



NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 21 April 2021 at 9:00am at the CTRC Gold & Beef Room, 12 Mosman Street, Charters Towers.

A Johansson
Chief Executive Officer

“254I Meetings in public unless otherwise resolved

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

254J Closed meetings

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

GENERAL MEETING

TO BE HELD WEDNESDAY, 21 APRIL 2021 AT 9:00AM

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

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Attachment "A" Unconfirmed Minutes from General Meeting of Council held 17 March 2021

1. OPENING OF MEETING

2. ATTENDANCE/APOLOGIES

3. PRAYER

4. CONDOLENCES

5. DECLARATIONS OF INTEREST

6. DEPUTATIONS

9:10am – 9:20am Mr Malcolm Macdonald Re: Heritage of the Queenton Post Office which is subject to a development application.

7. CONFIRMATION OF MINUTES

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

8. BUSINESS ARISING FROM PREVIOUS MINUTES

9. MAYOR'S AND COUNCILLORS' REPORTS

10. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

10.1 Lease M and Lease N within Lot 5 on Plan SP296521 – Charters Towers Airport

EXECUTIVE SUMMARY

This report seeks approval to enter into a new lease with an existing tenant over area described as Lease M and Lease N within Lot 5 on Plan SP296521 and located at the Charters Towers Airport for a five (5) year period with a five (5) year option. The lease relates to Hangar 1 and an office area located in the Airport Terminal building.

OFFICER'S RECOMMENDATION

That Council:

- *Apply the exception under the provisions of Section 236(1)(c)(iii) of the Local Government Regulation 2012 for the disposal of Lease M and Lease N within Lot 5 on Plan SP296521;*
- *Offer a lease over Lease M and Lease N within Lot 5 on Plan SP296521 to the current lessee (Bob Beattie) of the parcel for a five (5) year term with a five (5) year option with an annual rent of \$6575.00 (GST inclusive) for Year 1 with rental reviews conducted annually per the lease document; and*
- *Authorise the Chief Executive Officer to execute and vary the terms and conditions of the lease as required.*

BUDGET & RESOURCE IMPLICATIONS

The current lease fee rental commenced at \$6020.50 (GST Inclusive) per annum in 2016 with market rent reviews to be applied. This rate was originally determined by a Registered Valuer. Applying CPI over the lease period would have raised the rent to \$6575.00. As such, for this new lease, it is considered that \$6575.00 (GST Inclusive) for Year 1 with annual rent reviews in line with CPI is fair, reasonable and in line with industry standard.

Based on enquiries there is no obvious competition for this lease, hangar space or aviation maintenance operations. The current lessee is considered to be benefiting the local aviation community with the closest aircraft maintenance operation located at Townsville.

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

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

The cost of registration of the lease with the Department of Resources (DOR) is \$195.00. This cost will be the responsibility of the lessee in accordance with the terms of the lease.

BACKGROUND

The tenure of this parcel is freehold, owned by Council. Council currently leases the land to Bob Beattie under a lease arrangement which is due to expire on 26 May 2021.

The lessee has requested to enter into a new lease at expiration of the existing to allow for a negotiation on some of the specific terms of the original lease. Overall, this is considered renewing the lease of the land to the existing lessee of the land.

The terms the subject of negotiation relate to the lease term and the ability to sublease. The original term of the lease was two (2) years. However, as indicated at the time, the applicant intended exploring the possibility of installing hangar doors and if that was to occur (subject to Council approval), he would seek to negotiate a five (5) year term (19/04 R2908). In line with that previous advice, this lease seeks a five (5) year term with a five (5) year option to allow for appropriate return on investment for installation of hangar doors.

The lessee also proposed to sublease part of the office area to a third party, Eagle Drilling, for them to fulfil a CASA requirement for the grant of an Air Operator's Certificate, being nomination of an onsite office. The terms of the original lease did not allow for sublease, despite Council approving the proposal. The new lease has been amended to reflect this issue.

LINK TO CORPORATE PLAN

The recommendation links to the priority focus area of “Economic Development” in Council’s Corporate Plan (2018-2023) and particularly, the key action relating to ‘investigate opportunities for further airport development’.

CONSULTATION (Internal/External)

External: BB Aero Group Pty Ltd - Bob Beattie
Internal: Facilities Compliance Coordinator - Walter Thomasson
Manager Governance and Communications - Camille Conaghan
Governance Officer - Melissa King
Director Infrastructure Services - John Teague
Procurement and Depot Coordinator - Paul Weston

LEGAL CONSIDERATIONS

Local Government Regulation 2012

Section 236(1)(c)(iii) states that a Lease can be offered to the existing tenant of said land, provided various conditions are met. The applicant is considered the existing tenant.

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

This arrangement will be managed by a lease (and potentially sublease). In accordance with the *Land Act 1994*, both the lease and sublease will be registered on the title.

POLICY IMPLICATIONS

It is considered that the lease meets the disposal conditions of the *Local Government Regulation 2012*.

Sufficient clauses within the lease will allow for Council to undertake a commercial market rent review as the options period is approaching. This will ensure that this lease continues to remain in line with both Council’s vision, community and economic benefit and industry standard.

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

RISK IMPLICATIONS

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

Report Prepared by: PETER WATLING Manager Council Facilities Date: 18 March 2021	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Proposed draft lease – Doc No. 1434784
 - Officer’s Report Document No. 1434809
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EXECUTIVE SUMMARY

Council engages a security service contractor to reduce the risk of wilful damage to, or unauthorised entry of, community assets, as part of Council's responsibility to maintain and protect these community assets and other infrastructure. The current security services contract expires on 30 June 2021 and a preferred supplier arrangement has been sought through an open market approach.

OFFICER'S RECOMMENDATION

That Council:

- *Award the contract for the Provision of Security Services to SAI Security Protection Pty Ltd, trading as Bow Security for the award amount of \$80,689 (ex GST) annually for security patrol fee;*
- *Award the contract for a period of two years from 1 July 2021 to 30 June 2023, with options to offer two 12-month contract extensions; and*
- *Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Contract for Provision of Security Services as required, including exercising the options to extend the Provision of Security Services contract.*

BUDGET & RESOURCE IMPLICATIONS

There is no significant budget impact as any resulting contract in relation to these suppliers would be against existing or approved budgets. The current Purchase Order value for Security Patrol Services is \$90,465.17

BACKGROUND

Council advertised a public tender for the establishment of a preferred supplier arrangement of security services via Council's website, the Townsville Bulletin and VendorPanel in compliance with the Local Government Regulations.

A total of three submissions were received, these being.

