <b>Manager Regional Development</b>
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### **ATTACHMENTS**

- Appendix A – Summary of Key Details
- Appendix B – Site Overview
- Appendix C – Advisory Notes

### **REFERENCE DOCUMENTS**

- *Planning Act 2016*
- *Planning Regulation 2017*
- *Development Assessment Rules 2017*
- *North Queensland Regional Plan 2020*
- *Charters Towers Regional Town Plan Version 2*
- Not properly made submission Document No. 1403625
- Application Common Material Document No. 1363271
- Action Notice Document No. 1363764
- Confirmation Notice Document No. 1366082
- Information Request Document No. 1369063
- Information Request Response Document No.1395289
- Queensland Treasury Referral Agency Information Request Document No. 1374060

- Information Request Response to Queensland Treasury Document No.1396666
  - Notice of commencement for public notification Document No. 1397243
  - Notice of compliance for public notification Document No. 1403492
  - Receipt of not properly made submission Document No. 1403634
  - Officer's Report Document No. 1363426
-

## **APPENDIX A – SUMMARY OF KEY DETAILS**

### **SITE DETAILS:**

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

### **APPLICATION DETAILS:**

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

### **PLANNING FRAMEWORK DETAILS:**

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

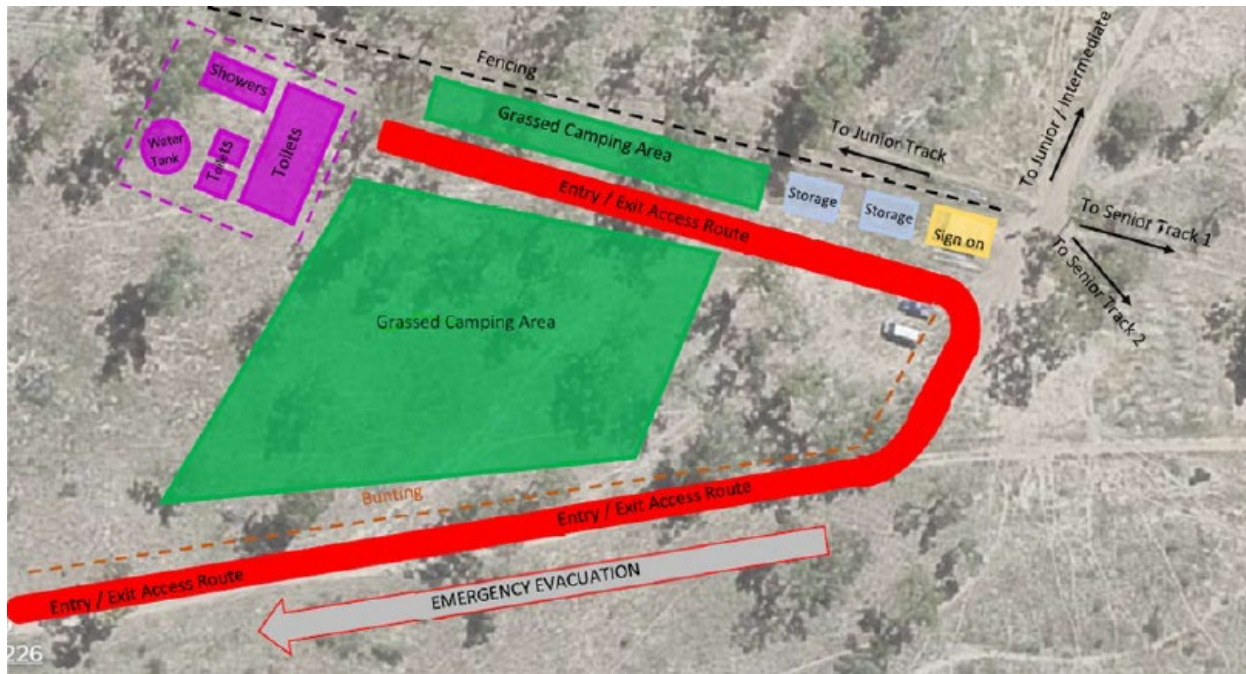
**APPENDIX B – SITE OVERVIEW**

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

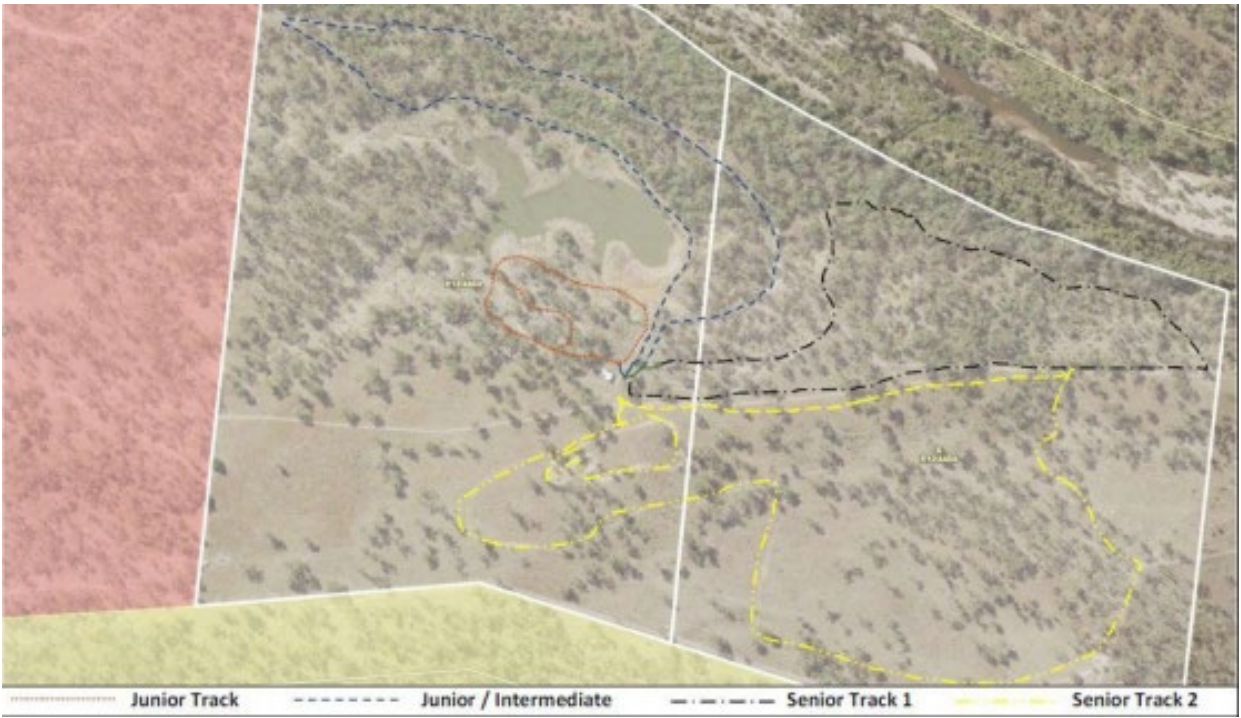
The development footprint is cleared of native vegetation, which was undertaken prior to the lodgement of this Development Application.



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



**Figure Two: Proposed Site Plan**



**Figure Three: Proposed Trail Bike Tracks**



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



## APPENDIX C – ADVISORY NOTES

<b>Scale or Intensity of Use</b>	
A.	Any proposal to increase the scale or intensity of the use/new use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the <i>Planning Act 2016</i> and would have to comply with the requirements of the relevant provisions.
<b>Aboriginal and Cultural Heritage</b>	
B.	The <i>Aboriginal Cultural Heritage Act 2003</i> and <i>Torres Strait Islander Cultural Heritage Act 2003</i> requires anyone who carries out a land-use activity to exercise a duty of care. Land users must take all reasonable and practicable measures to ensure their activity does not harm Aboriginal or Torres Strait Islander cultural heritage. Prior to carrying out works, it is advised that you contact the Department of Aboriginal and Torres Strait Islander Partnerships on (07) 4799 7470 or by post at PO Box 5620 TOWNSVILLE QLD 4810. For further information on cultural heritage duty of care please visit: <a href="https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care">https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care</a>
<b>Workplace Health and Safety</b>	
C.	Ensure compliance with the <i>Work Health and Safety Act 2011</i> . It states that the project manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work. It is the principal contractor's responsibility to ensure compliance with the <i>Work Health and Safety Act 2011</i> . It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work. It is the responsibility of the person in control of the workplace to ensure compliance with the <i>Work Health and Safety Act 2011</i> . It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.
<b>Environmental nuisance</b>	
D.	<p>Ensure compliance with the <i>Environmental Protection Act 1994</i>. It states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard persons and entities, involved in the civil, earthworks and construction phases of this development, are to adhere to their "general environmental duty" to minimise the risk of causing environmental harm.</p> <p>Environmental harm is defined by the Act as any adverse effect, or potential adverse effect whether temporary or permanent and of whatever magnitude, duration or frequency on an environmental value and includes environmental nuisance. Therefore, no person should cause any interference with the environment or amenity of the area because of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, sediment, oil or otherwise, or cause hazards likely in the opinion of the Council to cause undue disturbance or annoyance to persons or affect property not connected with the use.</p>

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

### 12.1 Amended S0060/OCEO Gifts and Benefits Policy

#### **EXECUTIVE SUMMARY**

This policy was updated in accordance with legislative changes and is a review of the previously adopted Statutory Policy *S0060/OCEO Gifts and Benefits* that is designed to guide employees, contractors and volunteers of Council in dealing with gifts and benefits.

#### **OFFICER'S RECOMMENDATION**

***That Council:***

- ***Adopt Statutory Policy No S0060/OCEO Gifts and Benefits as tabled.***

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#### **BUDGET & RESOURCE IMPLICATIONS**

There are no budget or resource implications arising from the adoption of this policy.

#### **BACKGROUND**

In October 2018, Council adopted this policy following the release of the Crime and Corruption Commission audit report entitled "Managing and Responding to Conflicts of Interest Involving Council Employees".

The policy provides Council employees with guidelines enabling employees, contractors and volunteers to carry out their duties impartially and with integrity and aims to minimise the risk of employees being exposed to actual or perceived conflict of interests associated with benefits of gifts offered in the course of their duties.

Recently, the policy was reviewed in accordance with legislative changes to include updates to legislative references and minor wordsmithing.

It is recommended that Council adopt the amended Statutory Policy providing clear and transparent guidelines for employees and evidencing that Council has a zero tolerance to behavior which may erode public confidence.

#### **LINK TO CORPORATE PLAN**

Corporate Plan 2018-2023 Priority 7 – Our Organisation

#### **CONSULTATION (Internal/External)**

Internal: Executive Leadership Team meeting held 20 January 2021  
External: Nil

#### **LEGAL CONSIDERATIONS**

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Local Government Electoral Act 2011*
- *Crime and Corruption Act 2001*
- *Public Sector Ethics Act 1994*
- *Criminal Code 1899*

#### **POLICY IMPLICATIONS**

- Code of Conduct S0047
- Complaint Involving Public Officials Policy S0053
- Complaints Management Policy & Procedures S0014
- Record of Gifts & Benefits – Council Officers F0454

#### **RISK IMPLICATIONS**

Non compliance with the policy exposes Council to a risk of reputational damage.

<b>Report Prepared by:</b> AMY RUSSELL <b>Executive Assistant to the CEO</b> Date: 4 January 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
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**ATTACHMENTS**

- Statutory Policy S0060/OCEO Gifts and Benefits Document No. 1208815

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1410821
-

**NUMBER:** S0060/OCEO  
**ACT:** PUBLIC SECTOR ETHICS ACT 1994  
**POLICY TITLE:** GIFTS AND BENEFITS

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## 1. PURPOSE AND SCOPE

- 1.1 Charters Towers Regional Council (CTRC) employees, contractors and volunteers of Council, hold positions of public trust and must carry out their duties impartially and with integrity.
- 1.2 This policy aims to minimise the risk of employees, contractors and volunteers of Council being exposed to an actual or perceived conflict of interest associated with benefits or gifts offered whilst undertaking their official duties.
- 1.3 The purpose of this policy is:
- I. to provide employees, contractors and volunteers with guidance on appropriate responses to offers of gifts or benefits made because of their duties, whilst representing CTRC or otherwise related to their association with CTRC.
  - II. to provide employees, contractors and volunteers guidance with principles to consider when determining the appropriateness of accepting a gift or benefit
  - III. to provide employees, contractors and volunteers a process to be followed where a gift or benefit is accepted
  - IV. to support CTRC's commitment to open and transparent governance; and
  - V. to minimise the risk of employees, contractors and volunteers being exposed to an actual or perceived conflict of interest.

The requirements of this Policy are in addition to the legislative obligations of councillors and senior executives with respect to individual register of interests as prescribed in Chapter 8, Part 5 of the *Local Government Regulation 2012* and the legislative obligations of councillors prescribed by the *Local Government Electoral Act 2011*.

- 1.4 Non-compliance with this policy may result in disciplinary action.

## 2. COMMENCEMENT OF POLICY

- 2.1 This policy will commence from **27 January 2021**. It replaces all other policies relating to gifts and benefits (whether written or not).

## 3. APPLICATION OF POLICY

- 3.1 This policy applies:
- I. If there are grounds to suspect that a gift or benefit may involve a conflict of interest or could reasonably be perceived to affect the independent and impartial performance of the official duties of employees, contractors and volunteers engaged by the Charters Towers Regional Council.
  - II. This policy does not apply to electoral gifts to Councillors as defined in the *Local Government Electoral Act 2011*.
- 3.2 All gifts and benefits are reportable.

**4. DEFINITIONS**

The term 'gifts and benefits' refers to items given and received during official duties and includes tangible (of lasting value) and intangible (of no lasting value) items.

<b>Chief Executive Officer (CEO)</b>	Is the person appointed to the position of Chief Executive Officer under the <i>Local Government Act 2009</i> (the Act) and any person acting in that position.
<b>Employee</b>	Means all employees of CTRC, including volunteers and contractors.
<b>Gifts and/or Benefits</b>	<p>For this policy a gift and/or benefit refers to items given and received and includes tangible (of lasting value) and intangible (of no lasting value) items. Gifts and benefits include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a) The transfer of money, other property or other benefit – without consideration; or for a consideration substantially less than full consideration; or</li> <li>b) A loan of money or other property made on a permanent or indefinite basis.</li> </ul> <p>Examples of a <b>gift</b> include – a gift voucher, entertainment, hospitality (such as meals), travel, goods, event tickets, lucky door prizes at events paid for by Council, and prizes/awards received relating to Council duties.</p> <p>Examples of a <b>benefit</b> include – a non-tangible item of value such as a promotion, preferential treatment or access to confidential information.</p> <p>Conference attendances, paid for by suppliers as an in-kind inclusion in annual memberships, also constitutes a benefit and should be taken into account when declaring a benefit.</p>
<b>Conflict of Interest</b>	Occurs when an employee's private interests interfere, or appear to interfere, with the duty to act impartially and in the public interest.
<b>Actual conflict of interest</b>	Involves a direct conflict between an employees' current duties and responsibilities and their existing private interests.
<b>Perceived (or apparent) conflict of interest</b>	Occurs where it could be perceived by others that a public official's private interests could improperly influence the performance of their public duties – whether or not this is the case.
<b>Public perception</b>	Means the perception of a fair-minded person in possession of the relevant facts.
<b>Donor</b>	Refers to the person or organisation making the offer of a gift/benefit to Council, or a Council employee, contractor or volunteer.
<b>Crime and Corruption Commission (CCC)</b>	The CCC is a statutory body set up to combat and reduce the incidence of major crime and corruption in the public sector in Queensland. Its functions and powers are set out in the <i>Crime and Corruption Act 2001</i> .

### **5. POLICY PROVISIONS**

#### **5.1 ACCEPTANCE OF GIFTS AND BENEFITS**

The first consideration must always be whether a gift or benefit is appropriate to accept. There are two major considerations – why was the offer made and the public perception of acceptance.

#### **5.2 WHY WAS THE OFFER MADE?**

Each type of gift carries with it different risks that should be considered when deciding to accept a gift or benefit.

##### **I. Can it be perceived that it is a gift or benefit to influence?**

These gifts or benefits are intended to generally obligate the donor with the recipient for favourable treatment in the future. Acceptance of these gifts or benefits should not be accepted.

##### **II. Can it be perceived that it is a gift or benefit of gratitude?**

These are gifts offered to an individual in appreciation of specific tasks or for exemplary performance of duties. This includes gifts for staff who speak at official functions as part of their duties. Such gifts are frequently offered and, in many circumstances, it would be inappropriate to refuse them. Acceptance of these gifts or benefits should only be contemplated when services to a client are completed to avoid any expectation of favourable ongoing treatment or the impression of such to others. Acceptance of these gifts or benefits can be considered as they represent a lower risk.

##### **III. Was it a memento or token gift or benefit?**

Token gifts offered in business situations when you are acting as a representative of the Council are usually products that are mass-produced and not given as a personal gift. These gifts can include sponsors material provided to all delegates at a conference. Acceptance of these gifts or benefits can be considered as they represent a lower risk.

##### **IV. Was it a ceremonial gift or benefit?**

These are official gifts that are offered by one organisation to another. Such gifts are often provided to a host person when conducting official business with delegates from another organisation. Although these gifts may sometimes be offered to express gratitude, the gratitude usually extends to the work of several people within Council, and therefore the gift is for the Council not an individual. Acceptance of these gifts or benefits can be considered as they represent a lower risk.

#### **5.3 THE PUBLIC PERCEPTION OF ACCEPTANCE.**

Public perception of the acceptance of a gift or benefit can be affected by various factors, such as:

##### **I. The relationship between the donor and the employee**

- If you are in a position where you can provide advice or make decisions about (but not limited to) granting licences, inspecting and regulating businesses, or giving approvals, it is more likely that the gift would be perceived as inappropriate.

##### **II. The transparency and openness of the gift.**

- If a gift is offered to you in a public forum, it is less likely to be perceived as a gift of influence than if it were offered in a private context.

##### **III. The value of the gift.**

- Expensive gifts are more likely to be perceived as gifts to influence.

#### IV. **The frequency of gift giving.**

- While the perception that one gift may not be considered sufficient to cause an employee to act outside their official duty, the sum of multiple gifts may be considered sufficient to do so. Multiple gifts from the same donor or from donors in a similar relationship with an employee where the cumulative value is more than \$150 in any financial year, must be reported.

#### **Offers of Cash**

Any offer of cash, or any items which are readily converted into cash (e.g. lottery ticket, 'scratchie', shares), must be refused. Accepting money in any form may breach local government policies and legislative requirements, including the Criminal Code. Offers of cash may be interpreted as an attempt at bribery.

In exceptional circumstances, such as an award which involves a cash prize, approval must be obtained for an employee to accept such a gift or benefit.

#### **Soliciting Gifts and Benefits**

Soliciting personal gifts and/or benefits is strictly prohibited under all circumstances.

If an employee of Council becomes aware of a situation that includes soliciting gifts and/or benefits, they must report it to the Chief Executive Officer immediately.

The Chief Executive Officer is required to notify the Crime and Corruption Commission (CCC) of any soliciting of gifts and/or benefits by employees.

#### **Bribery**

Acceptance of money, or any other gifts and/or benefits perceived as bribery is strictly prohibited in all cases and the offer must be reported immediately to the Chief Executive Officer.

The Chief Executive Officer is required to notify the Crime and Corruption Commission of any offer of money as soon as practicable after the offer has been made.

### **6. GIVING OF GIFTS OR BENEFITS**

The provisions of the above directives and guidelines also apply to the giving of gifts or benefits by employees.

#### **I. Official Hospitality**

In certain cases it may be periodically appropriate to provide hospitality to individuals of importance. Examples may include:

- Interstate and overseas visitors (where Council has an interest in, or specific obligation towards, facilitating the visit);
- Representatives of business or industry, trade unions and recognised community organisations, the press and other media; and
- Representatives of other levels of government (in exceptional circumstances only).

Other types of hospitality which may be considered reasonable include:

- Provision of tea, coffee, morning or afternoon tea for official visitors; and;
- Provision of light refreshments/lunches for internal meetings, conferences, seminars and workshops.

Generally, working meals provided should be of a light nature at the work/meeting location, unless associated with a seminar or other function at a venue.

### II. Corporate Gifts

In certain instances, it may be appropriate to provide corporate gifts to individuals or organisations on behalf of Charters Towers Regional Council. Some examples of this include, but are not limited to:

- Presentation to sponsors of events;
- Presentation to artists in appreciation of their work;
- Presentation to judges of events or awards acting in an honorary capacity (does not include employees of the Council);
- Presentation to foreign dignitaries or delegations visiting Queensland.