COMMERCIAL IN CONFIDENCE**END COMMERCIAL IN CONFIDENCE****LINK TO CORPORATE PLAN**

Infrastructure and Sustainability - To create a sustainable future for the Region through the maintenance, enhancement and protection of our built and natural environment.

CONSULTATION (Internal/External)

Internal: Procurement and Depot Coordinator - Paul Weston (Evaluation Panel)
Facilities Compliance Coordinator - Walter Thomasson (Evaluation Panel)
Manager Council Facilities - Peter Watling (Evaluation Panel)

External: Nil

LEGAL CONSIDERATIONS

There are no legal implications that warrant the recommendation being declined. This procurement activity was carried out in accordance with the Local Government Act and associated Regulation.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined. This procurement activity was carried out in accordance with Council's procurement policy and associated procedure.

RISK IMPLICATIONS

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

Report Prepared by: PETER WATLING Manager Council Facilities Date: 9 April 2021	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- VendorPanel Multi Party Evaluation Report Document No. 1442740
- Officer's Report Document No.1443186

10.3 Q007/21 Disaster Recovery Funding Arrangements Project Management Services

EXECUTIVE SUMMARY

This report details Councils request for quote Q007/21 to provide project management services for Disaster Recovery Funding Arrangements following the declared event of TC Imogen and Associated Low Pressure System, 2 - 12 January 2021.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the actions of the Chief Executive Officer in awarding the contract for the project management services for the Disaster Recovery Funding Arrangements following the declared event of TC Imogen and Associated Low Pressure System, 2 - 12 January 2021 to Project Delivery Managers (PDM).***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications in relation to the project management services that warrant the recommendation being declined.

The Disaster Recovery Funding Arrangements (DRFA) is a jointly funded program between the Australian Government and State and Territory (state) governments, through which the Australian Government provides financial assistance to support state governments with disaster recovery costs.

In response to the disaster, assistance has been activated for the area formally defined as: "Communities within Far North and North West Queensland affected by TC Imogen and Associated Low Pressure System, 2 – 12 January 2021". Council is required to fund the initial \$82,133 trigger point applicable to Charters Towers Regional Council.

BACKGROUND

Quote Q007/21 was called by Charters Towers Regional Council (Council) on VendorPanel website on 21 January 2021 for the supply of project management services for the Disaster Recovery Funding Arrangements following the January 2021 event. The request for quote closed on 4 February 2021.

The quoted works include program of works covering the entire life cycle of the program, including:

- Damage pickup;
- Treatment selection;
- Preparation of Submissions to (and liaison with) the Queensland Reconstruction Authority;
- Preparation of tender documents/works schedules for delivery of works by several contract packages;
- Procurement via Council's standard procurement policies and procedures;
- Tender Evaluation;
- Program Delivery;
- Acquittal;
- Reporting;
- Contract supervision and administration; and

- Identification of opportunities to scope, detail, compile and submit grant applications for Betterment and Resilience projects.

Tenders Received

At the close of Quote, three submissions were received.

START COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

LINK TO CORPORATE PLAN

2018-2023 Corporate Plan - Priority Area 7 – Our Organisation
Remaining transparent and accountable.

CONSULTATION (Internal/External)

Internal: Procurement & Depot Coordinator - Paul Weston (Evaluation Panel)
Director Infrastructure Services - John Teague (Evaluation Panel)
Acting Operations Manager - Geoff Harris (Evaluation Panel)

External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: KELIE STANDFAST Executive Assistant to the Director Infrastructure Services Date: 25 March 2021	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Local Government Regulation 2012
- VendorPanel Multi party evaluation report No. 1440720
- Officer's Report Document No. 1440669

10.4 T017/21 Construction of Defiance Mill Park Pump Track

EXECUTIVE SUMMARY

Council invited tenders from suitably qualified tenderers for construction of the Defiance Mill Park Pump Track.

OFFICER'S RECOMMENDATION

That Council:

- **Approve variation to the Local Roads and Community Infrastructure Program funding; and**
- **Subject to receiving variation approval, award the contract for the construction of the Defiance Mill Park Pump Track to JMAC Constructions Pty Ltd for the total value of \$763,833.86 (exc GST).**

BUDGET & RESOURCE IMPLICATIONS

The previously approved project amount of \$400,000 was to be funded through the Local Roads and Community Infrastructure Program (LRCI). The value of works from tenderers came in \$363,833.86 over the budget estimate. Also identified were works outside of scope that after consultation with engineers were deemed to be necessary.

As there are insufficient funds available in the budget for the project, a variation will be requested to reallocate the Local Roads and Community Infrastructure Program (LRCI), Phase One funding of \$363,833.86 from the Mosman Street Road Reserve Footpath and Boardwalk project.

BACKGROUND

Tender T017/21 was issued to suitably qualified tenderers through Council's VendorPanel website on Wednesday 17 March 2021. Tenders closed at 5.00pm 9 April 2021.

The tendered works include:

- Site clearing and Bulk Earthworks;
- The supply and installation of approximately 153.5m of moduline pump track sections;
- The supply and installation of topsoil and turfing;
- The supply and installation of artificial turfing;
- The supply and installation of root barriers, planting and organic mulch;
- The supply and installation of concrete footpaths and edging;
- The supply and installation of an irrigation system;
- The supply and installation of bench seating; and
- Install only the solar lights.

Tenders Received

At the close of Tender, two submissions were received. These were:

COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

Tender Recommendation

JMAC Constructions Pty Ltd was assessed as representing the best value to Council. It is recommended that Council award Tender T017/21 for construction of the Defiance Mill Park Pump Track to JMAC Constructions Pty Ltd for the sum of \$763,833.86 ex GST.

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

Internal: Procurement & Depot Coordinator - Paul Weston (Evaluation Panel)

External: Langtree Consulting - Brett Langtree

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: KELLIE STANDFAST Executive Assistant to the Director Infrastructure Services Date: 12 April 2021	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Local Government Regulation 2012
- VendorPanel Multi party evaluation report No. 1443588
- Officer's Report Document No. 1443232

10.5 Freehold Lease and Easement for Part of Lot 171 on Plan RP895232

EXECUTIVE SUMMARY

This report seeks approval to enter into a lease that includes a registered easement over part of Lot 171 on Plan RP895232 with the Bureau of Meteorology, for a ten (10) year period with 2 x ten (10) year options.