The practice of giving gifts should not be common or frequent in occurrence. The appropriateness of gift giving should be considered, and appropriate approval must be obtained from the Chief Executive Officer or your Director.

### 7. DECLARING AND REPORTING OF GIFTS OR BENEFITS

When gifts and/or benefits are received, it is important they are dealt with in a consistent and appropriate manner. All gifts and/or benefits received must be recorded in Council's Gifts & Benefits Register via the Office of the CEO within 30 days of acceptance. The register will record the following details of all reportable gifts and benefits under this policy:

- The date the gift was offered;
- The date the notification was made;
- The recipient and donor;
- Estimated fair market value;
- Determination on how the gift was dealt with – e.g. disposal by donation to charity, use by the organisation, retention of the gift for personal use by the individual recipient, or non-acceptance, and who authorised the decision.

In addition to the above, the Chief Executive Officer and Directors have obligations to disclose gifts received exceeding \$500 on their Register of Interests under Chapter 8, Part 5 of the *Local Government Regulation 2012*.

If employees, of Council are in any doubt about whether a gift or benefit should be reported, they should discuss this with their supervisor, manager or an accountable officer within Council.

### 8. RETENTION OF GIFTS AND BENEFITS

#### I. Disposal of gifts or benefits

If Council does not have an appropriate use for the gift or benefit, it may be disposed of in accordance with the following principles:

- Disposal of gifts must be in the public interest and pay due respect to the wishes and expectations of the donor (if known). Disposal by donation to a charity, hospital, school, community or non-profit organisation or similar should be considered;



- Disposal of gifts to an individual is not allowed;
- The disposal should be properly documented for audit purposes; and
- Conflicts of interest should be avoided.

### II. Gifts or Benefits should not involve time away from official duties

Offers of tickets or corporate hospitality at sporting events, the theatre or other major recreation attractions are to be treated in the same manner as all other gifts or benefits. Attending a sporting event, theatre or recreation attraction as part of a gift or benefit, must occur outside the normal working hours or on approved leave.

### Variations

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

### Associated Documents

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Local Government Electoral Act 2011*
- *Crime and Corruption Act 2001*
- *Public Sector Ethics Act 1994*
- *Criminal Code 1899*

### Associated CTRC Documents

- Code of Conduct - S0047
- Complaint Involving Public Officials Policy - S0053
- Complaints Management Policy & Procedures - S0014
- Record of Gifts & Benefits – Council Officers - F0454

### 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's General Meeting 27 January 2021  
Resolution Number #####

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

Document Authorised: Aaron Johansson  
Chief Executive Officer

CEO Signature

Document ECM No. 1208815

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**WORKPLACE PARTICIPANT ACKNOWLEDGEMENT**

*I acknowledge:*

- *receiving the CTRC S0060 Gifts and Benefits policy;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in me being dismissed from my employment.*

Your name:

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Signed:

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Date:

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### **EXECUTIVE SUMMARY**

Recent changes to the waste industry, on the International, National and State Levels has prompted a review and update of the NQ Regional Waste Reduction and Recycling Plan 2014-2024. This has been supported by the North Queensland Organisation of Councils (NQROC).

A new North Queensland Waste and Resource Recovery Strategy 2020-2030 has been prepared and is presented to Council for adoption.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- ***Adopt the North Queensland Waste and Resource Recovery Strategy 2020-2030.***

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### **BUDGET & RESOURCE IMPLICATIONS**

Not applicable as any future changes or proposals are to be discussed, considered and approved by Council.

### **BACKGROUND**

Council had previously adopted the North Queensland Regional Waste Reduction and Recycling Plan 2014-2024 which was a joint initiative of the Townsville City Council, Burdekin Shire Council, Hinchinbrook Shire Council, Palm Island Aboriginal Shire Council and Charters Towers Regional Council.

The Recycling Plan 2014-2024 addressed the requirements of the Queensland Waste Reduction and Recycling Act 2011 as well as provided a framework to realise opportunities for efficiencies and cost savings across the region. The Recycling Plan 2014-2024 was monitored and reviewed periodically by the respective Council Waste Managers at group meetings.

The recent elevation of waste on the National and State Agendas has provided a strong reason to review and update the Recycling Plan 2014-2024. The effective closure of the China trade for mixed recyclables has created pressure for the Commonwealth to provide National Leadership. The largely mothballed 2009 National Waste Policy was redrafted, and National Packaging Targets were unveiled with ambitious 2025 goals for recycling and recycled content. A National Food Waste Strategy was also introduced.

At a State Level, the Containers for Change Scheme commenced, and many State Policies and Strategies were updated or introduced. Funding for recycling and circular economy type purposes was also made available.

The NQROC took action to engage Arcadis to prepare the new Strategy. Arcadis worked in conjunction with relevant Government Agencies and the NQROC Waste Managers Working Group to develop the Strategy.

The North Queensland Waste and Resource Recovery Strategy 2020-2030 is built around the idea that we need a more rigorous view of each of our 'waste' streams and the opportunities they present to reduce, reuse, repair, recycle and otherwise recover. It supports development of a circular economy that creates jobs, reduces pressure on landfill and the environment, and works towards the Queensland Government's 2050 waste targets.

A region-wide focus presents opportunities to develop a Strategy that is more than the sum of its five (5) individual Councils. Combined volumes of waste can attract investment in more ambitious recovery infrastructure. Mobile processing equipment that can be shared between Councils makes affordable the infrastructure that a single Council could not fund on its own. Pooled resources and collective thinking can generate innovative programs that then benefit from consistency across the region.

The single biggest decision over the 10-year life of the Strategy is how to extract more value from the residual waste in the general waste bins. The key options are introducing a separate collection for organic materials (to turn it into clean compost) and recovering energy from the mixed waste stream through an energy-from-waste (EfW) facility.

The key challenges to developing new recycling programs and facilities in the NQROC region are the limited volume of tonnes, long transport distances both within and outside the region, and the need for secure end markets for the recovered materials.

The Strategy identifies a suite of actions to address these challenges and unlock investment in new infrastructure and equipment for target recovery streams.

The Strategy includes an Implementation Plan relevant to the North Queensland Region and individual Council Action Plans.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2018-2023: Priority 3 – Infrastructure & Sustainability

### **CONSULTATION (Internal/External)**

Internal: CTRC Councillor's Workshop  
Chief Executive Officer – Aaron Johansson  
External: NQROC Waste Managers Working Group & Arcadis (Consultants)

### **LEGAL CONSIDERATIONS**

In accordance with the *Queensland Waste Reduction and Recycling Act 2011 (Act), Chapter 6, Part 2* Local Governments have an obligation to prepare, adopt and implement a plan for managing waste in its Local Government area, in a way that best achieves the objectives of the Act. There is also provision for allowing Local Governments to combine on a regional basis to develop a plan.

### **POLICY IMPLICATIONS**

Not applicable.

### **RISK IMPLICATIONS**

Adoption of the new Strategy reduces the risk of following an outdated plan. The updated Strategy takes into account the latest International, National and State Policies and Strategies dealing with waste. The new Strategy would place the participating Council's in a more favourable position in relation to new funding streams offered by Government. There are unique challenges in bringing together the different Council areas. The solutions must be tailored to fit. Consideration of solutions at individual Council level will also occur as part of the decision-making framework.

<b>Report Prepared by:</b> AMY RUSSELL <b>Executive Assistant to the CEO</b> 15/01/2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
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### **ATTACHMENTS**

- North Queensland Waste and Resources Recovery Strategy 2020-2030 Document No. 1410700

### **REFERENCE DOCUMENT**

- Waste Working Group Memorandum of Understand (MOU) Document No. 1278891
- Officer's Report Document No.1411800



# North Queensland Waste and Resource Recovery Strategy 2020-2030

*a stronger north together*



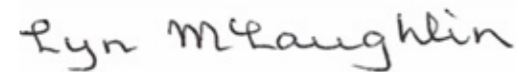
# Foreword

The North Queensland Regional Organisation of Councils (NQROC) is a collaborative organisation that promotes cooperation and resource sharing between Councils and effectively advocates for regional priorities. This is achieved through on-going collaboration and advocacy and by working closely with regional partners and stakeholders.

NQROC represents five member councils, these being Burdekin Shire Council, Charters Towers Regional Council, Hinchinbrook Shire Council, Palm Island Aboriginal Shire Council and Townsville City Council. It extends over 80,036 square kilometres with a population of approximately 236,000 (7.9% Indigenous). These five member councils make up what is referred to as the North Queensland region.

Waste management and resource recovery are a significant priority for North Queensland as the impacts of waste create a risk to the community, environment, and economy.

**Yours sincerely,**



**Councillor Lyn McLaughlin**

Chair, North Queensland Regional Organisation of Councils (NQROC)  
Mayor, Burdekin Shire Council

Regional collaboration is critical to deliver a high-level assessment of waste management in the North Queensland region. The North Queensland Regional Waste and Resource Recovery Strategy 2020-2030 will assist in determining the waste priorities for North Queensland as well as identify current and future infrastructure needs. It will enable the North Queensland region to reduce the environmental impact of waste and use resources more efficiently and effectively.

NQROC would like to acknowledge and pay respect to the First Nations peoples of the land on which we live and work, and to Elders past, present, and future.

The five NQROC member councils are acknowledged for their valuable time and contributions into the North Queensland Waste and Resource Recovery Strategy 2020-2030.



**Councillor Frank Beveridge**

Deputy Chair, North Queensland Regional Organisation of Councils (NQROC)  
Mayor, Charters Towers Regional Council



**Councillor Ramon Jayo**

Mayor, Hinchinbrook Shire Council  
NQROC member Council



**Councillor Mislam Sam**

Mayor, Palm Island Aboriginal Shire Council  
NQROC Member Council



**Councillor Jenny Hill**

Mayor, Townsville City Council  
NQROC Member Council

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**LIST OF ABBREVIATIONS**

CRS	Container Refund Scheme
C&D	Construction and Demolition Waste
C&I	Commercial and Industrial Waste
EfW	Energy from Waste
MRF	Materials Recovery Facility
MSW	Municipal Solid Waste (domestic waste)
NQROC	North Queensland Regional Organisation of Councils

## Strategy overview

Waste is a concept just as much as it is an end-of-life material to be removed and disposed. The North Queensland Waste and Resource Recovery Strategy 2020-2030 identifies that a more rigorous view is required of the region's 'waste' streams and the opportunities they present to reduce, reuse, repair, recycle and otherwise recover. It supports the development of a circular economy that creates jobs, reduces pressure on landfill and the environment, and works towards the State and National 2050 waste targets.

A region-wide focus presents opportunities to develop a Strategy that is more than the sum of its five individual councils. Combined volumes of waste can attract investment in more ambitious recovery infrastructure.

There are also unique challenges in bringing together the disparate local government areas of the NQROC region. The solutions must be tailored to fit, whether across the full region or targeted at specific clusters of councils.

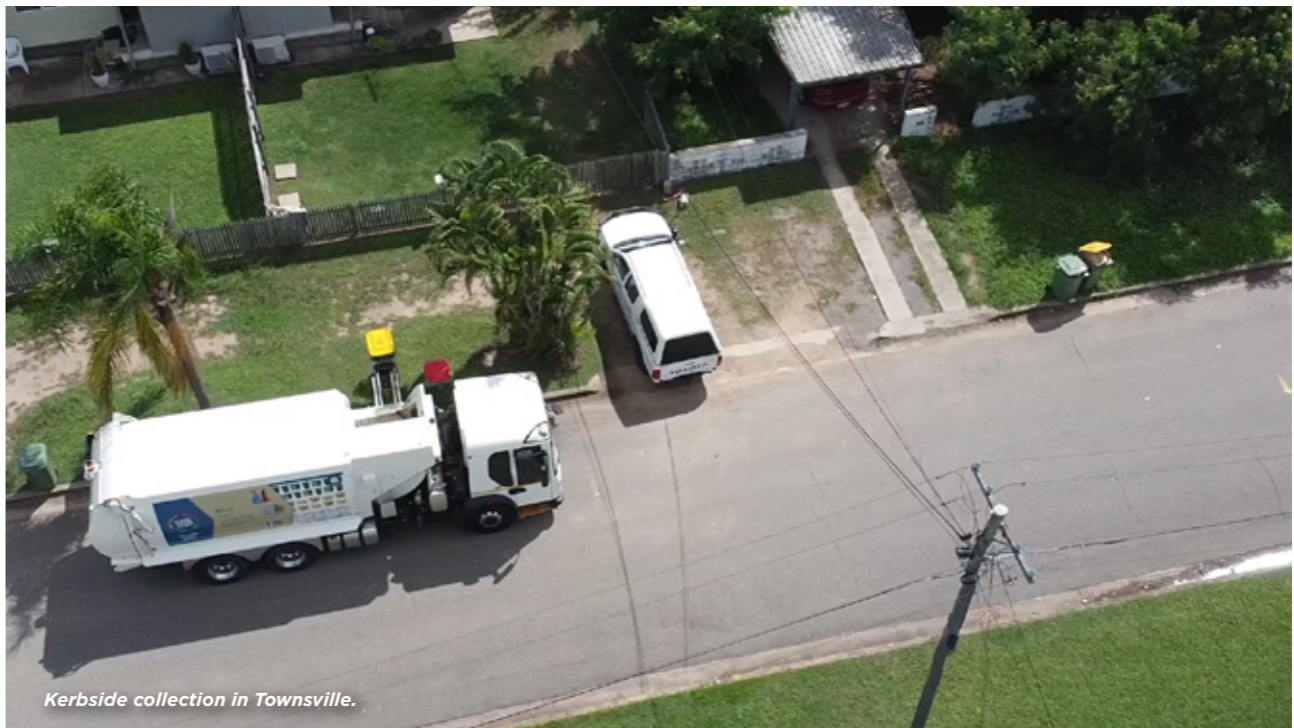
The single biggest decision over the 10-year life of the Strategy is how to extract more value from the residual waste in general waste bins.

The key options proposed within the Strategy are improved collection and management of organic materials and recovering energy from the mixed waste stream through an energy-from-waste facility. Preliminary analysis has identified viable pathways for both options, including in tandem, although detailed investigations are required.

The opportunities go beyond kerbside waste to expanding the region's capacity to recycle a wide range of products and materials that are currently landfilled.

The key challenges to developing new recycling programs and facilities in the NQROC region are the limited quantities, long transport distances both within and outside the region, and the need for secure end markets for the recovered materials.

The Strategy identifies a suite of actions to address these challenges and unlock investment in new infrastructure and equipment for targeted recovery streams.



*Kerbside collection in Townsville.*



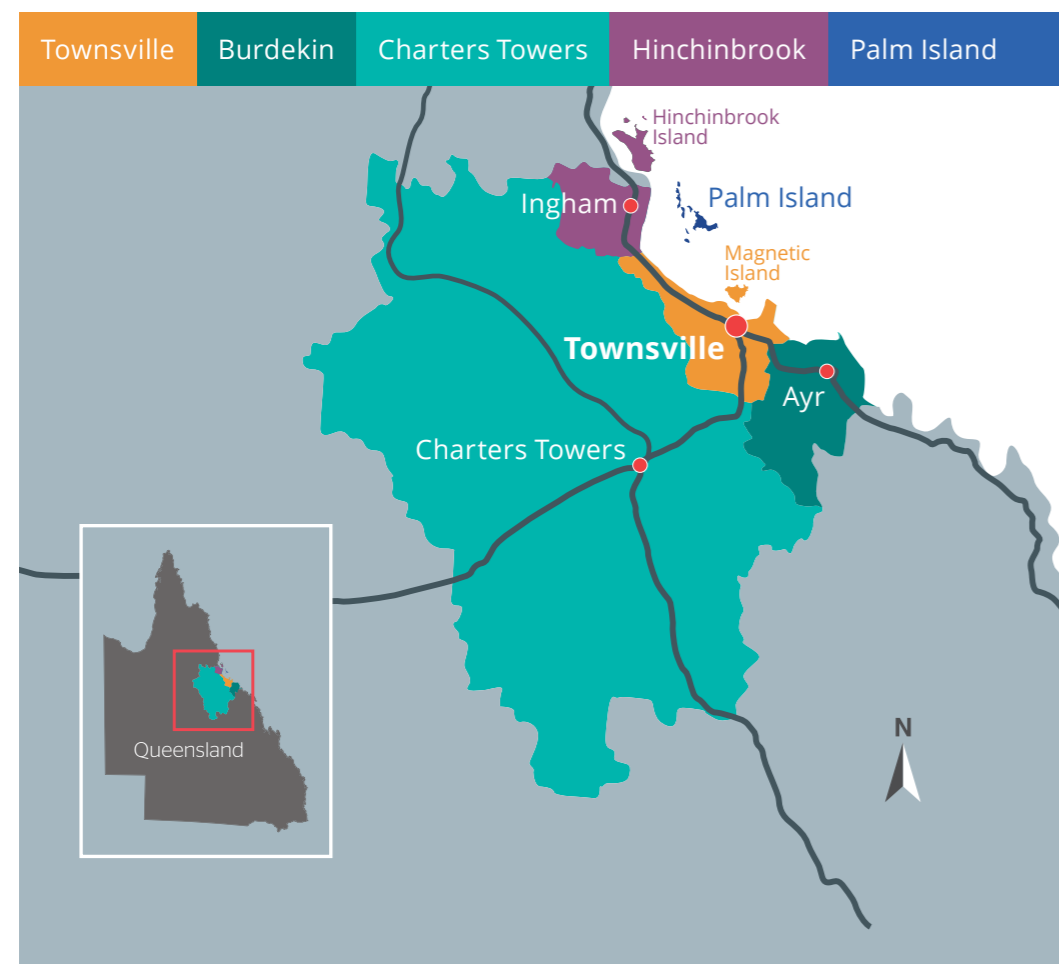
## The region in profile

The NQROC region consists of five local governments, Townsville City Council, Burdekin Shire Council, Hinchinbrook Shire Council, Charters Towers Regional Council and Palm Island Aboriginal Shire Council.

**THE NQROC REGION HAS A TOTAL LAND AREA OF 80,036 KM<sup>2</sup> AND A TOTAL POPULATION OF APPROXIMATELY 240,000.**

Around 80% of residents are concentrated in the city of Townsville, which is the main commercial hub and key administrative and service centre for the broader northern half of Queensland. The Port of Townsville is Australia's third largest multi-cargo port, handling up to 800 vessels per year, and has major road and rail links to the rest of the state in all directions. Outside of Townsville, the economy has a slightly different focus, with agriculture playing a major role including sugar, beef and horticultural products.

The regional population growth rate over the last decade averaged 1.1% per year, led by Townsville and Palm Island. The population is forecast to grow more than 50% by 2050 to around 364,000 people, with most growth in Townsville.



# Policy context and guiding principles

## POLICY CONTEXT

Federal Government	<p><b>Develops and implements the National Waste Policy and Action Plan 2019, including key action areas of:</b></p> <ul style="list-style-type: none"> <li>banning the export of unprocessed waste plastic, paper, glass and tyres</li> <li>reducing total waste generated in Australia by 10% per person by 2030</li> <li>80% average resource recovery rate from all waste streams by 2030</li> <li>significantly increasing the use of recycled content by government and industry</li> <li>phasing out problematic and unnecessary plastics by 2025</li> <li>halving the amount of organic waste sent to landfill by 2030</li> <li>improve data quality and availability</li> </ul> <p>The Federal Government is also responsible for developing, implementing and or overseeing National Product Stewardship Schemes, collating and reporting waste data at the national level, the National Packaging Targets, and the National Food Waste Strategy.</p>
State Government	<p><b>Develops and implements the Waste Management and Resource Recovery Strategy, with strategic priorities including:</b></p> <ul style="list-style-type: none"> <li>reducing the impact of waste on the environment</li> <li>transitioning to a circular economy for waste</li> <li>building economic opportunity</li> </ul> <p>The State Government is also responsible for the implementation of various Infrastructure Plans, the Biofutures Roadmap, Plastic Pollution and Organics Action Plans, Containers for Change Scheme, and Renewable Energy Targets.</p> <p>Furthermore, in 2019 the State Government introduced the Queensland Waste Levy to drive behaviour change away from disposal as the preferred option.</p>
Local Governments	<p><b>The combined NQROC councils collaborate to produce and implement the NQROC Waste and Resource Recovery Strategy, with key objectives of the strategy being:</b></p> <ul style="list-style-type: none"> <li>reducing waste to landfill</li> <li>implementing financially sustainable and responsible waste management practices</li> <li>developing regional markets and promoting the circular economy</li> <li>bringing the community on the journey</li> </ul>

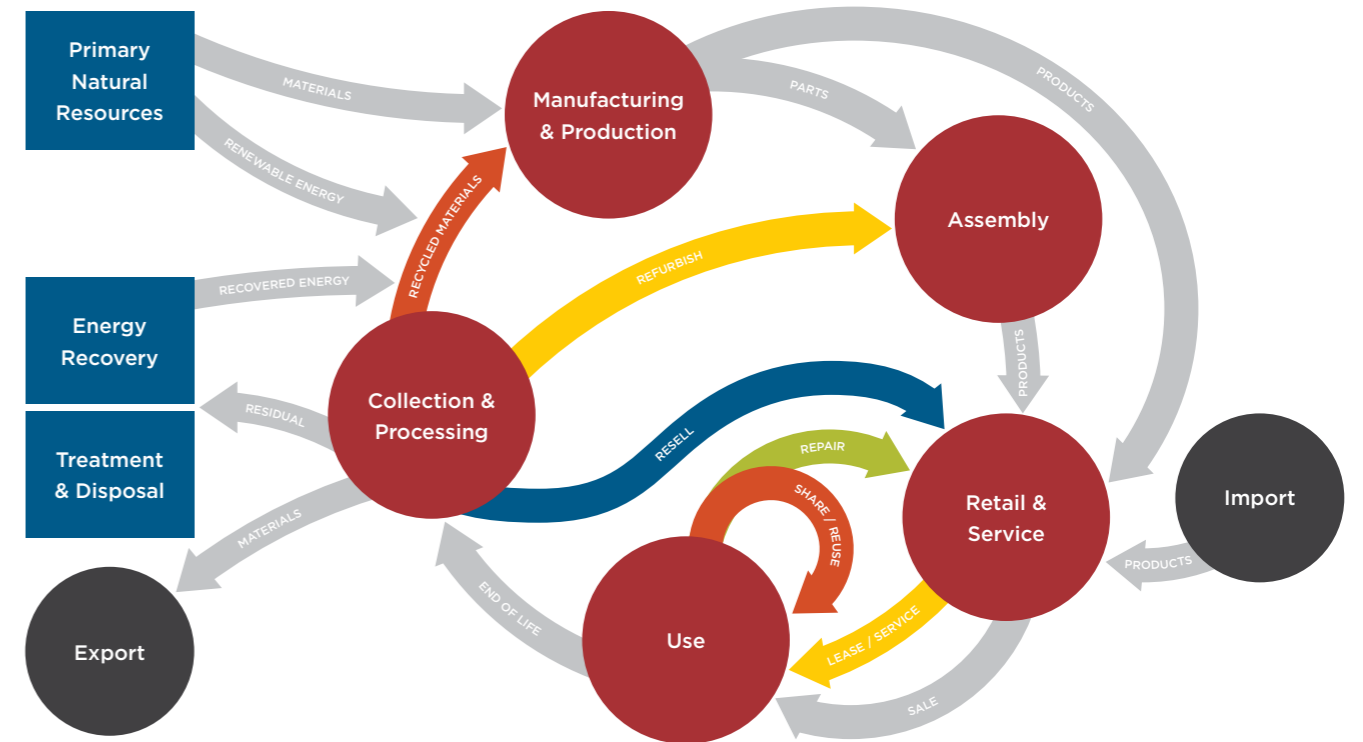
## GUIDING PRINCIPLES

### The rising national waste agenda

The effective closure of the China trade for mixed recyclables has created pressure for the Commonwealth to provide national leadership. The largely mothballed 2009 National Waste Policy was redrafted and National Packaging Targets were unveiled with ambitious 2025 goals for recycling and recycled content, while the recent National Food Waste Strategy is the response to the UN Sustainable Development Goal to halve food waste by 2030.

### Circular economy

The circular economy model illustrates the actions and relationships that deliver the outcomes under the waste hierarchy. It conceives the supply chain as a network of pathways designed to circulate materials within their highest order uses, minimising waste and environmental impact. In general, the earlier in the circle the more effective the intervention, with 90% of the lifecycle impact of many products determined at the design stage.

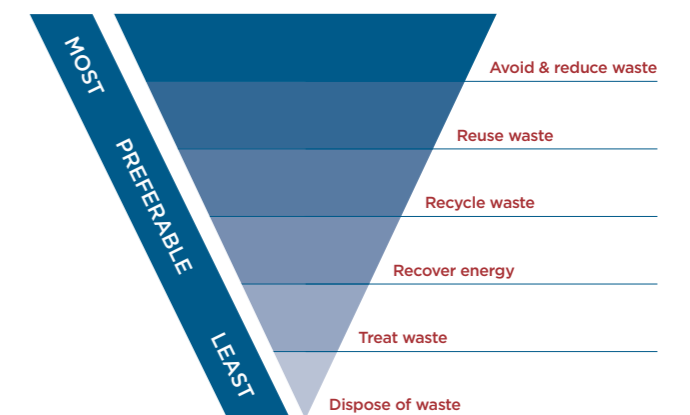


Circular economy

### Waste hierarchy

The waste hierarchy is applied globally as the core conceptual framework that underpins waste policy and strategy. It establishes the priorities in waste management based on environmental impact and broader sustainability principles, promoting efficient use of resources and reduction of disposal of waste to landfill.

This hierarchy combines with the circular economy concept to guide the development of actions within this strategy.



Waste hierarchy

## Where are we now?

### WASTE SERVICES AND INFRASTRUCTURE

#### Collection services

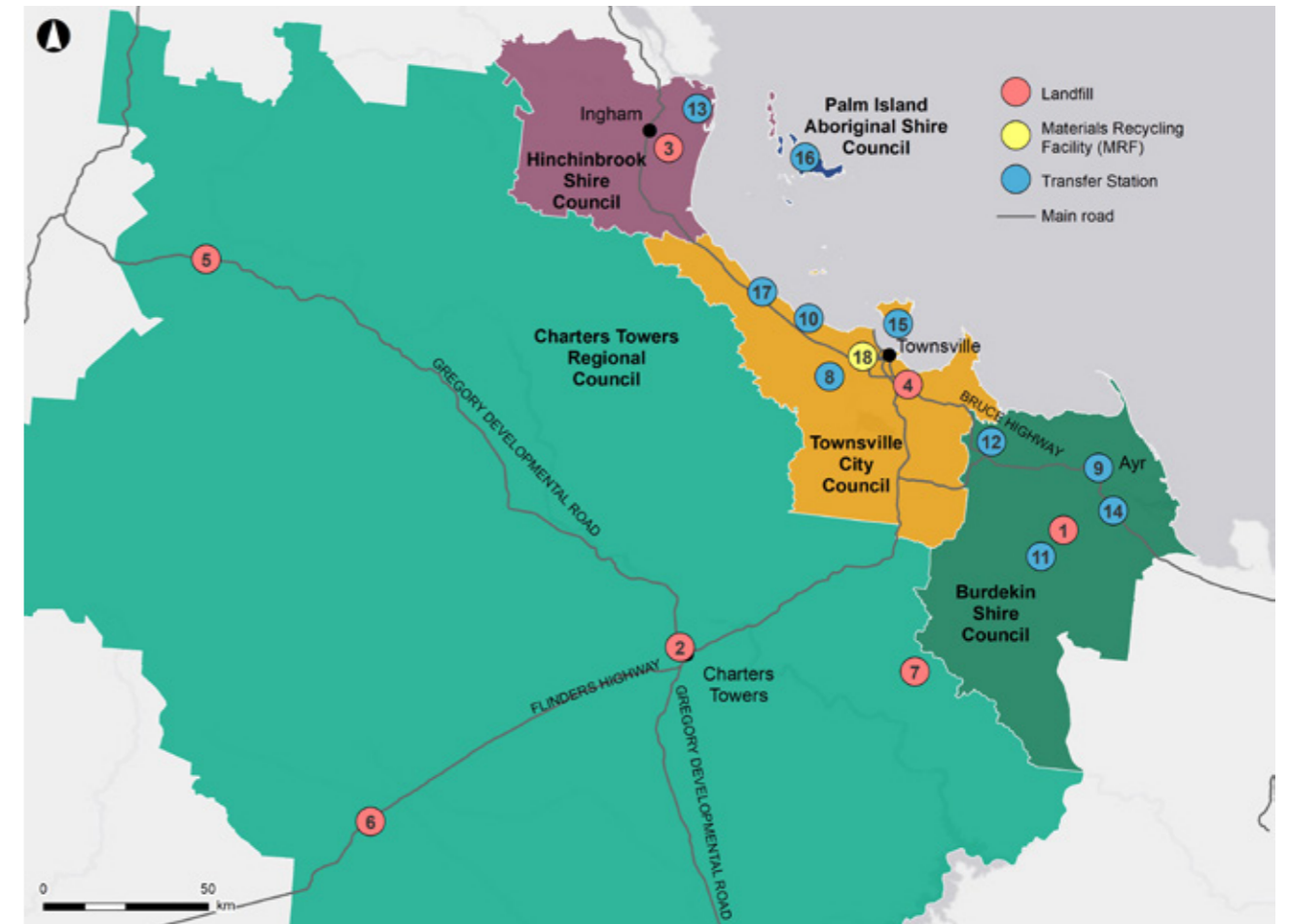
Collection of waste and recyclables from households is a core local government responsibility. The bin configurations and waste services differ between each council, and in some cases between urban and rural locations within a local government area.

#### Other services

All council transfer stations offer self-haul drop-off for residual waste, recyclables and garden organics.

In general, across the region, residual waste drop-off incurs a fee with the exception of one free dump weekend each year in Townsville and Burdekin, and four free vouchers per house in Hinchinbrook. Drop-off of recyclables and garden waste is offered free of charge, (with some exceptions), and drop-off of sorted domestic residual waste in the Burdekin also does not incur a charge.

The councils also provide commercial services to businesses within each local government area.



#### Existing infrastructure

The NQROC region is home to nine active landfills, including one privately owned facility that receives relatively small inputs of building waste. Each LGA has a principal landfill, while Charters Towers also operates three small rural landfills.

A large, modern materials recovery facility (MRF) processes all domestic kerbside recyclables in the region, and the northern part of Whitsunday Regional Council, as well as receiving commercial recyclables and container exchange materials.

There are two commercial recycling facilities in the region, which primarily handle clean commercial recyclables such as source separated cardboard.

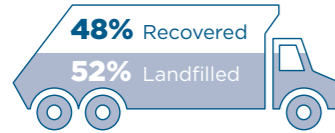
For building waste, the region has one dedicated recycler, which has significant capacity at its current site, and some council landfills crush significant volumes of clean concrete for reuse.



## Regional waste flows

### KEY WASTE STATISTICS IN THE NQROC REGION

MSW, C&I and C&D waste  
**344,000 TONNES**



Disposal to landfill  
**178,000 TONNES**



**44%**  
Municipal solid waste



**40%**  
Commercial & industrial waste



**16%**  
Construction & demolition waste

#### Management of waste



**32%** Private facilities  
**68%** Council facilities

Self-hauled to waste facilities  
**45,000 TONNES**



**58%** Garden organics  
**32%** General waste  
**10%** Other waste

Bin services  
**200,000**  
Kerbside bins in service

#### Household receiving services



**97%** of households have access to a general waste bin



**91%** of households have access to a recycling bin



**5%** of households have access to a garden organics bin

#### Annual waste generation per capita

**230KG** General waste to landfill **vs.** Queensland average of **258KG** per person (estimated)

**55KG** Kerbside recycling **vs.** Queensland average of **66KG** per person (estimated)

**114KG** Garden organics (including self-hauled) **vs.** Queensland average of **91KG** per person (estimated)

A comparison of the NQROC region's performance compared with the state average and state targets is provided below. The region outperforms state average in overall waste recovery (48% diversion compared to 45%). The overall performance obscures significant variation between streams, and falls short of the state targets as established in the Queensland Waste Avoidance and Resource Recovery Strategy.

Waste Type	% Diversion from Landfill			
	NQROC	State Average	State Target 2025	State Target 2030
Combined waste (all categories)	48	45	65	80
Municipal solid waste (MSW)	36	32	55	70
Commercial and industrial (C&I) waste	36	47	65	80
Construction and demolition (C&D) waste	76	51	75	85

#### Other waste streams

A further 37,000 tonnes of regulated waste was received at landfills, primarily contaminated soils and asbestos. Additional items being recovered at the waste facilities include tip shop items, metals, cardboard, fluorescent light bulbs, gas bottles and fire extinguishers.



## Where do we want to get to?

### STRATEGIC OBJECTIVES

Waste and resource recovery solutions must be grounded in the local context. What works in Brisbane or Europe or anywhere else may not be fit for purpose in NQROC. This is in part due to the basic factors of size, location and cost, but solutions are also a reflection of the aspirations of the community.

The following key strategic priorities have been formulated to reflect the common priorities of each council. They have guided the selection and development of the actions contained within this document.



### VISION STATEMENT

## Less waste in the North and more resources together

### OBJECTIVE 1:

#### REDUCE WASTE TO LANDFILL

##### Expected outcomes

1. Reduced waste to landfill to meet State Government targets, minimise the impacts of waste on the environment and community, and avoid the loss of resources from the economy.
2. Maximised lifespan of existing assets (as some councils are facing landfill capacity challenges over the coming decades).
3. Waste avoidance is prioritised, and resource recovery improved.
4. Realise step-changes in organics and residual waste processing, supported by incremental improvements in recycling and other streams.
5. Opportunities for councils to influence diversion of C&I and C&D waste from council landfills are considered.

### OBJECTIVE 2:

#### FINANCIALLY SUSTAINABLE AND RESPONSIBLE WASTE MANAGEMENT

##### Expected outcomes

1. Actions under the Strategy are financially viable and represent responsible spending of ratepayer funds, delivering value to the community (broadly defined rather than just the cheapest option).
2. Investment is supported by detailed business cases, with a clear assessment of financial viability, feasibility, key risk factors and optimal ownership models (councils, State Government or private sector).
3. Programs are funded and supported to ensure their longevity, with options to be considered as needed.

### OBJECTIVE 3:

#### REGIONAL MARKET DEVELOPMENT AND CIRCULAR ECONOMY

##### Expected outcomes

1. Strong local markets support sustainable resource recovery programs, while providing local economic development and employment benefits.
2. Value-added recovered resources develop more stable and diverse market opportunities.
3. Local reuse and remanufacturing opportunities are supported, where viable, by collaborating with local industry and Council leadership in procurement of recycled content materials where at the appropriate standard.
4. Circular economy principles are appropriately acknowledged, accepting councils only impact part of the 'circle'.

### OBJECTIVE 4:

#### BRING THE COMMUNITY ON THE JOURNEY

##### Expected outcomes

1. The community supports and helps deliver the Strategy, which is well communicated and aligned with community expectations.
2. Community engagement, including appropriate education programs, is harnessed to support implementation.
3. There is a secure social license to develop new waste infrastructure through meaningful engagement.

## How do we get there?

There is a clear need and ambition to improve the recovery rate across the region in order to reduce environmental impact, optimise the life of the landfills, manage cost pressures and support the ongoing development of a local circular economy. For each priority objective there are a range of delivery options; the key is to determine the pathway that best fits the NQROC. The following outlines key waste service solutions which may be investigated to drive change in the way waste and resources are managed across the NQROC. More detailed action plans have been developed for each individual member council.

### IMPROVED RECYCLING PERFORMANCE

With 26% of materials in the region's general waste bins being misplaced recyclable materials, the need for commitment to long term education and improved recycling performance is clear, and can be achieved by focusing on:

- Collecting more recyclables – via enhanced education, targeting recycling at events, and leveraging existing product stewardship schemes including the Containers for Change container refund scheme (CRS)
- Adding value to recyclables – opportunities exist for additional recycling infrastructure such as plastic flaking or paper pulping plants which will add value to recyclables and provide opportunities to facilitate local remanufacturing, which in turn will keep resources in regional markets longer.

#### *Next steps to support improved recycling performance:*

- Consider options to expand use of the Containers for Change CRS depots and transport for extra recycling streams
- Expand recycling at public events through council operations or via recycling clauses in event approvals
- Assess the potential for a regional reprocessing facility for target plastic(s), together with collection networks and end-market support
- Smaller councils to consider micro-scale glass crushing options at local facilities
- Assess options for specific collection and reuse of clean paper and cardboard
- Develop educational programs and deliver to schools, workplaces and community groups. Programs should provide clear, simple messages to increase household recycling and reduce recyclable contamination.

### DIVERTING ORGANICS FROM LANDFILL

The largest fraction of the residual municipal waste bin is organic material, which across the region accounts for 38% of this disposal stream. Each year, this equates to around 12,000 tonnes of food scraps, and 9,000 tonnes of garden clippings disposed of in landfill from domestic premises alone. Enhanced organics diversion may be achieved via:

- Introducing organic waste collection – via mandating a third bin at the kerbside for garden organics, or garden organics and food organics
- Introducing enhanced processing of organic waste – via more intensive conversion of diverted product into compost to deliver a product with broader application and appeal.

#### *Next steps to support diversion of organics from landfill:*

- Investigate kerbside organics collections in the NQROC region, including viability, model and timing
- Investigate the optimal organics processing technologies for the NQROC region, aligned to the preferred organics collection option
- Develop a food waste avoidance strategy for the community, and potentially businesses/institutions.

## MANAGING RESIDUAL WASTE

### Alternative waste treatment:

Improved recycling and recovery of organics will address major components of residual waste, but this leaves a significant volume still requiring disposal in landfill. An alternative, or complementary approach, is to process the residual stream directly to recover specific value (in the form of heat and or power) and reduce disposal volume.

Energy from Waste (EfW) technologies such as combustion and gasification recover the inherent value in waste and can be scaled in size to suit NQROC waste flows. A preliminary feasibility analysis indicates that such technologies may be suitable for the NQROC region. Furthermore, the feasibility of a small scale EfW facility in NQROC increases over time as the Queensland Waste Levy rate continues to increase annually.

### Disposal and transfer:

An aggregated assessment of regional landfill capacity and needs indicates a growing reliance on the Stuart Landfill in Townsville, which has capacity for an estimated 10 years within its currently designed footprint. Whilst this site has a total approved capacity to accept waste until around 2044 based upon current estimates, given the location of the site at the southern entry to Townsville, maintaining the social license to continue landfilling at this location will become more difficult to manage as the site grows and encroaches closer to the highway.

Furthermore, it is likely that in the near to mid future, the adjoining smaller councils (with the exception of the Burdekin Shire) may need to transport waste to a large regional facility, in all cases almost certainly located near Townsville.

### Next steps to support improvement management of residual waste:

- Analyse EfW suitability for the region, including industry and community engagement, tours of existing facilities, and review of ownership options
- Assess the need for additional long-term landfill capacity in the region and waste transfer needs to support any region-wide solutions
- Review waste transfer needs to support a region-wide solution for residual waste management

## IMPROVE COMMERCIAL AND CONSTRUCTION WASTE OUTCOMES

Councils are not directly responsible for non-municipal waste, however council landfills receive significant quantities of commercial and construction waste. Key opportunities to improve recovery of these waste streams are associated with additional regional infrastructure to support tyre reprocessing, construction and demolition material recycling, timber reprocessing, and paper/cardboard collection and processing.

### Next steps to support improved commercial and construction waste outcomes:

- Consider joint procurement of mobile equipment for processing C&D waste and or timber.

## ENHANCED REGIONAL MARKET DEVELOPMENT

Recyclers rely on the scale and certainty of end markets for recovered materials to underpin revenues. Joint regional procurement of recycled materials could provide the confidence for investment in recycling capacity and technologies able to produce materials to specifications. The use of recycled content in civil works and promotion of compost benefits may help develop regional markets for diverted organics and construction materials. Furthermore, the development of guidelines for sustainable procurement and strengthening partnerships in the supply chain may also contribute to enhancing regional markets.

### Next steps to enhance regional markets for recovered product include:

- Support council works teams to assess and promote specific opportunities to use organics and other recycled materials
- Develop or support the development of technical specifications for the incorporation of recycled content in lieu of virgin materials
- Identify local products suitable for incorporation into regional markets and identify providers to assist with processing to the required specification
- Revise council procurement processes and technical specifications to preference local suppliers of recycled materials, where suitable
- Investigate the potential for a regional tyre reprocessing facility and associated collection network.