OFFICER'S RECOMMENDATION

That Council:

- ***Apply the exception under the provisions of Section 236(1)(b)(i) of the Local Government Regulation 2012 for the disposal of part of Lot 171 on Plan RP895232;***
- ***Offer a lease and easement over part of Lot 171 on Plan RP895232 to the Bureau of Meteorology, based generally on standard terms and conditions for a term of ten (10) years with 2 x ten (10) year options;***
- ***Set rent payable at the peppercorn rate of \$1.00 given the community benefit of locating a Doppler Weather radar at Greenvale;***
- ***Authorise the Chief Executive Officer to execute and vary the terms and conditions of the lease as required, including registration of same on the Title; and***
- ***Inform the lessee that approval of the lease and easement is not to be considered the same as a development approval. Development approval is to be obtained separately through Council's Regional Development Department.***

BUDGET & RESOURCE IMPLICATIONS

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

There is no cost for preparation of a lease agreement as Council intends generally using the standard lease agreement and easement that the Bureau of Meteorology uses with every other local government throughout Australia.

The cost of registration of the lease and easement with the Department of Resources (DOR) is \$195.00. A survey plan will also be required for lodgement purposes. These costs will be the responsibility of the Lessee in accordance with the terms of the lease.

BACKGROUND

The Australian Government, represented by the Bureau of Meteorology, have approached Council to request a lease agreement and easement over the above described parcel. They intend to place a 20m x 20m radar compound on site prior to the next wet season. The purpose of the compound is to house a new Doppler weather radar in the Greenvale area. The easement is required to provide the Bureau access to the lease area, without hindering any future use plans that Council may have for that area of the parcel.

The site is freehold title and Council is the Registered Owner.

Given the community benefit associated with the proposal, it is recommended that a lease fee at the peppercorn rate of \$1.00 be accepted.

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

External: Project Manager, Bureau of Meteorology - Brian Ingham
National Leasing Manager, Bureau of Meteorology - Anne McInnes
Internal: Manager Regional Development - Matthew Kelly
Manager Governance and Communications - Camille Conaghan
Director Infrastructure Services - John Teague
Chief Executive Officer - Aaron Johansson

LEGAL CONSIDERATIONS

Local Government Regulation 2012

Section 236(1)(b)(i) provides that a non-current asset can be disposed of to a government agency. The applicant meets the definition of a government agency.

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

The lease agreement and easement have been drafted in consultation with the Bureau of Meteorology and are based on standard agreements that the Bureau has with other local governments throughout Australia. There are no legal considerations that warrant the recommendation being declined.

POLICY IMPLICATIONS

The lease meets the disposal conditions of the *Local Government Regulation 2012* and, also meets the requirements of the *Land Act 1994*.

Under Council's new Town Plan, a Telecommunications Facility does not trigger a development approval process, providing the minimum requirements of the Telecommunications Facility Code and any applicable overlays are met. It is the applicant's responsibility to demonstrate that the development does not, in fact, trigger assessable development. The proposed recommendation makes it clear that the approval of a lease and easement does not constitute development approval. Council's Manager Regional Development has advised that Council's Planner has held preliminary discussions with the Bureau to ensure that all planning and development matters, including building approvals, are sufficiently addressed.

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

RISK IMPLICATIONS

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

Report Prepared by: MELISSA KING Governance Officer Date: 1 April 2021	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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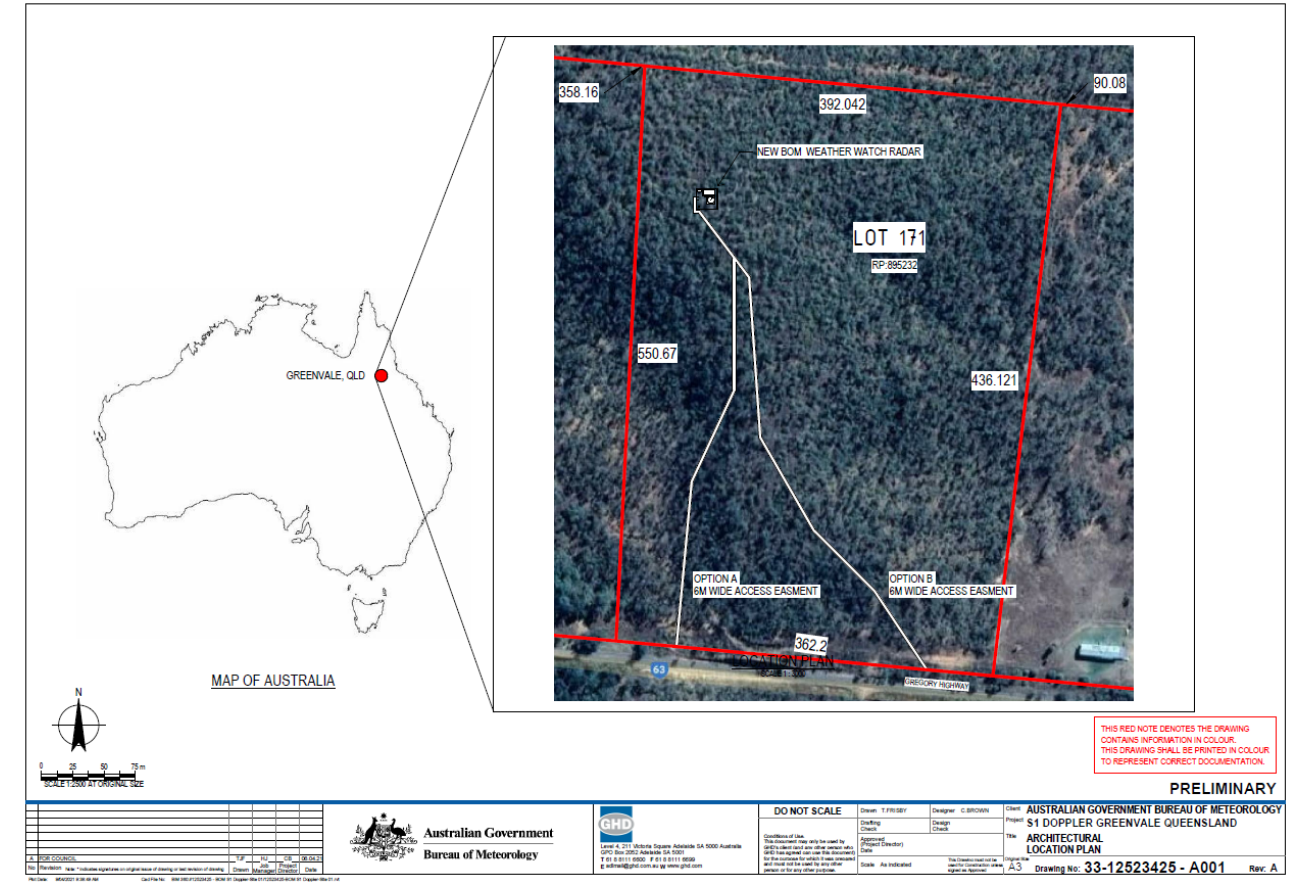
ATTACHMENTS

- Attachment A - Map of proposed area

REFERENCE DOCUMENT

- Proposed Draft lease – Doc No. 1443535
- Officer's Report Document No. 1441520

ATTACHMENT A – Proposed Freehold Lease and Easement for Part of Lot 171 on Plan RP895232



11. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

11.1 Request for support – Charters Towers Motor Show and Swap Meet

EXECUTIVE SUMMARY

A request for support towards venue hire and electricity costs associated with the annual Charters Towers Motor Show and Swap Meet has been received from the Charters Towers Restorers Club.