## MANAGING PROBLEM AND HAZARDOUS WASTE

The region has variable systems and facilities for managing hazardous wastes such as batteries and paint, and problem wastes such as mattresses and gas bottles. Options which may improve the management of these wastes include:

- Collection centres and events – including standardising regional collection centres and undertaking a region-wide program to cost-effectively capture hazardous waste
- Community awareness – implementation of a standard suite of regional communication messages may foster community understanding and promote correct behaviour
- Mattress reprocessing – development of a local mattress reprocessing plant to strip mattresses into their constituent parts will assist in the management of bulky wastes which are currently problematic in landfills
- Emerging waste – investigation into solutions for the management of emerging wastes such as solar panels will become necessary as the number of panels requiring disposal increases over time.

### Next steps to improve the management of problem and hazardous waste include:

- Assess the potential of a consistent regional approach and messaging for problem wastes
- Explore mattress recycling models, including collection options such as drop-off events/locations
- Evaluate regional options to improve the capture of problem and hazardous wastes, including emerging waste.



### PETERBOROUGH ERF, UK

- 85,000t per annum combustion of MSW
- 30-year contract
- 7.25MW output (15,000 homes)
- £72M capex (~\$145M), funded by Council
- Completed late 2015 (2.5-year construction)
- 28 operational jobs

## IMPROVE WASTE DATA

Sharing data on waste volumes, composition and recovery will support stakeholder buy-in, investment and monitoring of the Strategy. Improvements in data management may be achieved via:

- Streamlining of regional data – potentially via a regional platform
- Increasing waste data visibility – via publishing waste data on council websites
- Focusing on data quality – to ensure it is suitable to inform regional waste decision-making, including periodic composition audits
- Assigning ownership for data management – via consideration of employing a data co-ordinator to increase consistency and assist regional data collection, verification and publishing.

### *Next steps to improve waste data quality:*

- Investigate options to enhance the quality and transparency of council waste data, including considering the role of a regional waste data coordinator.

## DISASTER PLANNING

Disaster waste management planning is critical in tropical regions. Given the scale at which natural disasters can impact, a regional approach offers potential benefits. Disaster waste planning may be improved by:

- Regional planning and response – including considering opportunities to collaborate around planning, shared resources, and emergency response plans
- Review of council Disaster Management Plans – to focus on resource recovery opportunities, sharing resources and the merits of securing pre-approval for temporary sites for transfer and processing at each nominated location
- Landfill capacity – calculation of long-term landfill capacity should include investigation into the capacity of sites to cater for high volumes of residual waste generated in a natural disaster, or in an emergency situation such as unexpected closure of other residual waste processing facilities.

### *Next steps to improve disaster planning include:*

- Councils to develop a regional approach to disaster waste to coordinate responses, share equipment, and improve resource recovery.

## WASTE AVOIDANCE AND COMMUNITY EDUCATION

Initiatives encouraging waste avoidance and product reuse lessen end-of-life volumes, while waste behaviours are key to many of the initiatives in the Strategy. Education has been integrated into specific action areas and should be supported by regional campaigns. Councils may consider the following to improve community education and promote waste avoidance:

- Recycling education programs and resources – building on existing regional programs through new shared resources and messages. Consideration should also be given to employing a regional waste education officer
- Funding for regional education resources – Councils may consider alternative funding mechanisms for regional education programs, such as a local levy on waste to landfill
- Regional food waste avoidance programs – adaptation of programs such as the ‘Love Food Hate Waste’ brand combined with building research about household food consumption and waste will help in avoiding food waste
- Reuse centres and zero waste networks – optimisation of networks via co-location with councils or other services such as repair businesses or charities
- Price signals for behaviour change – including variable waste charges to incentivise households to recycle and reduce waste to landfill.

### *Next steps to improve community education and promote waste avoidance:*

- Investigate options for regional education and engagement programs on recycling, food waste, and other priorities, and develop consistent messaging
- Consult around reuse centre options and dynamics
- Research other councils using price signals to incentivise preferred behaviours
- Investigate the benefits of co-location of reuse and repair centres with council or other services, such as an eco-hub and charities
- Investigate the use of variable pricing arrangements to incentivise improved kerbside recycling.

## REDUCING LITTER AND ILLEGAL DUMPING

Illegal dumping and litter impact the environment and can affect human health. Furthermore, clean up of illegal dumping is expensive for councils to collect and dispose of. Efforts such as the below, implemented at a regional level would offer multiple benefits and should result in reducing the incidence of litter and illegal dumping:

- Improving access to services – via expanding kerbside hard waste services, improving local drop-off infrastructure, promoting peer-to-peer exchange platforms, and expanding networks for distributing reusable materials
- Improving building waste recovery – via other actions mentioned above will create markets for recovered product and help reduce the incentive for illegal dumping
- Implementation of regional compliance and communication programs – such as a regional investigation and enforcement program or team to trace and deter large scale incidents. Such a program could be implemented in line with a region-wide education campaign
- Regional action on single-use plastics – to complement the Queensland Plastic Pollution Reduction Plan in conjunction with council policies restricting the purchase of disposable plastic products, and bans on plastics at events.

### *Next steps to reduce litter and illegal dumping include:*

- Councils to review current services and options at differing scales to encourage recycling and improved practices
- Investigate the development of compliance and enforcement programs, supported by consistent communications
- Councils to develop a Single-Use Plastics Action Plan to complement the Queensland Plastic Pollution Reduction Plan.





## What does success look like?

The North Queensland Waste and Resource Recovery Strategy 2020-2030 sets a 10-year direction for the region for optimising resource recovery and reuse, evolving waste facilities, managing residual waste and continuing to facilitate a clean and healthy environment.

## THIS IS CAPTURED IN THE STRATEGY'S OVERARCHING VISION:

# Less waste in the North and more resources together

The Strategy aims to enhance regional collaboration in order to deliver solutions that could not be delivered by a single council. Over the life of the Strategy, NQROC members will strive to deliver the following achievements which will signal the successful implementation of the action plans:

### Circular culture

Residents, businesses and councils recognise products and materials as valuable resources by making conscious choices about their consumption, use, recovery and end-of-life treatment.

### Red bin recovery

Councils have secured a solution to divert a significant portion of general waste from landfill to higher-value use, in the process extending the useable life of existing landfills.

### Sustainable services

Council waste management facilities and services are fit for purpose in terms of quality service offerings, recovery performance, reasonable cost, longevity and overall satisfaction.

### Liveable lifestyle

The region retains its status as a healthy, attractive and liveable region.

### Recycling revolution

Opportunities to reuse products and recycle materials are maximised, including development of facilities and end markets in the region that build local industry and support the resilience of Australian recycling.

### Active leadership

Councils will continue to monitor, pursue and advocate for best practice in waste and resource management.





**EXECUTIVE SUMMARY**

Council is presented with the Draft Terms of Reference for the Charters Towers Tourism Advisory Committee for consideration.

**OFFICER’S RECOMMENDATION**

*That Council:*

- *Adopt the Terms of Reference for the Charters Towers Tourism Advisory Committee P0151/OCEO; and*
- *Authorise the Chief Executive Officer to vary the terms of reference as required.*

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**BUDGET & RESOURCE IMPLICATIONS**

There are no budget or resource implications from adopting the Terms of Reference. The committee will make recommendations to Council for future budget considerations.

**BACKGROUND**

The purpose of the Committee is to plan and progress the activation of tourism projects as identified in the Charters Towers Destination Management Plan 2020 – 2025.

Council’s Tourism Trade and Investment Advisor will be the key point of contact and secretarial assistance will be provided by the Office of the Chief Executive Officer.

Following this meeting, membership will be sought as per the below suggested list.

Membership will comprise of:

Charters Towers Regional Council	Deputy Mayor – (Economic Development) Portfolio Councillor (Tourism) Director Corporate & Community Services Tourism Trade and Investment Advisor Manager Community Services Executive Assistant to the Mayor
Minutes Secretary:	
Charters Towers Chamber of Commerce and Mines	President
Accommodation Provider	1 x Representative
Education Tourism	1 x Representative
Hospitality	1 x Representative
Tourism Operator	1 x Representative
Ravenswood Community	1 x Representative
Community Member	1 x Representative

Expressions of interest will be circulated to key stakeholders as outlined above. The final recommendation for membership will be presented to Council at the February 2021 General Meeting for endorsement.

**LINK TO CORPORATE PLAN**

Corporate Plan 2018-2023

Priority Areas: Tourism & Economic Development

**CONSULTATION (Internal/External)**

Internal: Chief Executive Officer - Aaron Johansson

External: Consultant – Linda Tilman – Tilma Group

**LEGAL CONSIDERATIONS**

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

**POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

There is a low reputational risk to Council should the Terms of Reference not meet the requirements of the Committee.

<b>Report Prepared by:</b> MELANIE LAVELLE-MALONEY <b>Tourism Trade &amp; Investment Advisor</b> Date: 4 January 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
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### **ATTACHMENTS**

- P0151/OCEO Terms of Reference Charters Towers Tourism Advisory Committee Council Document No. 1401538

### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1402353
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## **1 PURPOSE AND SCOPE**

The Tourism Advisory Committee is to act as an advisory body to Council for the primary purpose of facilitating the projects and actions identified in the Charters Towers Regional Council Destination Management Plan 2020 – 2025.

The purpose of the Committee is to provide quality independent advice to Council on identified tourism projects and tourism related matters as they relate to the Charters Towers Region and to represent the region to shape the Tourism Industry so that it is diverse and meets the interests of its various local and visitor demographics .

## **2 ROLE**

The role of The Tourism Advisory Committee is to:

- Review actions from the Charters Towers Regional Council Destination Management Plan 2020 – 2025 and provide independent advice to Council; and
- Provide regular reports and recommendations to Council on its activities (tabling of meeting minutes).

The Tourism Advisory Committee has no authority to:

- make changes to budget, program or policy;
- commit Council to any arrangement;
- consider any matter outside its specific reference; or
- direct Council Officers in the performance of their duties.

Advisory Committee Members:

The purpose of the Tourism Advisory Committee is to represent a diverse range of interests and experiences, to provide a balance of tourism disciplines including, but not limited to, the identified tourism projects as outlined in the Destination Management Plan 2020 - 2025:

- representation of any levels of involvement from recreational to professional tourism operators;
- reflect the demographic and geographic diversity of the Region;
- reside, work or operate businesses in the Charters Towers Region;
- have an association with, and understanding of, the tourism industry of the Charters Towers Region
- have familiarity with Council's tourism related policies, and a knowledge of Council's
- tourism activities and events;
- demonstrate capacity to consider the direction of tourism opportunities in a fair and equitable manner; and
- be able to work as part of a team.

The Tourism Advisory Committee will work in accordance with Council's policies and directives as set out below:

- Code of Conduct S0047
- Confidentiality Procedure D0057
- Work Health and Safety Management Plan
- Charters Towers Regional Council Corporate Plan 2018-2023
- Charters Towers Regional Council Destination Management Plan 2020 – 2025
- Charters Towers Regional Council Economic Development and Innovation Strategy

### 3 ROLES OF MEMBERS

Members' roles and responsibilities are as follows:

- Attending meetings;
- Providing timely advice to the chairperson and secretariat about non-attendance at meetings;
- Working collaboratively with other team members to accomplish desired outcomes; and
- The Chair (Deputy Mayor) or nominated proxy is the spokesperson for Council in all instances.

### 4 GENERAL

#### 4.1 Membership

Membership of the Committee will be limited to key Council staff, elected members and nominated community members as set out follows:

Agency	Representative/s – suggested initial nominations
Charters Towers Regional Council	Deputy Mayor (Economic Development) Portfolio Councillor (Tourism) Director Corporate & Community Services Tourism, Trade and Investment Advisor Manager Community Services
Charters Towers Chamber of Commerce and Mines	President
Accommodation Provider	1 x Representative
Educ Tourism	1 x Representative
Hospitality	1 x Representative
Tourism Operator	1 x Representative
Ravenswood Community	1 x Representative
Community Member	1 x Representative

#### 4.2 Chair

The Chair will be the Deputy Mayor or nominated proxy.

#### 4.3 Secretariat

The Secretariat will be the Executive Assistant to the Mayor or nominated proxy.

#### 4.4 Agendas and Minutes

The Secretariat will be responsible for the following:

- i. Calling for agenda items two weeks prior to meeting date;
- ii. Distributing the agenda one week prior to meeting date;
- iii. Minuting meetings including capturing of key discussion points, recommendations and actions arising;
- iv. Preparing reports to Council as required on recommendations from the Advisory Committee.

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#### **4.5 Frequency of Meetings**

Meetings will be held at bi-monthly.

#### **4.6 Quorum**

A quorum will exist if at least five (5) representatives, including a minimum two (2) non-Council representatives, are in attendance and the Chair deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any particular application, the chairperson may make a determination.

From time to time, the committee may consult with other agencies on specific issues and/or invite a representative to attend a Tourism Advisory Committee Meeting. Other agencies may include but will not be limited to; State and Federal agencies and operational staff retained within Council.

#### **4.8 Conflicts of interest**

Commitment to Avoiding Conflicts of Interest:

Advisory Committee members must place the interests of Charters Towers Regional Council constituents above personal interest and must not use their position for personal gain.

Conflicts between private interests and public duties can occur, for example, when:

- a member, or a member's organisation, stands to be materially affected by a Tourism Advisory Committee recommendation;
- a member's spouse, children, near relatives or close associates stand to be affected by a Tourism Advisory Committee recommendation;
- a member is a director of officer of, or holds a significant stake in another organisation that is likely to be affected by a Tourism Advisory Committee recommendation; and/or
- a member's spouse, children, near relatives or close associates are directors or significant stakeholders or another organisation that is likely to be affected by a Tourism Advisory Committee recommendation.

Declaring and Managing Conflicts of Interest:

The Chairperson of the Tourism Advisory Committee will ensure that an item "Declaration of Conflict of Interest" is included at the commencement of the agenda for each meeting and will invite members to consider whether they have a conflict of interest in relation to any item that is on the agenda. Members may also become aware of a conflict or potential conflict of interest during the course of a meeting.

Members will:

- openly declare matters of a private interest that may conflict or be perceived to conflict with the member's responsibilities;
- ensure that any issues of conflict are recorded in the Advisory Committee's records to enable transparency and review;
- at the request of the Advisory Committee, leave the meeting while any discussion is underway about a question relating to a matter in which the members has a conflict of interest.

Recording the Management of Conflicts of Interest:

The minutes of any meeting at which a conflict of interest has been declared must record:

- that the disclosure was made;
- the nature of the matter and the nature of the disclosed interest;
- whether any vote was taken on a question relating to the matter and, if so, whether the member was present while the vote was taken; and
- whether the member left the meeting at any time during consideration of the matter and, if so, at what stage the member left.

## **5 COMMUNICATION**

All communication for the attention of the committee should be addressed to:

The Chief Executive Officer  
Charters Towers Regional Council  
PO Box 189  
**CHARTERS TOWERS QLD 4820**

Email: [mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au)



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**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 27 January 2021

Resolution Number ##

Document Contact: Melanie Lavelle-Maloney

Tourism, Trade & Investment Advisor

Document Authorised: Aaron Johansson

Chief Executive Officer

Document ECM No: **xxxx**

\_\_\_\_\_  
CEO Signature

**EXECUTIVE SUMMARY**

*Local Government Regulation 2012 s174 (3)* requires a progress report on the implementation of Council's Operational Plan to be tabled for Council at quarterly intervals.

**OFFICER'S RECOMMENDATION**

***That Council:***

- ***Receive and note the Second Quarter Progress Report, covering the quarter October - December 2020, against the 2020/2021 CTRC Operational Plan.***

**BUDGET & RESOURCE IMPLICATIONS**

There are no budget or resource implications arising from noting the report.

**BACKGROUND**

The *Local Government Regulation 2012 s174 (3)* requires Council to report at quarterly intervals on its progress towards implementing the Operational Plan. Such a report should evidence progress achieved on the targets set.

The 2020/2021 Operational Plan was adopted at the 18 June 2020 Budget Meeting. It is based on seven major strategic initiatives, identified in the 2018-2023 Corporate Plan, and highlighted as being the Council's strategic priorities over a period of five years.

In accordance with the Operational Plan, where Projects and Programs have been expanded into Key Measures, input has been sought from the Chief Executive officer (CEO), Directors and relevant staff on progress towards achieving each of the Key Measures within the life of the Plan.

The table below summarises progress for 2020/2021 at the end of Quarter 2:

Priority Focus Area	Projects Completed	Projects in Progress	Projects Yet to Commence	TOTAL 2020/2021
Economic Development	1	8	2	11
Tourism	1	4	2	7
Infrastructure & Sustainability	3	20	0	23
Water	0	12	2	14
Community	2	23	3	28
Advocacy	1	2	1	4
Our Organisation	3	34	8	45
<b>Total</b>	<b>11</b>	<b>103</b>	<b>18</b>	<b>132</b>

It is recommended that Council receive and note the Q2 progress report on the 2020/2021 Operational Plan.

**LINK TO CORPORATE PLAN**

2018-2023 Corporate Plan: Priority Area 7 – Our Organisation.

**CONSULTATION (Internal/External)**

Internal: Chief Executive Officer – Mr Aaron Johansson  
 Director Corporate & Customer Services – Ms Kim Hargreaves  
 Director Infrastructure Services – Mr John Teague  
 Tourism, Trade & Investment Advisor – Mrs Melanie Lavelle-Maloney  
 Executive Assistant to the CEO – Mrs Amy Russell  
 Administration Coordinator, Infrastructure Services – Mrs Kelie Standfast  
 All Managers have been consulted in regards to the second quarter progress of the Operational Plan.

External: Nil

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

The Corporate and Operational Plans provide the strategic and operational basis for determining Council's future priorities which are underpinned by all of Council's policies.

### **RISK IMPLICATIONS**

The risk associated with non-compliance of legislation (as set out at LGR 2012 s174 (3)) is considered to be a low risk, due to the monitoring and reporting process in place.

<b>Report Prepared by:</b> CAMILLE CONAGHAN <b>Manager Governance &amp; Communications</b> Date: 6 January 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
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### **ATTACHMENTS**

- Quarterly Progress Report – CTRC Operational Plan 2020/21 Document No. 1359124

### **REFERENCE DOCUMENT**

- CTRC 2020/2021 Operational Plan Document No. S0071 Document No. 1335625.
  - Officer's Report Document No. 1412055
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# Operational Plan 2020/2021

## Quarterly Progress Report – Oct/Nov/Dec 2020



## Introduction

The Operational Plan is one of the important strategic documents in relation to the Integrated Planning Framework that Council operates within under legislation. The Operational Plan is a requirement under the *Local Government Regulation 2012* and this plan has been prepared in accordance with those requirements.

The Operational Plan must –

- a) Be consistent with the annual budget; and
- b) State how the local government will-
  - I. Progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
  - II. Manage operational risks; and
- c) Include an annual performance plan for each commercial business unit of the local government (Charters Towers Regional Council does not have any commercial business units).

*Local Government Regulation 2012 s174 (3)* requires that Council receive a quarterly progress report regarding the implementation of the strategies contained in the Operational Plan.

The Plan incorporates seven major strategic initiatives, which have been identified in the Corporate Plan and highlighted as being the Council's priority for the next five years.

This report evidences progress achieved on the targets set in terms of "How We Will Measure Our Performance" during the October to December quarter of 2020.

Aaron Johansson  
Chief Executive Officer

**PRIORITY FOCUS AREA: ECONOMIC DEVELOPMENT**

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

Objective	Deliverable	Ref No.	Key Measure	Responsibility	Progress	Reporting – First Quarter Jul-Sept 2020	Progress	Reporting – Second Quarter Oct-Dec 2020	Progress	Reporting – Third Quarter Jan-Mar 2021	Progress	Reporting – Fourth Quarter Apr-Jun 2021
Provide a strategic approach to Economic Development that enhances the region's liveability and drives industry expansion	Facilitate long-term economic growth by promoting innovation and supporting new and existing businesses	ED1.1.1	Adopt an Economic Development Strategy 2020-2024	Tourism, Trade and Investment	Complete	Economic Development & Innovation Strategy was finalised and adopted by Council at the September General Meeting.						
	Engage with key stakeholders and develop strategies to support local business, provide commercial activation for the town centre and encourage investment across the region	ED1.2.1	Adopt an Investment Incentive Policy	Tourism, Trade and Investment	Yet to commence		In progress	One compliant application received. Further consultation made directly with eligible stakeholders. A number of applications expected to be received next quarter.				
		ED1.2.2	Adopt a Local Business Support Strategy Action and Implementation Plan including 'prioritisation of projects' to enable a staged approach for implementation	Tourism, Trade and Investment	In progress	Council adopted the Street Façade Program at the July 2020 General Meeting.	In progress	Draft document underway.				
	Promote the region as a business, tourism, lifestyle and cultural destination	ED1.3.1	Develop a Master Plan for Council-owned land that is industry/community viable (e.g. land on Stock Route Road)	Tourism, Trade and Investment	In progress	Initial investigations and development of publication underway.	In progress	Draft document underway.				
ED1.3.2		Produce a Portfolio of Industrial Land and develop a Prospectus for Investment purposes incorporating Cunningham Estate and Charters Towers Land Parcels (Stockroute Road).	Office of the CEO	In progress	Initial investigations and development of publication underway.	In progress	To be actioned next quarter.					

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		ED1.3.3	Distribute Industrial Land Investment Prospectus throughout Chamber and Real Estate networks to assist in promoting the sale of land and lease of land for industrial development	Office of the CEO	In progress	Initial investigations and development of publication underway.	In progress	To be actioned next quarter.				
	Adopt a Charters Towers Region Liveability Prospectus	ED1.4.1	Prepare and develop a Charters Towers Liveability Prospectus to attract new residents and increase our region's population	Tourism, Trade and Investment	In progress	Liveability draft document underway.	In progress	Draft document underway.				
	Encourage and promote regional innovative practices	ED1.5.1	Identify and pursue opportunities to use technology as an asset for the region	Tourism, Trade and Investment	Yet to commence		In progress	Opportunities identified in Careers Day planned for early 2021.				
	Collaborate with Schools, Agricultural Sector and Reef partners to package and promote Regional Edutourism and Study Tours	ED1.6.1	Produce and market a package throughout networks to secure increased tour bookings	Tourism, Trade and Investment	Yet to commence		Yet to commence					
	Coordinate and progress Communities in Transition Project	ED1.7.1	Investigate and secure funding opportunities to progress 'Making Water Work' and 'Dynamic Business' projects	Tourism, Trade and Investment	In progress	Governance Groups established and first meeting held and discussions continuing to source appropriate funding.	In progress	Funding opportunities to be identified as and when available.				
Advocate for Charters Towers Regional Council to become a partner in the Hells Gate Dam project	Pending a favourable business case, advocate for the Charters Towers Regional Council to be appointed as the project management proponent of the 'Big Rocks Weir' project	ED2.1.1	Submission of a tender for awarding of the project to Charters Towers Regional Council as the construction proponents	Office of the CEO	In progress	Council resolved at a Special Meeting of Council on 29 September 2020 to be appointed as Proponent, Developer, Owner and Operator of the Big Rocks Weir facility.	In progress	Council endorsed a Governance Structure at the December 2020 General Meeting. Application lodged for Council to be the Proponent.				

**PRIORITY FOCUS AREA: TOURISM**  
 To be a destination of choice for new and repeat regional, intrastate, interstate and international visitors, known for our unique and authentic experiences derived from our natural and historical assets

Objective	Deliverable	Ref No.	Key Measure	Responsibility	Progress	Reporting – First Quarter Jul-Sept 2020	Progress	Reporting – Second Quarter Oct-Dec 2020	Progress	Reporting – Third Quarter Jan-Mar 2021	Progress	Reporting – Fourth Quarter Apr-Jun 2021
Promote the Charters Towers Region as a lifestyle and recreational destination of choice	Towers Hill is well utilised and opportunities for use are realised	T1.1.1	Develop and implement a Master Plan for Towers Hill	Regional Development	In progress	Project and fee scoping currently underway with discussions occurring with the A/Director Corporate and Community Services prior to engaging a preferred consultant.	In progress	Project inception and Councillor Workshop held in November. Draft Master Plan being prepared.				
Promote the Charters Towers Region as a tourism destination	Review the current visitor engagement platform that measures visitor numbers and visitor satisfaction	T2.1.1	Create a visitor survey that captures visitor information, including, but not limited to: number of visitors, frequency of travel (both in and out of region) and satisfaction with our region and what we have on offer from a tourism perspective	Community Services	Yet to commence	Work on this project will commence in Q2.	In progress	Discussions have commenced regarding existing data collection with the current survey to be reviewed by Tilma Group in Qtr 3. Council will continue to participate in the Townsville Region Visitor Survey for 2021 in partnership with James Cook University.				
	Source and develop new advertising opportunities to market the region	T2.2.1	Promotional opportunities identified and pursued	<ul style="list-style-type: none"> <li>Community Services</li> <li>Tourism, Trade and Investment</li> </ul>	In progress	Opportunities identified in Destination Management Plan.	In progress	New Tourism Guide being prepared in preparation for 2021 Tourist Season.				
		T2.2.2	Produce and distribute marketing material to organisers of inter/intra-state travel shows and exhibitions to maintain a presence in the broader tourism industry, together with increased attendance at travel shows	<ul style="list-style-type: none"> <li>Community Services</li> <li>Tourism, Trade and Investment</li> </ul>	In progress	Opportunities identified in Destination Management Plan.	In progress	Limited opportunities due to COVID.				



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	Review and update Ghosts of Gold production	T2.3.1	Participation increase and positive feedback and promotion from community and tourists across media platforms	Tourism, Trade and Investment	Yet to commence		Yet to commence					
Reignite the Sister Cities relationship between the Charters Towers Regional Council and Daqing Municipal Government (China)	Maintain communication with Daqing Municipal Government to enhance tourism and economic development opportunities	T3.1.1	Re-establishment of communication with Daqing Municipal Government	Office of the CEO	Yet to commence		Yet to commence					
A considered and appropriate Destination Management Plan that promotes and supports our region	Adopt a Destination Management Plan 2020 - 2024 including Tourism Strategy, Tourism Rebrand and Action and Implementation Plan including 'prioritisation of projects' to enable a staged approach for implementation	T4.1.1	Adopt the Tourism Strategy in accordance with the Building Better Regions Round 3 (Tourism) funding which meets the needs of our region	Tourism, Trade and Investment	Complete	Destination Management Plan was finalised and adopted by Council at the September General Meeting.						

**PRIORITY FOCUS AREA: INFRASTRUCTURE & SUSTAINABILITY**  
To create a sustainable future for the Region through the maintenance, enhancement and protection of our built and natural environment

Objective	Deliverable	Ref No.	Key Measure	Responsibility	Progress	Reporting – First Quarter Jul-Sept 2020	Progress	Reporting – Second Quarter Oct-Dec 2020	Progress	Reporting – Third Quarter Jan-Mar 2021	Progress	Reporting – Fourth Quarter Apr-Jun 2021
Provide services and local infrastructure that meet community expectations, support growth, build resilience and provide for the needs of our community	Maintain road infrastructure and essential public assets in accordance with Maintenance Plans and best practice standards	IS1.1.1	Adopt Strategic Asset Management Plans for urban and rural road networks and associated infrastructure	Operations - Roads Construction and Maintenance	In progress	Assessment of assets being undertaken for road network to assist with the changes to the AMP.	In progress	Assessment of assets being undertaken for road network to assist with the changes to the AMP.				
		IS1.1.2	Adopt a Maintenance Management Plan that has a primary focus on assessing structural integrity as its core component. The plan will	Operations - Roads Construction and Maintenance	In progress	Being undertaken in conjunction with the AMP.	In progress	Being undertaken in conjunction with the AMP.				

			incorporate all road structures, including bridges, culverts and crossings, footpaths and lighting									
		IS1.1.3	Adopt a Mitigation Strategy for recurring impacts of flooding on road assets	Operations - Roads Construction and Maintenance	In progress	Using QRA hotspot mapping to assist, identify and develop addressing key assists requiring investigation and funding.	In progress	Using QRA hotspot mapping to assist identify and develop addressing key assists requiring investigation and funding.				
		IS1.1.4	Complete a comprehensive assessment of all gravel pits throughout the region including inventory, condition assessment, compliance status and rehabilitation plan	Operations Delivery - Roads Construction and Maintenance	Complete	Gravel pit assessment and registration undertaken in conjunction with DRFA works and Quarry Management Plan developed.						
	Council managed airstrips are compliant with all relevant aviation regulations	IS1.2.1	Undertake a compliance audit of Council managed airstrips	Council Facilities	In progress	Compliance Audit quotations received and project to commence in November 2020.	Complete	Compliance Audit 100% complete. Remedial actions 10% complete and awaiting outcome of airport funding applications.				
	Complete the Capital Works Program in relation to road infrastructure within each financial year	IS1.3.1	All capital works scheduled to be delivered are complete by end of Q4 each financial year	<ul style="list-style-type: none"> <li>Operations - Roads Construction and Maintenance</li> <li>Council Facilities</li> </ul>	In progress		In progress	Water Street complete Mosman Street complete Black Jack culvert complete World Theatre air conditioning Controller Unit and acoustic works complete Animal Pound refurbishment complete Library Fire Panel replacement complete Equestrian Centre amenities refurbishment complete Saleyards water infrastructure study 80% complete Charters Towers airport runway linemarking complete Repainting of Ravenswood and Greenvale pools complete				
	Undertake and complete the 'Works for Queensland'	IS1.4.1	Program works are planned and completed	<ul style="list-style-type: none"> <li>Operations - Roads Construction and</li> </ul>	In progress		In progress	Facilities scheduled maintenance program 45% complete				

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	maintenance and construction projects within each financial year		according to agreed schedule	Maintenance • Council Facilities								
Provide Council buildings and facilities that are safe, smart, accessible, secure, fit-for-purpose and sustainable	Complete Asset Management Plans for identified classes of assets	IS2.1.1	Finalise the two Asset Management and Service Level Plans yet to be adopted: - Saleyards - Equestrian Centre	Council Facilities	Yet to commence		In progress	Initial asset register established; consultant engaged. Incorporated in full Facilities asset management planning project.				
	Delivery of the Annual Facilities Maintenance Program	IS2.2.1	Undertake regular facility condition inspections to plan and schedule routine, cyclic and responsive maintenance to provide well-maintained, safe and quality facilities	Council Facilities	In progress	Ongoing assessment of buildings for maintenance schedule and budget planning.	In progress	Condition audits commencing January 2021				
	Maintenance and improvement to heritage listed facilities is undertaken to enhance the character and heritage of our built environment	IS2.3.1	Maintenance and improvements to heritage listed facilities are identified and incorporate heritage liaison, planning and compliance with heritage legislation and guidelines	Council Facilities	In progress	Ongoing assessment of buildings for maintenance schedule and budget planning. Rotary Centenary Foundation to be workshopped with Council to determine future actions.	In progress	Council resolved to demolish Rotary Centenary Fountain, funding to be sought in 2021/22 budget, community consultation to commence. Heritage approval gained. Planned Facilities condition audit will identify maintenance needs.				
Recognise and support the agricultural industry to assist with prosperity	Develop a Saleyards Master Plan that is attractive for potential investors and growth for the region	IS3.1.1	Development of a long term infrastructure strategy for the Dalrymple Saleyards	Council Facilities	In progress	Short term planning commenced including highway entrances, light vehicle carpark and water supply needs. Long term planning Fee Proposal being prepared.	In progress	Masterplanning commencing January 2021. Facilities Asset Management Plan development will incorporate Saleyards.				
Provide fleet that is fit for purpose, safe, reliable and cost-effective	Ensure fleet is operational and maintained according to legislation, regulation and manufacturer's specification	IS4.1.1	Undertake repair and maintenance activities according to manufacturer's specifications	Fleet Services	In progress	Ongoing - monitored per Fleet R&M activity.	In progress	Ongoing - monitored per Fleet R&M activity. Scheduled maintenance activities for Q2 approx. 68%.				
		IS4.1.2	Ensure fleet are safe, compliant and fit for operation	Fleet Services	In progress	Commenced - various safety requirements are being investigated for further consultation. Compliance requirements are addressed as required	In progress	Testing options in January 2021				

						and in accordance with identified timeframes.						
Ensure Fleet Assets are providing best value for money for Council	IS4.2.1	Undertake rationalisation of Fleet assets ensuring service deliverables can be met	Fleet Services	In progress	Ongoing - evaluations undertaken when proposing fleet replacement (including budget processes), renewal or additional fleet requested.	In progress	Ongoing					
	IS4.2.2	Develop targets and monitor utilisation to ensure fleet are providing value for money	Fleet Services	In progress	Commenced - draft targets being developed for further consultation. Current utilisation monitoring occurs adhoc, however TechOne reporting options being investigated and tested.	In progress	Reviewing street sweeper					
	IS4.2.3	Monitor fleet asset expenditure to ensure value for money	Fleet Services	In progress	Budgets in place and monitoring currently occurring per pay period to ensure reporting is appropriate and correct. Once confident, monitoring will be extended to monthly.	In progress	Budgets in place and monitoring currently occurring per pay period to ensure reporting is appropriate and correct. Once confident, monitoring will be extended to monthly.					
	IS4.2.4	Undertake analysis on sourcing of fleet and develop strategy to ensure suitable fleet are available to deliver services	Fleet Services	Yet to commence		Complete	Analysis complete, existing sourcing of Fleet is meeting value for money, as a result no strategic process change recommended.					
	IS4.2.5	Establish a robust system for corporate management of travel relating to fleet vehicles, by critically reviewing current travelling trends across the region to inform current practices/focus areas	Fleet Services	Yet to commence	Review of existing vehicle monitoring systems being undertaken prior to commencing critical review of travelling trends.	In progress	Testing options in January 2021					
Development of long term strategies to reduce Council's carbon footprint	Investigate solar energy for all appropriate Council facilities	IS5.1.1	Funding opportunities are researched to subsidise solar installations on Council facilities	Council Facilities	Yet to commence	In progress	Research commenced to identify State and Federal funding subsidies - 20% complete.					
	Future planning for Charters Towers waste management and	IS5.2.1	Develop options for the future of waste management in	Operations - Roads Construction	In progress	In progress	Working with DES to identify future of landfill sites for Townships.	Working with DES to identify future of landfill sites for Townships.				

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implementation of a regional Waste Management Strategy and Trade Waste Management Plan		the region in conjunction with the State Government	and Maintenance								
	IS5.2.2	Implement a regional Waste Management Strategy pending release of the Queensland Government's Draft Waste Management and Resource Recovery Strategy	Operations - Roads Construction and Maintenance	In progress	Working with DES to identify future of landfill sites for Townships.	In progress	Working with DES to identify future of landfill sites for Townships.				
	IS5.2.3	Continued input and consultation to achieve the outcomes of the NQ Regional Waste Reduction and Recycling Plan	Operations - Roads Construction and Maintenance	In progress	Moving forward with NQROC Waste and Resource Recovery Strategy 2020-30, currently determining waste priorities for the region over next ten years.	In progress	Strategy completed, awaiting NQROC recommendation.				
	IS5.2.4	Implementation of a Trade Waste Management Plan, including consultation with impacted businesses for compliance by June 2022	Regional Development	In progress	Consultation with 89 effected trade waste generators is taking place with applications being lodged, assessed and decided. Trade Waste Register being developed.	In progress	Consultation with trade waste generators taking place with applications being received, assessed and approved.				

**PRIORITY FOCUS AREA: WATER**  
To provide water security that supports community lifestyle, development attraction and agricultural expansion

Objective	Deliverable	Ref No.	Key Measure	Responsibility	Progress	Reporting – First Quarter Jul-Sept 2020	Progress	Reporting – Second Quarter Oct-Dec 2020	Progress	Reporting – Third Quarter Jan-Mar 2021	Progress	Reporting – Fourth Quarter Apr-Jun 2021
Commit to enhancing water security to support lifestyle, development and agriculture	Development of a "Water Demand" Strategy	W1.1.1	Critically review demand management arrangements including the application of water restrictions, to inform development of a "Water Demand" Strategy	Water and Wastewater	Yet to commence	Low level water restrictions are currently in place. Require completion of Customer Service Plan as a driver for implementation of restrictions.	In progress	Review of Customer Service Statement in progress. Will use experience from recent dry spell and implementation of restrictions.				
	Adopt a Total Water Cycle Plan	W1.2.1	Develop a Total Water Cycle Plan for Charters Towers and each township	Water and Wastewater	Yet to commence	To be developed as above.	Yet to commence	Plan to include improved use of recycled water				

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	Development of a Strategic Asset Management Plan	W1.3.1	Adopt a Strategic Asset Management Plan for Charters Towers and each township	Water and Wastewater	In progress	Has been considered and commenced, however requires a dedicated resource. Recruitment challenges have delayed further progression.	In progress	Awaiting recruitment of skilled staff.				
	Development of a Maintenance Management Plan	W1.4.1	Adopt a Maintenance Management Plan for water and wastewater assets to change focus from reactive to pro-active maintenance	Water and Wastewater	In progress	Preventative Maintenance Plans in progress for Charters Towers WTP and STP. Other assets to be included as resources are available.	In progress	To be developed in conjunction with Strategic Asset Management Plan				
	Development of a Network Pressure and Leak Program	W1.5.1	Adopt a water supply network pressure and leak management program to reduce system losses	Water and Wastewater	In progress	Consultancy performing preliminary network analysis to improve supply for Highway Depot and Saleyards. This will be extended across the city as resources are available.	In progress	Water Network Analysis now available and being used to deal with urgent flow/pressure issues. Pressure and Leak Management program to follow.				
	Determine the applicability of a Class A Treated Effluent Plan	W1.6.1	Investigate the potential to introduce Class A treated effluent for community and educational users	Water and Wastewater	Yet to commence	To be investigated as component of upgrade to STP.	In progress	Discussions with existing and potential customers to be commenced in January				
	Develop a plan to augment rising mains and reservoirs to match upgraded Water Treatment Plant capacity	W1.7.1	Water options to be presented to Council and a Plan adopted	Water and Wastewater	Yet to commence	Further information and data on demands and water sources required.	Yet to commence	Exploring water source options				
		W1.7.2	Develop and implement a management strategy	Water and Wastewater	In progress	Drinking Water Quality Management Plan completed and operational. Bulk water supply and demand management to be commenced.	In progress	To be developed in conjunction with Strategic Asset Management Plan				
Provide, maintain and upgrade water infrastructure that will support a high standard of living	Ensure safe, reliable and high-quality water services to the community	W2.1.1	Compliance with Australian Drinking Water Guidelines	Water and Wastewater	In progress	Annual Drinking Water Quality Management Plan Report to be submitted to DLGME by end of October.	In progress	DWQMP Report submitted. Monitoring of water supply systems ongoing				
	Maintain service levels provided for reactive maintenance work on water and wastewater infrastructure	W2.2.1	Respond and resolve Customer Requests within stipulated timeframes for customer service response standards	Water and Wastewater	In progress	Timeframes and response requirements yet to be finalised.	In progress	Workshop to be convened to develop timeframes and action requirements for customer service				
	Completion of the Capital Works	W2.3.1	All capital works scheduled to be	Water and Wastewater	In progress	WIUP complete. Delivery pipelines	In progress	Currently reviewing outstanding capital				

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	Program in relation to water and wastewater within each financial year		delivered are complete by end of Q4 each financial year			replacement works ongoing but on schedule. AVData works delayed by supplier issues, but substantially complete.		works items to meet completion deadlines				
	Coordinate and deliver the 'Works for Queensland' water and wastewater project works in each financial year	W2.4.1	Program works are planned and completed according to agreed schedule	Water and Wastewater	In progress	Weir repair works completed as scheduled. Repairs to scour hatch to be completed in September/October.	In progress	Scour hatch repairs complete. Further works to repair penstock gates to be completed after wet season. Further works required to replace Raw Water Flowmeter and failed raw water valve at pump station.				
Support a locally-led, risk informed process to identify disaster resilience gaps and opportunities	Develop and implement a Burdekin and Haughton River Flood Resilience Strategy	W3.1.1	Development of a fit-for-purpose governance structure for project delivery of a Burdekin and Haughton Flood Resilience Strategy	Office of the CEO	In progress	Council continuing to partner with Queensland Reconstruction Authority. Draft strategic pathways have been developed and need to be workshopped with Council.	In progress	This will evolve out of the strategy document that is being developed.				
		W3.1.2	Prepare the Burdekin and Haughton River Flood Resilience Strategy	Office of the CEO	In progress	Council continuing to partner with Queensland Reconstruction Authority. Strategy still being developed.	In progress	Face to face workshops have now been completed and the Queensland Reconstruction Authority is working towards a draft publication for review by the eight Councils that have been involved in the collaboration of this strategy throughout 2020.				