OFFICER'S RECOMMENDATION

That Council:

- ***Provide in kind support towards the 2021 Charters Towers Motor Show and Swap Meet scheduled for 5-6 June 2021, of up to a maximum of \$3,000 by waiver of hire fees and electricity charges associated with the use of the Charters Towers Showgrounds.***

BUDGET & RESOURCE IMPLICATIONS

The support provided will be in kind support through Council. Where costs are incurred by Council these can be offset through unspent Community Grant funds. Balance of funds available is \$42,207.

BACKGROUND

In 2020 many community events were impacted by the COVID-19 pandemic, including the Charters Towers Motor Show and Swap Meet. The Charters Towers Restorers Club is working with Queensland Health with a view to hosting the event from 5-6 June 2021.

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

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

Cost Description	Estimated cost
Hire of Showgrounds	\$1,404
Electricity	\$1,500
TOTAL	\$2,904

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

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

- Priority Focus Area 5 – Community

CONSULTATION (Internal/External)

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

External: President, Charters Towers Restorers Club - Clint Pianta

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

The recommendation is in accordance with the Community Grants Policy.

RISK IMPLICATIONS

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

Report Prepared by: HAYLEY THOMPSON Manager Community Services Date: 25 March 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Not applicable

REFERENCE DOCUMENT

- Correspondence from CT Restorers Club, Document No. 1434735
- Officer's Report Document No. 1437888

11.2 Monthly Financial Report

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the monthly financial report presenting the progress made as at 31 March 2021 in relation to the 2020/21 adopted amended 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 March 2021 and includes analysis of actual versus amended 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 amended budget performance, including a rates and charges revenue overview, and an update on Council cash, investments and borrowings.

Financial Results as at 31 March 2021

The following tables provide a snapshot of key financial information for the reporting period 1 July 2020 to 31 March 2021.

Income Statement Summary as at 31 March 2021

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

As March 2021 is the ninth month of the 2020/21 financial year, it is reasonable to expect actual income and expenditure to be at approximately 75% of total budget for the year.

Excluding DRFA, total recurrent revenue as at 31 March 2021 is \$31.1 million or 80% of the amended 2020/21 budget. This figure is above the YTD budget of 75%, reflecting the second half-yearly rate notices raised during January 2021.

Excluding DRFA, total recurrent expenditure as at 31 March 2021 is \$31.2 million or 73% of the amended 2020/21 budget. Actual expenses to date are on track with the 2020/21 budget.

The table below provides a summary of key income statement information and is extracted from the 31 March 2021, Income Statement (Attachment A).

Income Statement Summary	2020/21		Variance	Notes
	Amended Budget (\$'000s)	Mar 2021 YTD (\$'000s)		
Total recurrent revenue (excl DRFA)	\$38,746	\$31,123	80%	Variance is reasonable and reflects the second half-yearly rate notices raised in January 2021.
Total recurrent expenses (excl DRFA)	(\$42,659)	(\$31,248)	73%	On target.
Operating result (excl DRFA)	(\$3,913)	(\$125)		
DRFA operating result (rev less exp below)	\$150	\$-		New Acc Standards matching timing of DRFA rev to works carried out
DRFA revenue	\$42,555	\$35,335	83%	DRFA revenue recognised as CTRC work is carried out
DRFA expenses	(\$42,405)	(\$35,335)	83%	DRFA works carried out by CTRC
Capital revenue	\$10,595	\$5,516	52%	Reasonable variance reflects timing of 20/21 capital works funded projects.
Capital expenses	(\$132)	(\$132)		Loss on disposal of fixed assets at auction.
Net result	\$6,699	\$5,259	79%	Reconciles with Balance Sheet

New Accounting Standards require that DRFA revenue is recognised in the Income Statement as the DRFA contract works are being expensed. As indicated above, actual DRFA revenue matches actual year to date DRFA expenses of \$35.3 million. The amended budget reflects the realignment of the DRFA budget to the new Accounting Standards.

The table above also shows an operating deficit as at 31 March 2021 of \$0.1 million and a net result surplus of \$5.3 million (including capital revenue and expenses).

Balance Sheet Summary as at 31 March 2021

The table below provides a summary of key balance sheet information and is extracted from the Balance Sheet as at 31 March 2021 (Attachment B). The table also includes February 2021 figures for comparison of movement against these highlighted balance sheet items.

Balance Sheet Summary	Amended Budget (\$'000s)	2020/21		Notes
		Mar 2021 YTD (\$'000s)	Feb 2020 YTD (\$'000s)	
Cash & investments	\$38,915	\$23,202	\$21,484	Increase from prior month reflects payments of the second half yearly rate debtors due date 8 March 2021. Decrease from start of year reflects DRFA works and DRFA contract assets, contract assets represent DRFA works awaiting claim from or reimburse by QRA.
Property plant & equipment	\$465,669	\$454,039	\$453,982	All asset types including roads and water Minor movement.
Receivables (Current)	\$5,998	\$4,163	\$8,734	Decrease from prior month reflects payment of rate debtors for the 2nd half yearly rates due date 8 March 2021.
Payables (Current)	\$12,335	\$4,260	\$3,405	Reasonable level of accounts payable.
Contract assets	-	\$25,181	\$23,462	Minor increase due to continuing DRFA works carried out prior to DRFA claim.
Contract liabilities	-	\$3,986	\$3,986	No change from prior month.

Cash, Investments & Borrowings as at 31 March 2021

The cash, investments and borrowings as at 31 March 2021 are summarised and presented with key financial stability ratios. These ratios provide a snapshot of the management cash, investment and borrowing resources.