**PRIORITY FOCUS AREA: COMMUNITY**  
To be an inclusive and engaged resilient community, with access to services and facilities that enable a safe and healthy lifestyle

Objective	Deliverable	Ref No.	Key Measure	Responsibility	Progress	Reporting – First Quarter Jul-Sept 2020	Progress	Reporting – Second Quarter Oct-Dec 2020	Progress	Reporting – Third Quarter Jan-Mar 2021	Progress	Reporting – Fourth Quarter Apr-Jun 2021
Improve the vibrancy of the region by supporting the community's access to, and participation in, a range of artistic, cultural, sporting and entertainment activities	Continued support of the development of arts and cultural-based programs through funds, grants and joint initiatives	C1.1.1	Continue to support the Regional Arts Development Fund (RADF) program and encourage arts and culture as part of the program	Community Services	In progress	RADF Committee and Community Training offered in September. 12 out of 13 Committee members completed their induction with the final member undertaking training in October. 9 Community members attended the community training. No grant applications received. Waiting on 2020-2021 funding	In progress	Round 1 2020/2021 funding offered. One application was received and funding in the amount of \$1,558 was granted to the application. Round 2 2019-2020 projects can now progress following easing of COVID-19 restrictions. Two projects are complete, three are in progress and two will commence in Term One.				

						release from Arts Queensland. All existing applications delayed due to COVID-19 restrictions.						
		C1.1.2	Increase in groups and individuals lodging applications for support and assistance to develop arts and cultural activities, projects and events	Community Services	In progress	Project Collaboration Workshop offered to increase collaborative project applications. 11 community members attended the Collaboration training session.	In progress	The new RADF Committee discussed ways to increase the take up of the RADF program. Committee members will directly target individuals and groups in their area of representation in the new year.				
		C1.1.3	90% acquittal of funding applications approved	Community Services	In progress	100% of due acquittals approved.	In progress	100% of due acquittals approved.				
	Explore opportunities to provide support to events, sporting, community groups and businesses throughout the region	C1.2.1	Ongoing support for community events to enhance a vibrant, resilient and active community and promote social cohesion and community spirit	Community Services	In progress	Arts and cultural activity communications review underway to assist in understanding how the community access events information in order for Council to better meet community needs. Once-off Resilience Grants funded by Northern Queensland Primary Health Network funded five (5) projects/activities to the combined value of \$24,760 (ex GST).	In progress	Remaining balance from the Resilience Grant funding from Northern Queensland Primary Health Network is \$25,240 (ex GST). The funding is to support activities and/or events staged prior to 30 June. Upcoming events being reviewed to determine suitability for funding. The Twilight Markets and Towers Rush continued as planned with extra procedures implemented due to COVID-19. Council Community Christmas Markets cancelled due to bad weather.				
		C1.2.2	Conduct workshops to assist the community to recover from shutdown and isolation	Community Services	Yet to commence	This project will be reviewed in Q2.	Yet to commence	No progress.				
	Planning for the Region's 150 year anniversary in 2022	C1.3.1	Event team convenes on a frequent basis to ensure appropriate planning	Community Services	In progress	Community Consultation via Digital Media due to COVID-19 has been conducted.	In progress	On hold due to COVID-19 & current events and activities. Will proceed in Q3.				
		C1.3.2	Prepare a draft Event Plan for consideration by Council	Community Services	In progress	Results of community consultation to be collated and reviewed. Draft event plan to be presented to Council for consideration in Q3.	In progress	Draft plan to be presented to Council for consideration in Q3.				



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	Adopt a Community Engagement Policy and Guidelines, and a program for tailored engagement	C1.4.1	Develop and implement a Community Engagement Policy	Community Services	In progress	Policy currently being drafted.	In progress	Policy drafted and awaiting review. Will be finalised in Q3.				
		C1.4.2	Prepare and implement Community Engagement Guidelines	Community Services	In progress	Guidelines currently being drafted.	In progress	Policy drafted and awaiting review. Will be finalised in Q3.				
		C1.4.3	Adopt a program of community engagement activities that are tailored to specific community groups/areas	Community Services	In progress	Activities being reviewed as part of policy and guideline drafting.	In progress	To be developed once policy and guidelines are finalised.				
Review the policy framework for expenditure on sponsorships, grants and events to ensure that investment is consistent, and activities and programs provide mutual leverage towards a common objective for the community		C1.5.1	Review existing sponsorship and grants policy to improve consistency of decision making throughout the process	Community Services	In progress	Policy review in this quarter resulted in adoption of Sporting and Recreation COVID Support Program. Community Grant Policy to be reviewed and workshop with Council in Q3.	In progress	Community Grant Policy to be reviewed and workshop with Council in Q3.				
		C1.5.2	Identify key community events that require funding on an annual basis and enter into arrangements with community groups to fund these over the long term, providing certainty to applicants	Community Services	Yet to commence	Community Grant Policy to be reviewed and workshop with Council in Q3.	Yet to commence	Community Grant Policy to be reviewed and workshop with Council in Q3.				
		C1.5.3	Review the existing grants and sponsorship acquittal process to streamline and ensure compliance within agreed time frames	Community Services	Yet to commence	Community Grant Policy to be reviewed and workshop with Council in Q3.	Yet to commence	Community Grant Policy to be reviewed and workshop with Council in Q3.				
Our community acknowledges and celebrates our Aboriginal and Torres Strait Islander residents and visitors	Establish meaningful indigenous relations and practices, including effective protocols, programs, projects and cultural	C2.1.1	Develop a Reconciliation Action Plan - Reflect	Regional Development	In progress	Draft RAP - Reflect prepared. Internal consultation to occur with Officers whom have deliverables. Once agreed, a workshop to occur with ELT and Councillors.	In progress	Draft RAP agreed to by Officers with deliverables under the RAP. Next step is to progress through to ELT and Councillors.				

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	awareness training as part of a broader Reconciliation Action Plan											
	Update and review existing Indigenous Relations policies, practices and agreements to ensure they meet contemporary government practices	C2.2.1	Review existing materials and agreements (including Indigenous Land Use Agreements [ILUA's]) and prepare an implementation plan that provides a scope for what action is required	Regional Development	In progress	Preliminary review completed of current ILUA's. Discussion with Native Title expert required as to current format and structure.	In progress					
	Explore opportunities to display local and Indigenous art collections in library space, engage with local First Australian groups to investigate collaborative cultural learning opportunities	C2.3.1	Completion of Deadly Digital Program	Community Services	In progress	Interrupted by Covid-19	In progress	Interrupted by Covid-19				
		C2.3.2	Continue to engage in and support NAIDOC and National Reconciliation Week celebrations	Community Services	In progress	Community grant support provided to local group to support NAIDOC Celebrations in November 2020	In progress	NAIDOC Celebrations held in November 2020 and well supported. Planning for Reconciliation Action Week to commence.				
Support The World Theatre to become a vibrant entertainment hub	Facilitate a diverse range of events, shows and activities at the World Theatre hub	C3.1.1	Performing Arts & Cultural Advisory Committee to meet quarterly and identify opportunities/initiatives	Community Services	In progress	Interrupted by Covid-19. Theatre closed on 23 March 2020 and re-opened 10 July 2020 in line with State Government restrictions. Next Committee meeting to be scheduled.	In progress	Next meeting to be scheduled Feb/Mar 2021 to review options for 2022 touring and new opportunities for 2021 to fill gaps in calendar and genres. 2021 Calendar booked with 21 different producers (hires & buys) with 31 performances + Eisteddfod.				
Promote and increase library services to enhance and support all communities within the region	Re-establish library services to outlying townships, build relationships with Progress Associations and explore service delivery options to meet community needs	C4.1.1	Increase in attendance at library program visits	Community Services	In progress	Interrupted by Covid-19	In progress	Holiday programs not offered during December due to previous lack of attendance. Full program offered during January 2021 with a noted increase in interest as COVID restrictions begin to ease.				
		C4.1.2	Increase in new memberships and loans	Community Services	In progress	Increased mail deliveries to Greenvale members	In progress	Greenvale remains the only outlying township making use of library services.				
	Explore new funding opportunities to increase digital	C4.2.1	Successful grant applications	Community Services	In progress	Commenced TSS in July - 15 sessions with a total of 57 participants	In progress	Continuing the Tech Savvy Program - 10 sessions with a total of 53 participants				

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	literacy programs– Tech Savvy Seniors & Public Library Strategic Priorities Grant	C4.2.2	Attendance at program sessions	Community Services	In progress	Re-introduced library holiday program to limited numbers sessions were well attended	In progress	Promoted the Summer Reading Club offered by State Library Queensland and developed holiday program activities around the theme "Tales of Wonder".				
	Continue to support the Fun Palace program	C4.3.1	Increase attendance and positive feedback at Fun Palace Event	Community Services	Cancelled due to Covid	Cancelled due to Covid-19						
Strengthen disaster management arrangements	Identify and research recovery initiatives to facilitate community resilience	C5.1.1	Recovery initiatives developed to address community resilience	Office of the CEO	In progress	Recovery Plan development in progress.	In progress	Recovery and Evacuation Plans to be finalised in early 2021.				
A platform for the youth of our region which provides an opportunity for them to understand the role of local government and to have a voice to raise issues and plan for future growth in our community	Establish a Charters Towers Youth Council as an Advisory Committee, with their primary role being to represent the youth of the region	C6.1.1	Develop a Charters Towers Youth Council Terms of Reference and coordinate establishment of a committee that will report quarterly to Council	Office of the CEO	Complete	Terms of Reference developed and adopted by Council at the August General Meeting.						
		C6.1.2	Engage with the community, including local educational institutions for expression of interests	Office of the CEO	In progress	Expressions of Interest (EOI) and application forms sent to all local High Schools. EOI closes on 30 October 2020.	In progress	Expressions of Interest (EOI) advertised this quarter and members endorsed at the November General Meeting of Council.				
Ensure community legislative compliance and promote sustainable business and living practices	Protect and strengthen the health, safety and amenity of the community	C7.1.1	Regulate via education, compliance and enforcement methods the keeping of animals to protect the community and animals from harm	Regional Development	In progress	Educational flyers were distributed with animal registration notices. Procedures have been developed for the issue of regulatory notices, assessment of third dog and fourth cat applications, annual registration renewals, animal impounding and barking dogs.	In progress	This remains ongoing with weekly meetings being held with the Regulatory Services Section on how educational awareness can be improved. Improvements to Council's website will be made in January with respect to pool compliance.				
		C7.1.2	Be responsive to public and environmental health, local laws and compliance matters through the delivery of services incorporating education programs/camp aigns,	Regional Development	In progress	All applications, licences, permits and Customer Requests have been assessed, decided and responded to without escalation or internal review. Members of the community are continually educated throughout all investigations and	In progress	As per July-September 2020 however it is noted that a very small number of investigations are being referred to the Executive or Councillors for action. This continues to show improvements within this area of the organisation.				

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			compliance and enforcement of State laws and local laws, proactive patrols and complaint handling			assessment processes.						
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**PRIORITY FOCUS AREA: ADVOCACY**  
To be a strong and respected regional Local Government voice to promote and facilitate growth on behalf of our community

Objective	Deliverable	Ref No.	Key Measure	Responsibility	Progress	Reporting – First Quarter Jul-Sept 2020	Progress	Reporting – Second Quarter Oct-Dec 2020	Progress	Reporting – Third Quarter Jan-Mar 2021	Progress	Reporting – Fourth Quarter Apr-Jun 2021
Maximise opportunities for economic growth by building and maintaining effective partnerships to secure priority projects for the region	Deliver on a "Priority Projects Prospectus" and advocate for commitment from State and Federal Governments as well as private proponents to secure funding to deliver on region-specific priority projects	A1.1.1	Prepare a "Priority Projects Prospectus"	Office of the CEO	Complete	Priority Projects Prospectus developed and adopted by Council at the September General Meeting.						
		A1.1.2	Engage with key members of Parliament to secure partnerships and support for key projects.	Office of the CEO	In progress	Engagement continuing with State & Federal members.	In progress	Opportunities of engagement with Federal and State Members of Parliament occurs whether it be by electronic means or face to face either for a specific purpose or at the request of Council.				
	Produce an Advocacy Plan that provides a strong and respected regional local government voice to promote and facilitate growth on behalf of our community	A1.2.1	Develop an Advocacy Plan targeted at Federal and State Government for 2021/22	Office of the CEO	Yet to commence		Yet to commence					
	Encourage and assist local businesses to participate in tendering for government business opportunities	A1.3.1	Explore options and implement an Action Plan to assist local businesses to participate in tendering for government business opportunities	• Office of the CEO • Corporate Solutions	In progress	Procurement in process of exploring options. Next step is to draft an action plan.	In progress	Procurement has arranged for Vendor Panel solution to include a local contractor portal				

**PRIORITY FOCUS AREA: OUR ORGANISATION**  
 To be an efficient and effective organisation underpinned by a customer-service centric culture

Objective	Deliverable	Ref No.	Key Measure	Responsibility	Progress	Reporting – First Quarter Jul-Sept 2020	Progress	Reporting – Second Quarter Oct-Dec 2020	Progress	Reporting – Third Quarter Jan-Mar 2021	Progress	Reporting – Fourth Quarter Apr-Jun 2021	
Be a valued and committed employer who provides a productive, safe, inclusive and respectful environment for staff and the community	Establish a "Transition to Retirement" program	O1.1.1	Develop and implement an effective "Transition to Retirement" program	People and Performance	Yet to commence		Yet to commence						
	Establish a Workplace Consolidation Strategy that provides for better utilisation of facilities and staff resources	O1.2.1	Develop a plan to facilitate the amalgamation of the Highway Depot and Airport Depot	Infrastructure Services	In progress	Funding has placed this project on hold, it is proposed to roll these works out over a number of years due to the cost and complexity of the works.	Yet to commence	On hold.					
	Prepare a Work Health and Safety Strategy that is comprehensive and legislatively compliant		O1.3.1	Develop and implement the WHS System Plan ensuring that it meets the legislative requirements of the <i>Work Health and Safety Act 2011</i>	Work Health and Safety	In progress	WHS Management Plan has been developed. ELT brief in October 2020 prior to implementation.	In progress	WHS Management Plan presented to ELT meeting on 08.12.2020 for consideration. Await feedback.				
			O1.3.2	Adopt Key Performance Indicators in the WHS System Plan and utilise these as a measurement for compliance	Work Health and Safety	In progress	KPI have been developed as part of the WHS Management Plan. ELT brief in October 2020 prior to implementation.	In progress	WHS Management Plan presented to ELT meeting on 08.12.2020 for consideration. Await feedback.				
	Develop a mature safety culture that contributes to strong safety performance		O1.4.1	Development of a safety culture program as part of the Council's Leadership Development Framework.	Work Health and Safety	In progress	Safety culture program developed. Rollout is proposed to commence in Q4.	In progress	Safety culture program developed. Rollout is proposed to commence in Q4.				
			O1.4.2	Targeted employee attendance and successful completion of program	Work Health and Safety	In progress	All people managers have been identified for participation in training commencing in Q4.	In progress	All people managers have been identified for participation in training commencing in Q4.				
	Deliver a Workplace Rehabilitation and Injury Management Strategy that supports early intervention and proactive	O1.5.1	Develop and implement a Workplace Rehabilitation and Injury Management Strategy	Work Health and Safety	In progress	Strategy developed. Rollout to commence in October 2020 upon commencement of Health and Wellness Advisor.	In progress	Strategy has been reviewed in conjunction with the commencement of the health and wellness advisor. Strategy to be tabled at the January ELT meeting for consideration.					

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	rehabilitation outcomes	O1.5.2	Return on investment (ROI) against defined injury management Key Performance Indicators	Work Health and Safety	In progress	Current early intervention strategies (as part of the injury management strategy) have so far resulted in no lost time injuries since 1 July 2020 and no workers compensation claims since 1 July 2020.	In progress	Significant reduction in days lost and statutory costs in FYTD 2020-21. The implementation of the rehabilitation strategy shall further provide support to continued reductions.				
		O1.5.3	Targeted at risk employee completion of program	Work Health and Safety	In progress	At risk employees identified either at commencement of employment (via the pre-employment medical and functional assessment), through discussions with supervisors with regard to injury concerns or post incident.	In progress	The implementation of the pre-employment assessments has ensured that appropriately fit prospective candidates are progressed through the recruitment stages to ensure fitness for work.				
	Develop a comprehensive and legislatively compliant employee health monitoring program	O1.6.1	Initiate a health monitoring program that meets the legislative requirements of the <i>Work Health and Safety Regulation 2011</i>	Work Health and Safety	In progress	Health monitoring contract in place. Year 1 program to commence in November 2020.	In progress	Occupational hygiene monitoring to commence in January 2021 to further assist in the rollout of the monitoring and surveillance program.				
Council's plans, decisions and priorities reflect the strategic direction of Council as informed by identified community needs and expectations	Review and align vision, mission and core value statements to ensure they are reflective of the organisation's growth and vision	O2.1.1	Review and develop the statements for adoption, incorporating significant stakeholder engagement	Office of the CEO	In progress	Community & staff engagement commenced to identify and develop new vision and mission statements. New core values adopted by Council at the September General Meeting.	In progress	Proposed vision & mission statements to be adopted with final Corporate Plan.				
	Deliver the Charters Tower Regional Council Corporate Plan 2021-2026	O2.2.1	Engage with internal stakeholders to review and develop Council's Corporate Plan for 2021-2026	• Office of the CEO • Governance and Communication	In progress	Community & staff engagement commenced this quarter.	In progress	Version 1 drafted for review and further consultation with elected members and staff.				
		O2.2.2	Council adopts the Corporate Plan for 2021-2026	• Office of the CEO • Governance and Communication	In progress	Initial engagement and works commenced by Consultants.	In progress	Initial engagement and works commenced by the consultants.				