Cash & Investments	2020/21		Notes
	Amended Budget (\$'000s)	Mar 2021 YTD (\$'000s)	
Current account		\$219	Daily transaction management
Investment - QCCU		\$1,000	12 month matures 12/06/2021 – interest rate 1.30%
Investment - QTC		\$21,983	Daily cash fund – interest rate 0.82%
Total cash & investments	\$42,285	\$23,202	
Borrowings¹			
Current - QTC	\$147	\$37	Quarterly payments payable in current financial year
Non-current - QTC	\$804	\$949	Payable over term– maturity date 15/06/2027
Total borrowings	\$951	\$986	Book rate 2.67% + Admin fee 0.12%

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

Financial Stability Ratios	Target	2020/21 Amended Budget	Mar 21 YTD	Feb 20 YTD	Notes
Current ratio	>1.1	5.01	4.41	4.83	Well exceeds target.
Cash cover ratio	>1.1	4.30	1.90	1.89	Above target, will improve via QRA claims
Cash capacity in months	>3 months	7.69	3.66	3.91	Cash available to fund over 3 months of operations.

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

Rates & Charges Summary

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

Rates & Charges Summary	Adopted Amended Budget	Mar 2021 YTD (\$'000s)	Notes
General rates	\$12,517	\$12,487	Reflects 1 st and 2 nd half-yearly rate notices raised for 2020/21
Waste management	\$1,322	\$1,321	
Water	\$6,210	\$5,218	
Sewerage	\$3,626	\$3,620	
Excess water	\$473	\$258	
Total rates & charges	\$24,148	\$22,904	

2020/21 Rating Calendar:

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

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

Rates & Charges Debtors	Mar 2021 YTD (\$'000s)	% of rates debtors	% of rates revenue	Notes
Rates debtors				Due date 8 March 2021
• Current (2020/21 rates)	\$1,352	66.7%	5.02%	Reduced by \$5.04M in Mar.
• Overdue (2019/20 rates)	\$438	21.6%	1.66%	Reduced by \$64k in Mar
• Overdue (pre-2019/20 rates)	\$239	11.7%	0.95%	Reduced by \$26k in Mar
Total rates debtors	\$2,029	100%		Reduced by \$5.13M in Mar
Prepaid Rates & Charges				
Prepaid rates (current liabilities)	\$903			Rates paid in advance, mostly via periodic planned payments. Increased by \$280k in Mar

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

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

External: N/A

LEGAL CONSIDERATIONS

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

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: SHANE CAGNEY Chief Financial Officer Date: 7 April 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

Council's position as at 31 March 2021:

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

REFERENCE DOCUMENT

- Monthly Rating Model for March 2021 Document No. 1442351
 - Officer's Report Document No. 1433605
-

INCOME STATEMENT
As at 31 March 2021
Year Ended 30 June 2021



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD	2020/2021 Percentage Position 75%
REVENUE			
Recurrent Revenue			
Nett Rate Levies & Charges			
General Levies	12,516,476	12,486,923	100%
Waste Management Levies	1,322,103	1,321,111	100%
Water Allocation Levies	6,209,493	5,217,483	84%
Sewerage Levies	3,626,332	3,620,250	100%
Excess Water Levies	473,252	258,082	55%
Total Nett Rate Levies & Charges	24,147,656	22,903,849	
Fees & Charges			
Water Fees & charges	45,000	44,464	99%
Sewerage Fees & charges	135,000	153,000	113%
Other Fees & charges	3,516,416	2,943,497	84%
Total Fees & Charges	3,696,416	3,140,961	
Interest received (includes rates & community loans)	394,533	218,577	55%
Sales	160,000	157,224	98%
Contract Income - RMPC, RPC, PW	2,977,966	1,659,986	56%
Proceeds from Sale of Equipment	123,883	123,883	100%
Other recurrent income	94,047	55,890	59%
Operating Grants & Subsidies			
Operating Grants & Subsidies	7,151,010	2,862,998	40%
Non Capital Flood Event Grants	42,555,319	35,334,508	83%
Total Operating Grants & Subsidies	49,706,329	38,197,506	
TOTAL Recurrent Revenue	81,300,830	66,457,876	82%
Capital revenue			
Capital Grants & Subsidies	8,608,119	5,199,648	60%
Capital Flood Event Grants (DRFA)	1,660,000	-	0%
Capital Contributions	10,000	-	0%
Gain on Sale of Assets	316,895	316,895	100%
Total Capital Revenue	10,595,014	5,516,543	
TOTAL INCOME	91,895,844	71,974,419	78%
EXPENSES			
Recurrent expenses			
Materials, Services & Maintenance	(14,072,482)	(9,540,066)	68%
Flood Event Materials, Services & Maintenance (DRFA)	(41,991,748)	(34,919,015)	83%
Employee Benefits	(19,396,236)	(14,811,638)	76%
Flood Event Employee Benefits (DRFA)	(413,571)	(415,493)	100%
Audit Fees	(245,000)	(140,576)	57%
Finance Costs	(72,040)	(49,517)	69%
Depreciation & amortisation	(8,873,131)	(6,706,921)	76%
TOTAL Recurrent Expenses	(85,064,208)	(66,583,226)	78%
Capital operating expenses	(132,232)	(132,232)	100%
TOTAL EXPENSES	(85,196,440)	(66,715,458)	78%
Notional result attributable to council (exc DRFA)	4,889,404	5,258,961	
Notional result attributable to council (inc DRFA)	6,699,404	5,258,961	
Notional Operating Position before Capital Income (exc DRFA)	(3,913,378)	(125,350)	
Notional Operating Position before Capital Income (inc DRFA)	(3,763,378)	(125,350)	
Notional Op Position before Capital Income & Excess Water	(4,236,630)	(383,432)	
Notional Cash available for Capital including Grants	15,704,767	12,098,114	
Notional 'Council funded Cash' available for Capital	5,241,985	6,713,803	

BALANCE SHEET
As at 31 March 2021
Year Ended 30 June 2021



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD
CURRENT ASSETS		
Cash at Bank & On-Call Investments	38,914,769	23,202,219
Cash Floats	6,500	6,500
Trade and Other Receivables	5,998,035	4,163,163
Contract Assets	-	25,181,115
Inventories	629,699	688,880
Accrued revenue & prepayments	-	560,192
TOTAL CURRENT ASSETS	45,549,003	53,802,069
NON-CURRENT ASSETS		
Receivables	2,333	1,809
Property, plant and equipment	465,668,816	454,039,315
Internal Loan Receivables	184,000	184,000
TOTAL NON-CURRENT ASSETS	465,855,149	454,225,124
TOTAL ASSETS	511,404,152	508,027,193
CURRENT LIABILITIES		
Trade and other Payables	12,335,331	4,260,330
Contract Liabilities	-	3,986,324
Borrowings	147,000	37,424
Annual & LSL Provisions	1,661,417	3,909,968
TOTAL CURRENT LIABILITIES	14,143,748	12,194,046
NON-CURRENT LIABILITIES		
Borrowings	804,000	949,418
Non Current LSL Provision	1,702,597	1,702,598
Internal Loans Payable	184,000	184,000
TOTAL NON-CURRENT LIABILITIES	2,690,597	2,836,016
TOTAL LIABILITIES	16,834,345	15,030,061
NET ASSETS	494,569,807	492,997,132
COMMUNITY EQUITY		
Council Capital	312,673,447	312,673,446
Asset Revaluation Reserve	121,734,680	121,734,680
Retained Surplus/(Deficiency)	6,831,635	5,258,961
Cash Reserves	53,330,045	53,330,045
TOTAL COMMUNITY EQUITY	494,569,807	492,997,132