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Commitment to risk management and good governance in accordance with industry best practice	Adopt a robust Risk Management Framework that incorporates both a strategic and operational focus	O3.1.1	Revise, adopt and implement Council's Risk Management Framework and Policy, and establish reporting guidelines and where required risk management procedures	Governance and Communication	In progress	Risk Management Framework and Policy have been reviewed and are to go to the Audit & Risk Committee in October 2020 for approval. If approval provided will then require Council approval.	In progress	The Risk Management Framework and the Risk Management Policy were adopted at the General Meeting of Council on 18 November 2020.				
		O3.1.2	Revise and adopt Council's strategic risk register and develop operational risk registers to be implemented across the organisation, including incorporation of a hierarchical focus	Governance and Communication	In progress	Corporate Risk Register is currently under review, and development of departmental operational registers has commenced from a WH&S context which will form the base for all of council context for the departmental registers.	In progress	Departmental Risk Registers are almost complete from a WH&S context. Once complete these will be reviewed to include risks that are general in nature not WH&S oriented. It is likely majority will be the same or similar for indoor and outdoor workforce.				
A contemporary Policy Framework that accords with Council and community expectations that informs and improves Council service delivery	Adopt a comprehensive Policy Framework that aligns with industry best practice	O4.1.1	Develop, adopt and implement a coordinated policy regime that incorporates creation, revision and adoption of Council policies, procedures guidelines and other like documents	Governance and Communication	In progress	Review of policy framework is underway.	In progress	Review of policy framework is underway.				
		O4.1.2	Review Council's current policies, procedures and other guiding material for relevance in the new regime and further research, identify and develop policies or procedures for inclusion	Governance and Communication	Yet to commence		Yet to commence					

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Council undertakes contemporary governance practices and adheres to statutory requirements	Establish a comprehensive Critical Documents Register that captures high value and high risk documents	O5.1.1	Define and collate documents to be included in the Critical Documents Register, identifying gaps and missing critical documents	Governance and Communication	In progress	Definition and collation of documents to be included in the Register has/is occurring. Identification of gaps and missing documents is occurring on an ad hoc basis.	In progress	Definition and collation of documents to be included in the Register has/is occurring. Identification of gaps and missing documents is occurring on an ad hoc basis.				
	Delivery of contemporary regulatory compliance management via Council Local Laws	O5.2.1	Systematically review all Local Laws to determine relevance and adequacy and pursue amendments where identified through the appropriate process	<ul style="list-style-type: none"> <li>Regional Development</li> <li>Governance and Communication</li> </ul>	In progress	Local Laws Review Project workshop held 1 September with amendments to Local and Subordinate Local Laws currently underway.	In progress	Amendments to all Subordinate Local Laws have been received with Officers currently reviewing and providing comments to the solicitor.				
High level engagement with council staff on matters relevant to the organisation	Development of an Internal Communications Plan that facilitates evolution of interaction between staff and the organisation	O6.1.1	Research, develop, adopt and implement an internal communications plan that provides for how best to conduct internal communication, including encouragement of personal communications such as face to face or telephone rather than email, promotion and awareness campaigns and use of well established communication tools such as intranet and noticeboards	Governance and Communication	In progress	Draft internal communications plan is under development.	In progress	Draft internal communications plan is still in development but is progressing.				
Records Management practices are in accordance with legal obligations and Council's policy requirements	Improve awareness and diligence of recordkeeping practices across the organisation	O7.1.1	Establish an employee awareness campaign regarding recordkeeping compliance and good practice obligations	Governance and Communication	Yet to commence		Yet to commence					
		O7.1.2	Establish a reporting regime to monitor records	Governance and Communication	Yet to commence		Yet to commence	This will be considered with the ECM upgrade project and what analytics can be				



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			management practices within Council					delivered utilising the system.				
Effective financial management that achieves sustainable and accountable financial outcomes across the organisation	Adopt long term financial strategies, supported by robust modelling and endorsed through Policy, to support decision making and ensure the effectiveness of the organisation	O8.1.1	Develop and adopt a comprehensive financial planning model including integration of asset management plans into the financial plan	Corporate Solutions	In progress	The framework / structure for Financial Strategy is being created. Asset Management Plans require update.	In progress	The LTFP model for the 2021/22 budget preparation to include integration with the long term capital works plan				
		O8.1.2	Review, amend and adopt where required, Council's relevant financial policies	Corporate Solutions	Yet to commence	Review planned with 2021/22 budget preparation	In progress	Review planned with 2021/22 budget preparation				
		O8.1.3	Improve Council's financial reporting regime (which may include periodic external review) by establishing the most appropriate method of reporting and the appropriate forum	Corporate Solutions	In progress	OneCouncil project team is creating a financial reporting regime. Reports tailored for ELT/MLT (management reports for each directorate/section) and Council agenda (higher level).	In progress	Monthly financial management reports developed and MLT now reporting on monthly budget vs actuals. A Mid-Year Review Budget Forecast also commenced in December using November month end figures				
	Establish a robust system for corporate management of cost control and procurement practices	O8.2.1	Critically review cost control reporting and seek to leverage with a view to containing costs	Corporate Solutions	Yet to commence	Cost control review to follow ELT/MLT management reports analysis and LTFP analysis.	In progress	Monthly financial management reports developed and MLT now reporting on monthly budget vs actuals. A Mid-Year Review Budget Forecast also commenced in December using November month end figures				
		O8.2.2	Develop and implement a process of aggregating expenditure for better procurement outcomes	Corporate Solutions	In progress	Procurement reviewing options including communication and engagement across business.	In progress	2020/21 capital works program reviewed to assess aggregation. Next steps - engagement discussion with project managers				

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A comprehensive and effective project management framework that rigorously identifies successes and areas for improvement	Establish a Project Gateways Framework to manage prioritisation and progress of significant projects	O9.1.1	Review of major capital expenditure project management policy, structure, skills and practices to inform development (and implementation) of a project gateways framework	<ul style="list-style-type: none"> <li>Corporate and Community Services</li> <li>Infrastructure Services</li> </ul>	Yet to commence	The two major capital expenditure projects are only now reaching final completion with last claims, acquittals and reports. Once the required resources are available reviews will be undertaken.	In progress	Review officer nominated to undertake review.				
		O9.1.2	Produce quarterly reports on project delivery, incorporating physical completion and financial factors	<ul style="list-style-type: none"> <li>Corporate and Community Services</li> <li>Infrastructure Services</li> </ul>	Yet to commence		Yet to commence					
Actively seek funding in a precise and professional manner that optimises Council's potential for funding opportunities	Implement a standardised approach to seeking and acquitting external funding	O10.1.1	Establish an external grant register to monitor progress of grant applications from application to acquittal	<ul style="list-style-type: none"> <li>Office of the CEO</li> <li>Corporate and Community Services</li> </ul>	In progress	Draft developed and will proceed with internal stakeholder consultation.	In progress	Further amendments required following internal consultation.				
		O10.1.2	Develop a procedure for preparation and submission of grant applications	<ul style="list-style-type: none"> <li>Office of the CEO</li> <li>Corporate and Community Services</li> </ul>	In progress	Draft developed and will proceed with internal stakeholder consultation.	In progress	Further amendments required following internal consultation.				
		O10.1.3	Conduct a periodic program to raise awareness of grant opportunities and maintain/increase skills of those responsible for grant applications	<ul style="list-style-type: none"> <li>Office of the CEO</li> <li>Corporate and Community Services</li> </ul>	Yet to commence	This will be dependant on the O10.1.1 and O10.1.2 being implemented.	Yet to commence	This deliverable is dependant on the implementation of O10.1.1 and O10.1.2.				
Recruitment and retention of employees who embody the values and principles of Council and deliver on excellence	Develop a robust, diverse and contemporary recruitment, selection and onboarding process	O11.1.1	Introduction of Key Performance Indicators for the recruitment process	People and Performance	Complete	KPI data being monitored through TechOne Recruitment module. KPI dashboard to be developed as part of phase two recruitment implementation for BAU review.						
		O11.1.2	Review onboarding, induction and exit processes, including incorporation of a mechanism to identify, capture and carry-over knowledge of incumbents in the	People and Performance	Complete	Review of onboarding and induction processes is now complete. The successful trialling of an appropriate Learning Management System (LMS) platform has identified the mechanism to capture and carry-over						

			event they exit the organisation, particularly key knowledge holders			corporate knowledge. Once activated, the LMS will push inductions and onboarding online and will therefore be automated. Note - this item was reported as being completed as part of the ODP Quarterly Progress Report April/May/June 2020.						
		O11.1.3	Review Council's Equal Opportunity Policy to identify and include opportunities to increase diversity within Council's workforce	People and Performance	Yet to commence		Yet to commence					
Asset management is optimised to ensure a systematic approach to the governance and realisation of value of Council assets	Formulate an Asset Management Plan that drives a strategic approach, aligning corporate asset management, asset coordination expectations and financial forecasts	O12.1.1	Resource the Asset Management Function adequately to ensure dedicated custodians are appointed and accountable for good asset management	<ul style="list-style-type: none"> <li>• Corporate and Community Services</li> <li>• Infrastructure Services</li> </ul>	In progress	Recruitment processes are underway.	In progress	Position Description under review for GIS specialist for mapping of assets. Water and Wastewater recruitment is under review.				
		O12.1.2	Reinvigorate the asset management project ensuring ownership and successful delivery	<ul style="list-style-type: none"> <li>• Corporate and Community Services</li> <li>• Infrastructure Services</li> </ul>	In progress		In progress	This is pending successful recruitment of all asset management positions in Council.				
		O12.1.3	Establish an Asset Management Group to facilitate ongoing discussion and development of the asset management within the organisation, including defining and demarcating of the following roles - Enterprise Asset Manager, Asset Custodians and Asset Users	<ul style="list-style-type: none"> <li>• Corporate and Community Services</li> <li>• Infrastructure Services</li> </ul>	In progress	Asset Management Group identified, completed capitalisation process, yet to fully discuss organisation roles.	In progress					
Maximise information technology to offer contemporary service delivery	Establish an IT Strategy that advances Council's information technology	O13.1.1	Adopt and implement a comprehensive IT Strategy, including review of enterprise	Corporate Solutions	In progress	Draft IT Strategy in review stage.	In progress	Draft IT Strategy prepared. Next step is to convene new IT Steering Committee and to review endorse IT Strategy				

**CTRC 2020/2021 Operational Plan adopted 18 June 2020**

models, increased staff capability and value for money	infrastructure towards a sophisticated service delivery for internal and external stakeholders		architecture, business applications and platforms									
		O13.1.2	Establish an IT Steering Group to engage users and contribute to Council's strategic direction	Corporate Solutions	Yet to commence	IT Steering Group is a recommendation of the draft IT Strategy, draft IT Strategy adoption creates IT Steering Group.	In progress	Draft IT Steering Committee Charter prepared, next step is to convene IT Steering Committee for first meeting including review and endorsement of Charter				
Excellence in customer service - providing a consistent, knowledgeable and professional customer experience	Establish contemporary models of service delivery and customer contact to meet community expectations and e-business practices	O14.1.1	Review the customer contact/customer service function, including review of customer contact policies/procedures, and ensure relevance and adoption	Community Services	In progress	Customer Access Protocol developed and adopted. Further review of policies and procedures underway.	In progress	Review of policies and procedures continuing. Attention to relevance and connection to TechOne system procedures.				
		O14.1.2	Promote a customer focussed ethos to all staff incorporating emphasis on the use of customer service and workflow systems	Community Services	In progress	Inter-departmental communications underway to improve internal and external customer service.	In progress	Inter-departmental communications continuing to improve internal and external customer service.				
		O14.1.3	Develop and implement service level driven 'Customer Service Charter/Standards'	Community Services	Yet to commence	Discussions to commence in Quarter 2.	In progress	Discussions commenced with neighbouring Councils who are also looking at reviewing standards.				

**CTRC 2020/2021 Operational Plan adopted 18 June 2020**

Acquire operational improvements and cost and productivity benefits with a realistic continuous improvement focus	Implement an ongoing continuous improvement program	O15.1.1	Promote a continuous improvement culture within the organisation through the development of a continuous improvement program	Office of the CEO	In progress	Commenced this quarter with the launch of the Employee Branding initiative.	In progress	Continuing culture change through the Employee Branding initiative.				
		O15.1.2	Establish a working group/s to consider specific areas that an improvement initiative may benefit the organisation	Office of the CEO	Yet to commence		In progress	Terms of Reference for IT Strategy & Asset Management Committee drafted.				



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**13. REPORTS FOR CONSIDERATION - CONFIDENTIAL**

**CLOSE OF MEETING FOR CONFIDENTIAL REPORTS**

In accordance with the *Local Government Regulation 2012 S254*; (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; the meeting will be closed to discuss the following report:

Item 13.1 Purchase of buildings and land at 2 Millchester Road to accommodate Millchester Road/Victory Street intersection upgrade

In accordance with the *Local Government Regulation 2012 S254*; (f) matters that may directly affect the health and safety of an individual or a group of individuals; the meeting will be closed to discuss the following confidential report:

Item 13.2 Work Health & Safety Report – December 2020

In accordance with the *Local Government Regulation 2012 S254*; (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; the meeting will be closed to discuss the following report:

Item 13.3 Sale of Lot 3 SP SP24553, Hugh Quinn Crescent, Queenton (Tender T058/20)

**INFRASTRUCTURE SERVICES**

**13.1 Purchase of buildings and land at 2 Millchester Road to accommodate Millchester Road/Victory Street intersection upgrade**

**OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**13.2 Sale of Lot 3 SP SP24553, Hugh Quinn Crescent, Queenton (Tender T058/20)**

**13.3 Work Health & Safety Report – December 2020**

**THE MEETING WILL BE OPENED FOR THE TAKING OF RESOLUTIONS.**

**14. MAYORAL MINUTE**

**15. CLOSE OF MEETING**



**CHARTERS TOWERS  
REGIONAL COUNCIL**

**MINUTES**

**of the**

**GENERAL MEETING**

**of**

**CHARTERS TOWERS REGIONAL COUNCIL**

**held**

**Wednesday 9 December 2020**

**Commencing at 9:00am**

UNCONFIRMED





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

Officers:

Mr A Johansson – Chief Executive Officer  
Mr J Teague – Director Infrastructure Services  
Ms K Hargreaves – Director Corporate & Community Services  
Mrs A Russell – Executive Assistant to the Chief Executive Officer

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

Apologies:

No apologies.

Members of the Gallery:

No members were in attendance.

## 3. PRAYER

Fr Emmanuel delivered an opening prayer. Fr Emmanuel departed the meeting at **9:03am**

## 4. CONDOLENCES

Condolences were offered for:

Kevin Gilligan  
Madge Cunningjam  
Lois Percy  
Evelyn Neilson  
Jeffrey Sullivan

## 5. DECLARATIONS OF INTEREST

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

### **Item 13.1 – 2021 Australia Day Awards**

I, Councillor Sonia Bennetto, inform the meeting that I have a declarable conflict of interest in item 13.1. I have a close personal relationship with one of the nominees, who is recommended for Young Citizen of the Year.

As a result of my conflict of interest, I will leave the meeting room while the matter is considered and voted on.

## 6. DEPUTATIONS

There were no deputations scheduled.

## 7. CONFIRMATION OF MINUTES

- ❖ Minutes of General Meeting held 18 November 2020.

Resolution No.: 3487

Moved: Cr BP Robertson

Seconded: Cr AP Barr

That the Minutes of the General Meeting held 18 November 2020 be confirmed.

**CARRIED**

## 8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

There was no business arising from the previous meeting.

## 9. MAYOR'S AND COUNCILLORS' REPORTS

Mayor FC Beveridge reported on:

Date	Details
18/11/2020	Chaired Council's November General Meeting
18/11/2020	Participated in Workshops following the Council Meeting
18/11/2020	Christmas Photo with Councillors and ELT
18/11/2020	Mayoral Minute video
18/11/2020	Elected Member Christmas Message video
19/11/2020	Participated in Walking the Landscape Workshop with Department Environment and Science and Queensland Reconstruction Authority as part of the Burdekin and Haughton Flood Resilience Strategy
19/11/2020	Attended Community Advisory Network Meeting
19/11/2020	Participated in photo with Councillors and Members of Zonta as part of the "Zonta Says No" campaign
20/11/2020	Media interview with ABC Radio
20/11/2020	Tour of Echo Hole with representatives from Queensland Reconstruction Authority
21/11/2020	Presentations at Pentland Races
22/11/2020	Attended Hervey Range Rural Fire Brigade BBQ
23/11/2020 – 25/11/2020	Regional Development Australia – Chair responsibilities: Attendance at Developing Northern Australia Conference - Rockhampton
26/11/2020	Meeting with Manager Community Services to discuss Christmas Market event
26/11/2020	Attended meeting to discuss 2021 Careers Day
26/11/2020	Meeting with Chief Executive Officer to discuss workshop notes for Northern Alliance of Councils meeting
26/11/2020	Meeting with filmmaking crew to discuss potential opportunities
27/11/2020	Visited Ornatas Lobster Aquaculture Facility with other NQROC Mayors
29/11/2020	Attended Centenary Park Markets with other Councillors and Chief Executive Officer
30/11/2020	Chaired Northern Alliance of Councils Strategic Workshop and Annual General Meeting

01/12/2020	Weekly meeting with Executive Assistant
01/12/2020	Weekly meeting with Chief Executive Officer
01/12/2020	Chaired meeting with Department of Defence
01/12/2020	Meeting with Councillors and Chief Executive Officer
01/12/2020	Media interview at the Saleyards with ABC reporter
01/12/2020	Attended Move It Programme BBQ Celebration event
02/12/2020	Attended 2021 Careers Day Planning Meeting
02/12/2020	Attended meeting to discuss Charters Towers Youth Council meeting schedule and Agenda items
02/12/2020	Met with external stakeholder regarding economic opportunity
02/12/2020	Met with external stakeholder regarding business consultancy
02/12/2020	Participated in Australia Day Awards Panel
02/12/2020	Attended dinner with filmmaking company regarding economic opportunity
03/12/2020	Regional Development Australia – Chair Responsibilities – Committee Meeting – Ayr
04/12/2020	Attended Townsville Area Palliative Care Plan 2020-2024 Launch
04/12/2020	Attended James Cook University 50 years celebration
04/12/2020	Attended NQROC General Meeting
07/12/2020	Attended Richmond Hill State School – Class of 2020 Graduation
08/12/2020	Chaired meeting between Chamber of Commerce representatives and Council
08/12/2020	Attended Visitor Information Centre Christmas Party at the RSL
08/12/2020	Weekly catchup with the Chief Executive Officer
08/12/2020	Meeting with Contractors – Greenvale ASMTI
08/12/2020	Meeting with external stakeholder

Deputy Mayor S Bennetto reported on:

Date	Details
19/11/2020	Burdekin and Haughton River Flood Resilience Workshop Launch of 'Zonta Says No' lights campaign at City Hall - with Cr Lohmann
23/11/2020	Townsville Enterprise AGM and networking function
25/11/2020	Advancing Beef Leadership – local government leadership presentation to participants
26/11/2020	Career Expo Planning Meeting with school principals and representatives at DTTC
01/12/2020	Meeting with Dept of Defence, regarding TFTA Dotswood and update on ASMTI matters Informal councillor session Move It NQ Youth program end of term break-up
02/12/2020	Follow-up School Principals meeting - Careers Expo Planning Meeting at Gold & Beef Rooms Planning meeting for Charters Towers Youth Council
03/12/2020	Columba Catholic College - Carols on the Green.
07/12/2020	Annual Christmas Lights judging with Cr Lohmann (winners to be announced at Christmas Markets)
08/12/2020	Visitor Information Centre Christmas break-up party Meeting with Mayor, Tourism Trade & Investment advisor and CPB Contracting re ASMTI Greenvale Project Meeting with mayor, Tourism Trade & Investment advisor and representative from Pacific National
23/11/2020	Townsville Enterprise AGM and networking function
25/11/2020	Advancing Beef Leadership – local government leadership presentation to participants
26/11/2020	Career Expo Planning Meeting with school principals and representatives at DTTC
01/12/2020	Meeting with Dept of Defence, regarding TFTA Dotswood and update on ASMTI matters Informal councillor session Move It NQ Youth program end of term break-up

02/12/2020	Follow-up School Principals meeting - Careers Expo Planning Meeting at Gold & Beef Rooms Planning meeting for Charters Towers Youth Council
03/12/2020	Columba Catholic College - Carols on the Green.

CR AP Barr reported on:

Date	Details
01/12/2020	Meeting with Department of Defence
	Various discussions with residents re: subdivision, land charges and roads

Cr KF Hastie reported on:

Date	Details
18/11/2020	Monthly Meetings/Workshops
18/11/2020	Youth Council – introduction of Members
19/11/2020	RADF Committee Meeting
19/11/2020	Prelim ASSG Awards Ceremony
20/11/2020	All Souls St Gabriels Speech Day
24/11/2020	Move It Programme
25/11/2020	BTC Speech Day
29/11/2020	Centenary Markets
01/12/2020	Meeting with Dept of Defence
01/12/2020	Move It Final Afternoon - Touch game & Breakup
02/12/2020	Aust Day Award Panel Discussion
8/12/2020	Visitor Information Centre Xmas Party

Cr GJ Lohmann:

Date	Details
18/11/2020	THHB Stakeholder Engagement Committee meeting Education Queensland workshop- The Early Years in Charters Towers
19/11/2020	Burdekin and Haughton Flood Resilience Strategy workshop Community Advisory Network meeting RADF Committee meeting 'Zonta Says No' media opportunity
20- 28/11/2020	Approved leave
29/11/2020	Centenary Park Markets – Council stall
01/12/2020	Defense Department meeting Councillor briefing Move It Programme BBQ celebration Homestead State School presentation evening
02/12/2020	Consumer Advisory Council meeting Townsville Australia Day Awards panel
03/12/2020	Friends of the Theatre AGM and Christmas Party
04/12/2020	Excelsior Library media opportunity
07/12/2020	Christmas Lights Competition judging
08/12/2020	Visitor Information Centre Christmas function ASMTI – Contractor town hall meeting

Cr JD Mathews reported on:

Date	Details
18/11/2020	General meeting of Council
29/11/2020	Centenary Markets
01/12/2020	Meeting with Department of Defence
02/12/2020	Millchester Presentation Night
03/12/2020	Pentland State School Presentation Night
08/12/2020	Chamber of Commerce - Meeting
	Ratepayer enquires
08/12/2020	VIC Centre Xmas Party
08/12/2020	ASMTI meeting at the Golf Club

Cr BP Robertson reported on:

Date	Details
25/11/2020	Saleyards
2-4/12/2020	Saleyards
2/12/2020	Meeting between Mayor & Councillors

## ATTENDANCE

Manager Council Facilities, Peter Watling entered the meeting at **9:18am**

Manager Fleet Services, Glenn Petersen entered the meeting at **9:18am**

## 10. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

### 10.1 Landfill Fee Amendment – Stubbley Street Landfill

#### EXECUTIVE SUMMARY

Council has fielded enquiries regarding a possible reduction in landfill fees at the Stubbley Street Landfill for businesses and/or industry undertaking recycling activities in the region.