CASH FLOW STATEMENT
As at 31 March 2021
Year Ended 30 June 2021



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from customers	20,561,942	(11,407,543)
Payments to suppliers & employees benefits	(76,155,841)	(56,843,502)
	(55,593,899)	(68,251,045)
Interest Received	393,833	218,400
Non capital grants & contributions	7,151,010	2,862,998
Non capital NDRRA Event Grants	42,555,319	35,334,508
Borrowing costs	(30,040)	(22,037)
Net Cash inflow (outflow) from operating activities	(5,523,777)	(29,857,176)
CASH FLOW FROM INVESTING ACTIVITIES		
Payments for property, plant & equipment		
Payments for property, plant & equipment	(19,345,926)	(6,460,690)
	(19,345,926)	(6,460,690)
Receivables-Community Loan Repayments	1,899	1,899
Receivables-Internal Loans	92,000	92,000
Proceeds from sale of property, plant & equipment	316,895	1,095,137
Capital grants, subsidies, contributions	10,278,119	5,199,648
Net cash inflow (outflow) from investing activities	(8,657,013)	(72,006)
CASH FLOW FROM FINANCING ACTIVITIES		
Repayment of Internal Loan Borrowings	(92,000)	(92,000)
Repayment of External Loan Borrowings	(143,086)	(107,244)
Net cash flow from financial activities	(235,086)	(199,244)
NET INCREASE (DECREASE) IN CASH	(14,415,876)	(30,128,426)
Opening Cash		
Beginning of Reporting Period - Cash at Bank	53,330,045	53,330,044
Beginning of Reporting Period - Cash Floats	7,100	7,100
Cash at beginning of reporting period	53,337,145	53,337,144
Closing Cash		
End of Reporting Period - Cash at Bank	38,914,769	23,202,219
End of Reporting Period - Cash Floats	6,500	6,500
Cash at end of reporting period	38,921,269	23,208,719
Cash Movement		
Net Increase/(Decrease) in Cash at Bank	(14,415,276)	(30,127,826)
Net Increase/(Decrease) in Cash Floats	(600)	(600)
NET INCREASE (DECREASE) IN CASH	(14,415,876)	(30,128,426)

EXECUTIVE SUMMARY

The current Prequalified Supplier Arrangement (PSA) for Road and Civil Construction Services (PQS024/19) is in place for a period of three years. An annual refresh allows for additional contractors to be added and 20 new contractors are now recommended for inclusion in this PSA.

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

- ***Include an additional 20 contractors onto the current Prequalified Supplier Arrangement for Road and Civil Construction Services (PQS024/19) for a period of two years from 1 March 2021 to 28 February 2023 as tabled.***

TENDERER	TIER 1 OR 2	TENDERER	TIER 1 OR 2
Ausfield Services	Tier 1	A1 Highways	Tier 2
Black Cat Civil	Tier 1	AP Graham	Tier 2
BMD Constructions	Tier 1	DMC Contractors	Tier 2
Brooks Hire Service	Tier 1	Halloran & Sons Earthmoving	Tier 2
Brown Contractors	Tier 1	MC Group	Tier 2
Civilplus Constructions	Tier 1	MCC Pty Ltd	Tier 2
Ellis Stabilising	Tier 1	PFP Systems	Tier 2
Gulf Civil	Tier 1	Queensland Traffic Consultants	Tier 2
Lift Tek (Chris Dempsey Cranes)	Tier 1		
M & M Traffic Control	Tier 1		
Pavement Management Services	Tier 1		
Robinson Civil Group	Tier 1		

BUDGET & RESOURCE IMPLICATIONS

There is no budget or resource implications in the management of the prequalified supplier arrangement.

BACKGROUND

Council established a PSA for Road and Civil Construction Services (PQS024/19) from 1 March 2020 to 28 February 2023, a period of three years. The supplier arrangement includes a tender refresh every 12 months. The refresh allows new tenderers and previously unsuccessful tenderers, to apply for inclusion onto the existing PSA.

Contract dates for the PSA Road & Civil Construction Services

- Remaining Term of Contract: Two years
- Contract commencement date: 1 March 2020
- Contract expiry date: 28 February 2023
- Next tender refresh: March 2022

Tenders were evaluated via a staged approach which is outlined below.

Stage 1	All required documentation provided, completed and signed as required.
Stage 2	Non-weighted criteria were assessed as to whether it met the minimum requirements.
Stage 3	Weighted criteria were assessed and scored through VendorPanel's multiparty evaluation tool.

Criteria	Weighting
Relevant Experience	40%
Tenderers resources	30%
Developing Local Business & Industry	30%

Tenderer submissions were required to meet a minimum weighted evaluation score. Submissions that achieved the minimum score were then assessed on meeting work health and safety standards.

Council received a total of 24 submissions. The following 20 new suppliers are recommended for inclusion onto the existing PSA:

TENDERER	TIER 1 OR 2	TENDERER	TIER 1 OR 2
Ausfield Services	Tier 1	A1 Highways	Tier 2
Black Cat Civil	Tier 1	AP Graham	Tier 2
BMD Constructions	Tier 1	DMC Contractors	Tier 2
Brooks Hire Service	Tier 1	Halloran & Sons Earthmoving	Tier 2
Brown Contractors	Tier 1	MC Group	Tier 2
Civilplus Constructions	Tier 1	MCC Pty Ltd	Tier 2
Ellis Stabilising	Tier 1	PFP Systems	Tier 2
Gulf Civil	Tier 1	Queensland Traffic Consultants	Tier 2
Lift Tek (Chris Dempsey Cranes)	Tier 1		
M & M Traffic Control	Tier 1		
Pavement Management Services	Tier 1		
Robinson Civil Group	Tier 1		

The proposed 20 new contractors meet the required WHS standards and are categorised as either Tier 1 or Tier 2 based on the WHS assessment. Tier 1 contractors meet the standard required (including AS4801 or ISO 45001 accreditation) for independent works sites with limited Council supervision while Tier 2 require site supervision by Council.

Three submissions did not meet the required standard for inclusion onto the PSA due to failing the WHS evaluation and/or failing to submit required documentation.

COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

LINK TO CORPORATE PLAN

Commitment to service delivery to our community – Construction and maintenance.

CONSULTATION (Internal/External)

Internal: Urban Roads Co-coordinator - Mark Gladman (Evaluation Panel)
 Former Manager WHS - Craig Cousar (Evaluation Panel)
 Acting Manager Operations - Geoff Harris
 Director Infrastructure Services - John Teague

External: Nil

LEGAL CONSIDERATIONS

The proposed procurement activity was carried out in accordance with the *Local Government Act 2009* and associated Regulation.

POLICY IMPLICATIONS

The proposed procurement activity was carried out in accordance with Council's procurement policy and associated procedure.

RISK IMPLICATIONS

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

Report Prepared by: PAUL WESTON Procurement Coordinator Date: 2 March 2021	Report Authorised by: SHANE CAGNEY Chief Financial Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- VendorPanel Multi Party Evaluation Report, Document No. 1420576
- Officer's Report, Document No. 1420569

11.4 Regional Development Quarterly Update January-March 2021

EXECUTIVE SUMMARY

This report details the development activity for the months of January to March 2021. This information is tabled for Council to note.

OFFICER'S RECOMMENDATION

That Council:

- **Receive the Regional Development quarterly update for the period January to March 2021 as tabled.**

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

Summary of Major Applications

- MC21/22 – Material Change of Use of Premises for Non-Resident Workforce Accommodation (20 Bedrooms) at 54 Deane Street, Charters Towers City; Public notification taking place between 6-27 April 2021.



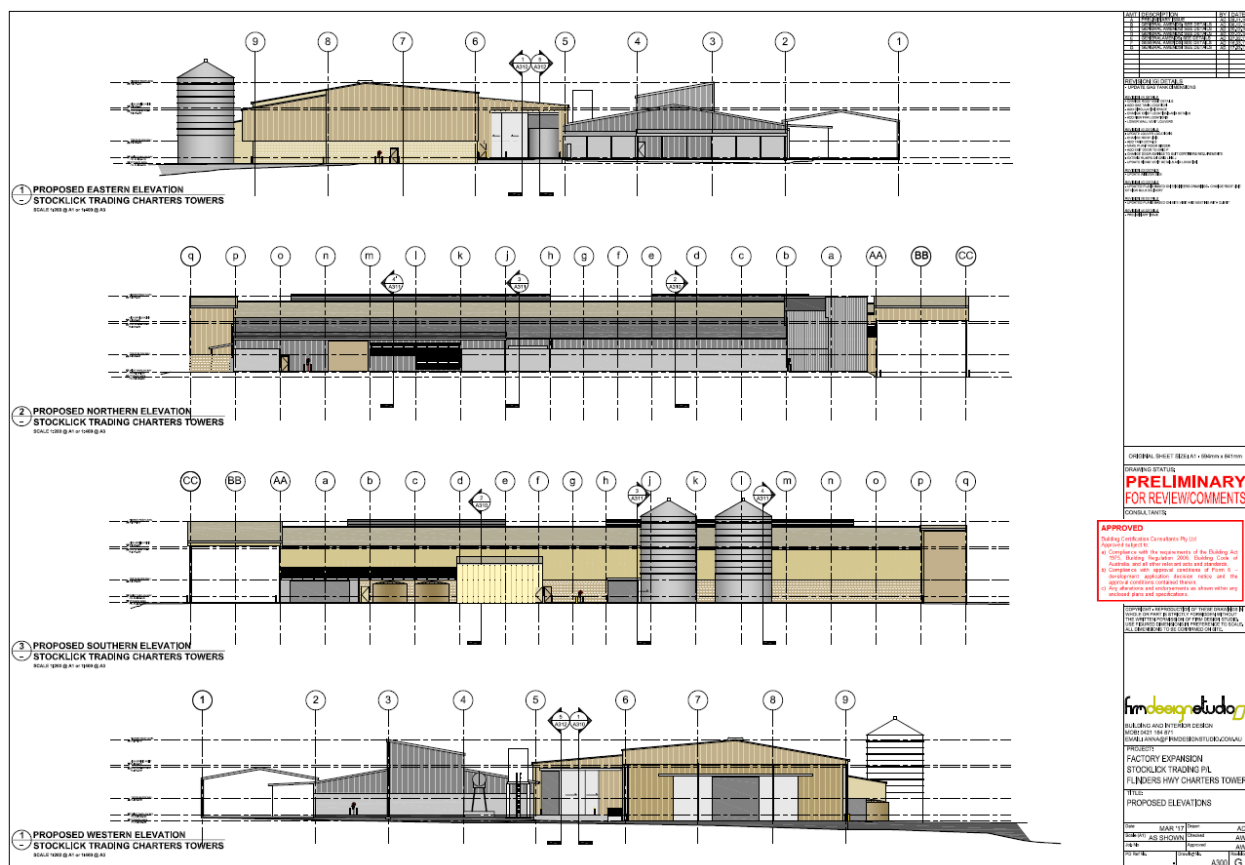


Figure Four: Approved Plan of Development for BAPC21/45

- OW20/140 – Operational Works for Earthworks (Noise Bund) at 112–120 Macrossan Street and School Street, Ravenswood. Approved as of 15 March 2021. This application is associated with the Ravenswood Gold Buck Reef West open cut expansion.
- BWAP20/1341 – Building Works Assessable against the Planning Scheme for the demolition of 4 and 6 Millchester Road, Queenton. Approved as of 18 March 2021.
- OW20/140 – Operational Works for Earthworks (Excavation and Filling) at 13136 Flinders Highway, Black Jack (Stocklick). Approved as of 29 March 2021.

Quarterly Statistics

Table One: Summary of Applications Lodged

Month	Building	Plumbing	Planning	Total
January	5	6	0	11
February	7	2	1	10
March	22	6	5	33
				54

Table Two: Summary of Building Works Costs

Month	Total Cost of Works
January	\$356,870
February	\$756,094
March	\$10,640,615
	\$11,753,579

The total building works costs for the January to March 2021 quarter increased by approximately 130.6% since the October to December 2020 quarter (being \$11,753,579 and \$5,095,433 respectively).

Façade Improvement Program

A total of nine applications have been received, five approved and two finalised with payment sent to the Applicant.

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.