The report recommends offering a 50% discount for waste generated by businesses undertaking recycling activities, which matches a discount offered by the state government on the waste levy.

#### OFFICER'S RECOMMENDATION

*That Council:*

- ***Amend Council's Refuse Landfill Charges to offer a 50% discount for General Commercial Waste, for businesses conducting recycling activities;***
- ***Limit the discount to customers who have applied to the State for a discount under section 44 of the Waste Reduction and Recycling Act 2011, with the application assessed and approved; and***
- ***Implement the proposed amendment, effective from 1 January 2021.***

Resolution No.: 3488

Moved: Cr AP Barr  
Seconded: Cr GJ Lohmann

**That Council:**

- ***Amend Council's Refuse Landfill Charges to offer a 50% discount for General Commercial Waste, for businesses conducting recycling activities;***
- ***Limit the discount to customers who have applied to the State for a discount under section 44 of the Waste Reduction and Recycling Act 2011, with the application assessed and approved; and***
- ***Implement the proposed amendment, effective from 1 January 2021.***

**All Councillors voted against the motion.**

**The Motion was lost.**

**The motion was not supported due to the wording not specifically identifying the Charters Towers Region.**

**AMENDED RECOMMENDATION**

An Amended Recommendation was tabled:

- ***Amend Council's Refuse Landfill Charges to offer a 50% discount for General Commercial Waste, for businesses conducting recycling activities located in the Charters Towers Region;***
- ***Limit the discount to customers who have applied to the State for a discount under section 44 of the Waste Reduction and Recycling Act 2011, with the application assessed and approved; and***
- ***Implement the proposed amendment, effective from 1 January 2021.***

Resolution No.: 3489

Moved: Cr AP Barr  
Seconded: Cr GJ Lohmann

**That Council:**

- ***Amend Council's Refuse Landfill Charges to offer a 50% discount for General Commercial Waste, for businesses conducting recycling activities located in the Charters Towers Region;***
- ***Limit the discount to customers who have applied to the State for a discount under section 44 of the Waste Reduction and Recycling Act 2011, with the application assessed and approved; and***
- ***Implement the proposed amendment, effective from 1 January 2021.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1402406

## 10.2 Regional Airports Funding Program – Round 2

### EXECUTIVE SUMMARY

AusIndustry funding is currently available to support safety and accessibility improvements for airports in regional areas of Australia. Funding is offered at 50% of eligible project costs, up to a maximum project value of \$5 Million.

A grant application with project total of \$800,000 has been prepared to be lodged with AusIndustry by 15 December 2020, for Charters Towers Airport improvement project.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- **Approve submission of a co-funded application for Charters Towers Airport improvements under the Regional Airports Funding Program – Round 2;**
- **Commit a total of \$400,000 for Regional Airports Program – Round 2, to be funded over two years (2021/22 and 2022/23); and**
- **Authorise the Chief Executive Officer to sign the funding agreement with AusIndustry, upon approval of Council's funding submission.**

Resolution No.: 3490

Moved: Cr S Bennetto

Seconded: Cr KF Hastie

#### *That Council:*

- **Approve submission of a co-funded application for Charters Towers Airport improvements under the Regional Airports Funding Program – Round 2;**
- **Commit a total of \$400,000 for Regional Airports Program – Round 2, to be funded over two years (2021/22 and 2022/23); and**
- **Authorise the Chief Executive Officer to sign the funding agreement with AusIndustry, upon approval of Council's funding submission.**

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1402412

### ATTENDANCE

Manager Council Facilities, Peter Watling departed the meeting at **9:25am**.



### 10.3 Fleet replacement – Road Maintenance Unit

#### EXECUTIVE SUMMARY

Tenders have been sourced and assessed for the supply and delivery of one Multipurpose Bitumen Maintenance Unit as part of the plant replacement program for the 2020/21 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 FG1628 Truck and accessories to the value of \$366,046 (incl. GST).***

Resolution No.: 3491

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

***That Council:***

- ***Accept the quotation from Honeycombes Sales and Service for the supply and delivery of one Hino 500 series FG1628 Truck and accessories to the value of \$366,046 (incl. GST).***

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1402414

#### ATTENDANCE

Manager Fleet Services, Glenn Petersen departed the meeting at **9:28am**

Chief Financial Officer, Shane Cagney entered the meeting at **9:28am**

Manager Community Services, Hayley Thompson entered the meeting at **9:28am**

Manager Governance & Communications, Camille Conaghan entered the meeting at **9:28am**

### 11. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

#### 11.1 Monthly Financial Report

#### EXECUTIVE SUMMARY

Council's monthly financial report as at 30 November 2020 in relation to the 2020/21 adopted budget is presented for consideration, together with the Income Statement, Balance Sheet and Cash Flow as at 30 November 2020.

#### OFFICER'S RECOMMENDATION

***That Council:***

- ***Receive the monthly financial report presenting the progress made as at 30 November 2020 in relation to the 2020/21 adopted budget and including the;***
- ***Consolidated Income Statement***
- ***Consolidated Balance Sheet***
- ***Consolidated Cashflow Statement***

Resolution No.: 3492

Moved: Cr S Bennetto  
Seconded: Cr JD Mathews

- ***Receive the monthly financial report presenting the progress made as at 30 November 2020 in relation to the 2020/21 adopted budget and including the;***
- ***Consolidated Income Statement***
- ***Consolidated Balance Sheet***
- ***Consolidated Cashflow Statement***

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1401962

### **11.2 PSA044/20 Preferred Supplier of Bulk Fuels**

#### **EXECUTIVE SUMMARY**

Charters Towers Regional Council (CTRC) completed a joint tender for a preferred supplier of bulk fuels with Townsville City Council (TCC) and Burdekin Shire Council (BSC). The tender evaluation panel comprised representatives from all three Councils and agreed on a recommended preferred supplier for all three Councils. Each Council will consider the tender at their respective December 2020 ordinary Council meetings with contractual arrangements to be finalised after each council has endorsed its preferred supplier.

#### **OFFICER'S RECOMMENDATION**

##### ***That Council:***

- ***Endorse Tropic Distributors as the preferred supplier of bulk fuel for a period of two years with three one-year extension options.***

Resolution No.: 3493

Moved: Cr AP Barr  
Seconded: Cr GJ Lohmann

##### ***That Council:***

- ***Endorse Tropic Distributors as the preferred supplier of bulk fuel for a period of two years with three one-year extension options.***

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1400368

#### **ATTENDANCE**

Chief Financial Officer, Shane Cagney departed the meeting at **9:38am**

### 11.3 Round 1 2020-2021 Charters Towers Regional Arts Development Fund (CTRADF) Committee Recommendation

#### EXECUTIVE SUMMARY

The Charters Towers Regional Arts Development Fund Committee has received one (1) application for Round 1 2020-2021 Funding.

#### OFFICER'S RECOMMENDATION

**That Council:**

- **Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to approve the undermentioned Regional Arts Development Fund application for Round 1 2020-2021 funding:**

Applicant	Purpose of Grant	Recommended Grant Amount
Katie Jones	'Who am I?' Project	\$1,558 (no GST)

Resolution No.: 3494

Moved: Cr GJ Lohmann

Seconded: Cr KF Hastie

**That Council:**

- **Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to approve the undermentioned Regional Arts Development Fund application for Round 1 2020-2021 funding:**

Applicant	Purpose of Grant	Recommended Grant Amount
Katie Jones	'Who am I?' Project	\$1,558 (no GST)

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1399888

#### ATTENDANCE

Manager Community Services, Hayley Thompson departed the meeting at **9:42am**

### 11.4 Audit & Risk Committee meeting held 22 October 2020

#### EXECUTIVE SUMMARY

Council's Audit and Risk Committee met on 22 October 2020, a report and the unconfirmed minutes of that meeting are tabled for Council's information.

#### OFFICER'S RECOMMENDATION

**That Council:**

- **Receive and note this report and the unconfirmed minutes of the CTRC Audit & Risk Committee meeting held on 22 October 2020.**

Resolution No.: 3495

Moved: Cr KF Hastie  
Seconded: Cr JD Mathews

***That Council:***

- ***Receive and note this report and the unconfirmed minutes of the CTRC Audit & Risk Committee meeting held on 22 October 2020.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1395976
- 

**ATTENDANCE**

Manager Governance & Communications, Camille Conaghan departed the meeting at **9:45am**  
Manager Work Health & Safety, Craig Cousar entered the meeting at **9:45am**

---

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

**12.1 Northern Alliance of Councils Inc – audited financials for 2019-20**

**EXECUTIVE SUMMARY**

The audited financials of the Northern Alliance of Councils Inc are tabled for Council's information.

**OFFICER'S RECOMMENDATION**

***That Council:***

- ***Note the Northern Alliance of Councils Inc audited financials for 2019-20 as tabled.***
- 

Resolution No.: 3496

Moved: Cr GJ Lohmann  
Seconded: Cr S Bennetto

***That Council:***

- ***Note the Northern Alliance of Councils Inc audited financials for 2019-20 as tabled.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1401268
-

## 12.2 Amended Statutory Policy S0036/OCEO Acceptable Requests Guidelines for Councillors

### EXECUTIVE SUMMARY

The policy was updated in accordance with legislative changes and to streamline the process in accordance with the new legislation requirement for guidelines to clearly outline direction for Councillor Administrative Support Staff.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- ***Endorse the updated Statutory Policy S0036/OCEO Acceptable Requests Guidelines for Councillors as tabled.***

Resolution No.: 3497

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

#### *That Council:*

- ***Endorse the updated Statutory Policy S0036/OCEO Acceptable Requests Guidelines for Councillors as tabled.***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1401268

## 12.3 Statutory Policy S0078/OCEO Councillor Administrative Support Staff

### EXECUTIVE SUMMARY

This policy was developed in accordance with legislation requirements for guidelines to clearly outline direction for Councillor Administrative Support Staff.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- ***Adopt Statutory Policy S0078/OCEO Councillor Administrative Support Staff as tabled.***

Resolution No.: 3498

Moved: Cr S Bennetto

Seconded: Cr KF Hastie

#### *That Council:*

- ***Adopt Statutory Policy S0078/OCEO Councillor Administrative Support Staff as tabled.***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1402533

## 12.4 Amended Statutory Policy S0048/OCEO Standing Orders Policy

### EXECUTIVE SUMMARY

Council is requested to adopt a revised Standing Orders Policy. The policy has been revised in accordance with legislation changes effective 12 October 2020.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- ***Endorse the amended Statutory Policy S0048/OCEO Standing Orders Policy as tabled.***

Resolution No.: 3499

Moved: Cr JD Mathews  
Seconded: Cr BP Robertson

#### *That Council:*

- ***Endorse the amended Statutory Policy S0048/OCEO Standing Orders Policy as tabled.***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1397077

## 12.5 Unconfirmed Local Disaster Management Group Meeting held 29 October 2020

### EXECUTIVE SUMMARY

Unconfirmed Minutes of a Local Disaster Management Group Meeting held 29 October 2020 are presented for Council to note.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- ***Receive the Unconfirmed Minutes of the Local Disaster Management Group Meeting held 29 October 2020.***

Resolution No.: 3500

Moved: Cr GJ Lohmann  
Seconded: Cr JD Mathews

#### *That Council:*

- ***Receive the Unconfirmed Minutes of the Local Disaster Management Group Meeting held 29 October 2020.***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1397085

## 12.6 Request to adopt various Workplace Health & Safety Policies

### EXECUTIVE SUMMARY

The report seeks to adopt a number of Workplace & Health & Safety Policies following an external review by Jardine Lloyd Thompson (JLT).

### OFFICER'S RECOMMENDATION

#### ***That Council:***

- ***Adopt Statutory Policy S0072/OCEO – Work Health and Safety Policy;***
- ***Adopt Statutory Policy S0073/OCEO – Electrical Safety Policy;***
- ***Adopt Statutory Policy S0074/OCEO – Fire Safety Policy;***
- ***Adopt Statutory Policy S0075/OCEO – Fitness for Work Policy; and***
- ***Adopt Statutory Policy S0076/OCEO – Rehabilitation & Injury Management Policy as tabled.***

Resolution No.: 3501

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

#### ***That Council:***

- ***Adopt Statutory Policy S0072/OCEO – Work Health and Safety Policy;***
- ***Adopt Statutory Policy S0073/OCEO – Electrical Safety Policy;***
- ***Adopt Statutory Policy S0074/OCEO – Fire Safety Policy;***
- ***Adopt Statutory Policy S0075/OCEO – Fitness for Work Policy; and***
- ***Adopt Statutory Policy S0076/OCEO – Rehabilitation & Injury Management Policy as tabled.***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1403097

Resolution No.: 3502

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

#### ***That Council:***

- ***Adjourn the meeting for morning tea at 9:57am.***

**CARRIED**

Resolution No.: 3503

Moved: Cr S Bennetto

Seconded: Cr GJ Lohmann

#### ***That Council:***

- ***Resume the meeting at 10:14am***

**CARRIED**

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## ATTENDANCE

Manager Work Health & Safety, Craig Cousar departed the meeting at **10:18am**

Tourism, Trade & Investment Advisor, Melanie Lavelle-Maloney entered the meeting at **10:18am**

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## 12.7 Purchase of Historic Mining Equipment

### EXECUTIVE SUMMARY

Council has been approached by Mr Alan Silverwood, owner of The Miner's Cottage, to purchase a quantity of historic mining equipment that was used at the Mount Leyshon Gold diggings in the late 1800's.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- ***Approve the purchase of historic mining equipment from Mr Alan Silverwood at a cost of \$5,000 (inclusive of GST), and***
  - ***Funding be allocated from the operating budget.***
- 

Resolution No.: 3504

Moved: Cr BP Robertson

Seconded: Cr KF Hastie

#### *That Council:*

- ***Approve the purchase of historic mining equipment from Mr Alan Silverwood at a cost of \$5,000 (inclusive of GST), and***
- ***Funding be allocated from the operating budget.***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1403072
- 

## 12.8 Donation of mining equipment – Ravenswood Gold

### EXECUTIVE SUMMARY

Ravenswood Gold have offered to donate historic mining equipment from their Mt Wright Operation at Ravenswood for inclusion in the proposed mining display in Charters Towers as part of Council's 150 Year Celebrations Tourism Experience.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- ***Accept the donation of the mining equipment from Ravenswood Gold to form part of the 150 Year Celebrations Tourism Experience subject to the tourism experience proceeding.***
-



Resolution No.: 3505

Moved: Cr AP Barr  
Seconded: Cr BP Robertson

***That Council:***

- ***Accept the donation of the mining equipment from Ravenswood Gold to form part of the 150 Year Celebrations Tourism Experience subject to the tourism experience proceeding.***

**PROCEDURAL MOTION**

*That the report lay on the table to allow the Chief Executive Officer to seek further advice for accepting of donations from a corporate entity.*

Resolution No.: 3506

Moved: Cr AP Barr  
Seconded: Cr BP Robertson

That Item 12.8 Donation of mining equipment – Ravenswood Gold to lay the report on the table, to allow the Chief Executive Officer to seek further advice for accepting of donations from a corporate entity.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1402405

**12.9 Endorsement of Big Rocks Weir Project Governance Structure**

**EXECUTIVE SUMMARY**

At Council's Special Meeting on 29 September 2020, it was resolved to appoint Council as proponent, developer, owner and operator of the Big Rocks Weir facility.

The proposed project governance structure is now presented for Council's endorsement.

**OFFICER'S RECOMMENDATION**

***That Council:***

- ***Endorse the proposed Big Rocks Weir Project governance structure as tabled; and***
- ***Authorise the Chief Executive Officer to vary the structure as required.***

Resolution No.: 3507

Moved: Cr GJ Lohmann  
Seconded: Cr S Bennetto

***That Council:***

- ***Endorse the proposed Big Rocks Weir Project governance structure as tabled; and***
- ***Authorise the Chief Executive Officer to vary the structure as required.***

**CARRIED**

**ATTENDANCE**

Cr BP Robertson departed the meeting at **10:33am**  
Cr BP Robertson returned to the meeting at **10:37am**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1403840
- 

### 13. CONFIDENTIAL REPORTS

#### CLOSE OF MEETING

Resolution No.: 3508

Moved: Cr AP Barr  
Seconded: Cr KF Hastie

That in accordance with the *Local Government Regulation 2012 S254* the General Meeting be closed to the public at **10:39am** pm for discussion of the following matters:

(f) matters that may directly affect the health and safety of an individual or a group of individuals; (Item 13.2)

(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: (Item 13.1 & 13.3)

**CARRIED**

#### ATTENDANCE

Director Infrastructure Services, John Teague departed the meeting at **10:39am**  
Manager Work Health & Safety, Craig Cousar departed the meeting at **10:39am**  
Executive Assistant to the CEO, Amy Russell departed the meeting at **10:39am**  
Tourism, Trade & Investment Advisor, Melanie Lavelle-Maloney departed the meeting at **10:39am**

In accordance with the Declaration of Interest at Item 13.1, Cr S Bennetto departed the meeting at **10:39am**

Director Infrastructure Services, John Teague returned to the meeting at **10:43am**  
Manager Work Health & Safety, Craig Cousar returned to the meeting at **10:43am**  
Executive Assistant to the CEO, Amy Russell returned to the meeting at **10:43am**  
Tourism, Trade & Investment Advisor, Melanie Lavelle-Maloney returned to the meeting at **10:43am**

Cr S Bennetto returned to the meeting at **10:43am**

## OPENING OF MEETING

Resolution No.: 3509

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

That the meeting be opened at **10:58am** the taking of resolutions.

**CARRIED**

### ATTENDANCE

In accordance with the Declarations of Interest at Item 13.1, Cr S Bennetto departed the meeting at **10:58am**

## CORPORATE & COMMUNITY SERVICES

### 13.1 Australia Day Awards – Nominees and Winners

#### EXECUTIVE SUMMARY

Nominees for the 2021 Australia Day Awards were considered by the Charters Towers Regional Council Australia Day Awards Selection Committee. Recommendations for winners of the respective Award categories were determined by the Committee.

#### OFFICER'S RECOMMENDATION

**That Council:**

- **Endorse the 2021 Australia Day Awards Selection Panel's recommendations for award recipients for the categories that received nominations.**

Resolution No.: 3510

Moved: Cr GJ Lohmann

Seconded: Cr BP Robertson

**That Council:**

- **Endorse the 2021 Australia Day Awards Selection Panel's recommendations for award recipients for the categories that received nominations.**

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. *Release of report is embargoed until after Australia Day 2021. The report will be sent under separate cover to Elected Members and Executive Leadership Team.*

### ATTENDANCE

Cr S Bennetto returned to the meeting at **10:58am**

**13.2 Work Health & Safety Report – November 2020**

**EXECUTIVE SUMMARY**

The Work Health and Safety Report for November 2020 is presented to Council for consideration. Details on injuries, claims and risk management initiatives are contained in the report.

**OFFICER'S RECOMMENDATION**

***That Council:***

- ***Notes the monthly Work Health and Safety report for November 2020.***

Resolution No.: 3511

Moved: Cr JD Mathews

Seconded: Cr S Bennetto

***That Council:***

- ***Notes the monthly Work Health and Safety report for November 2020.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1403220

**13.3 Sale of Lots 2 – 4 and 7 – 10 on SP 303374 – Samuel Harry Close, Cunningham Estate, Queenton**

**EXECUTIVE SUMMARY**

This report seeks approval to sell Lots 2 – 4 and 7 – 10 on SP 303374 also known as Samuel Harry Close, Cunningham Estate, Queenton.

**OFFICER'S RECOMMENDATION**

***That Council:***

- ***Endorse the sale of Lots 2 – 4 and 7-10 on SP 303374, known as Cunningham Estate, Queenton to (Commercial in Confidence) for the sum of \$(Commercial in Confidence) in accordance with Section 236 of the Local Government Regulations 2012 to facilitate economic development opportunities.***

Resolution No.: 3512

Moved: Cr Lohmann

Seconded: Cr Mathews

***That Council:***

- ***Endorse the sale of Lots 2 – 4 and 7-10 on SP 303374, known as Cunningham Estate, Queenton to (Commercial in Confidence) for the sum of \$(Commercial in Confidence) in accordance with Section 236 of the Local Government Regulations 2012 to facilitate economic development opportunities.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1402664

**14. MAYORAL MINUTE**

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**15. CLOSE OF MEETING**

There being no further business, the General Meeting closed at **11:00am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 28 JANUARY 2021.

Mayor

Date

UNCONFIRMED