Report Prepared by: MATTHEW KELLY Manager Regional Development Date: 6 April 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Not Applicable

REFERENCE DOCUMENT

- Development Decisions and Exemption Certificates – Council’s Website located [here](#)
- Officer’s Report – ECM Document No. 1441674

11.5 Recommendation of Approval for BWAP20/133 Preliminary Approval for Building Works assessable Against the Planning Scheme

EXECUTIVE SUMMARY

This report seeks a Preliminary Approval for Building Works Assessable against the Planning Scheme BWAP20/133 for the Demolition of a Local Heritage Place (Dwelling House) at 8 Millchester Road, Queenton QLD 4820, more formally described as Lot 6 on RP707261 in order to relocate the Dwelling House to 4 Millchester Road.

OFFICER’S RECOMMENDATION

That Council:

- ***Approve Development Application BWAP20/133 for a Preliminary Approval for Building Works Assessable against the Planning Scheme subject to reasonable and relevant conditions supported by a Notice of Reasons for the:***
 - ***Demolition of a Local Heritage Place (Dwelling House) at 8 Millchester Road, Queenton QLD 4820, (more formally described as Lot 6 on RP707261) encompassing its relocation to 4 Millchester Road (more formally described as Lot 2 on MPH21374).***

BUDGET & RESOURCE IMPLICATIONS

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

In order to progress Development Application BWAP20/133 (the current application), the Applicant sought a Preliminary Approval for Building Works Assessable against the Planning Scheme for the

Demolition of two Local Heritage Places (Dwelling Houses) at 4 and 6 Millchester Road, Queenton QLD 4820 under Development Application BWAP20/134.

That proposal sought to relocate the property located at 6 Millchester Road elsewhere within the General Residential Zone given the property's structural integrity; the property at 4 Millchester Road was recommended to be demolished due to its inability to be relocated.

Development Application BWAP20/134 was approved under Delegated Authority, and a Decision Notice issued on 19 March 2021. Representations from the Applicant have not been received to date.

Development Proposal

The Applicant now seeks a Preliminary Approval for BWAP20/133 Building Works Assessable against the Planning Scheme for the Demolition of one Local Heritage Place (Dwelling House), whereby demolition in this instance refers to the relocation of the existing Dwelling House at 8 Millchester Road.

The Dwelling House at 8 Millchester Road is the former Queenton Post Office which was constructed and opened in 1883. The building has been in the same location since that date and as such has been included to the Local Heritage Register as a Category D Heritage Place, defined as being *important in demonstrating the administrative, cultural, religious, commercial or societal evolution and settlement pattern of the Charters Towers Region particularly between the period of 1880 to 1910*. The Report provided by MacCallum Planning & Architecture has assessed the building and found that it is structurally suitable for relocation.

The Applicant seeks to relocate the Dwelling House from its current location at 8 Millchester Road to 4 Millchester Road, Queenton. In doing so, the Applicant intends to restore both the exterior and interior of the Dwelling House so that it regains its former heritage values. Figure One provides an illustration of the Dwelling House from the current 8 Millchester Road frontage, whilst Figure Two illustrates the proposed Site Plan.



Figure One: Dwelling House from Millchester Road Frontage – 8 Millchester Road

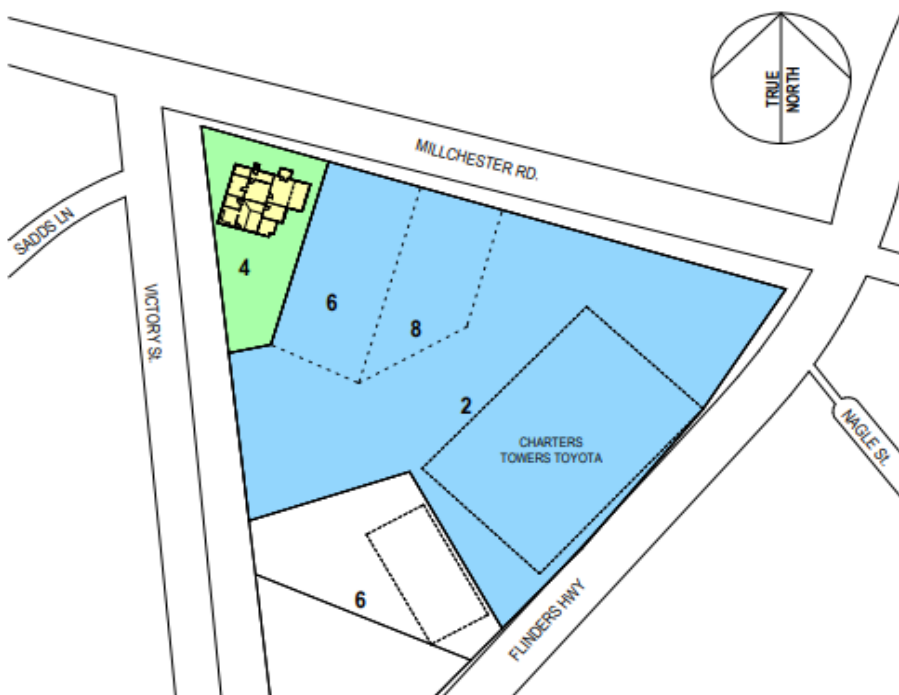


Figure Two: Proposed Site Plan

Referral Agencies

The proposal did not trigger referral to any referral agencies under Schedule 10 of the *Planning Regulation 2017*.

Public Notification and Submissions

As the Development Application triggered Impact Assessment, Public Notification was required for 15 business days. During the period between 22 February to 17 March 2021, Council received one properly made submission. The matters raised by the submitter and Council's response to these are detailed in the Notice of Reasons of this Report.

The Notice of Compliance was received on 17 March 2021.

Levied Charges

There are no Infrastructure Charges relevant to this proposal.

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* and in consideration of Part 4, Division 4, Subdivision 2, Sections 29-31 of the *Planning Regulation 2017*.
- ***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

As per Section 3.6.1.1 Celebrating and Preserving Local Cultural Heritage, point 2 requires that *development ensures these cultural heritage values of local significance as identified in the Heritage Overlay Map OM4 are, (a) conserved and protected from inappropriate development for the enjoyment of present and future communities.*

In response, the proposal seeks the Dwelling House from 8 Millchester Road to be relocated to 4 Millchester Road. Whilst not the original location, the relocation will allow for the building to remain within proximity to its current site and within the Queenton suburb. Furthermore, the relocation will result in a more prominent and visible location compared to the existing location where it is overshadowed by the Low Impact Industrial use (Mike Carney Toyota). Additionally, the Applicant has stated that both internal and external restoration will be undertaken as part of its relocation. Due to this, compliance is achieved with the outcomes of the Strategic Framework.

2) Heritage Overlay Code

Performance Outcome 2 requires that *any demolition must: (a) not result in the loss of the cultural heritage significance of the heritage place; or (b) demonstrate the building or structure to be demolished is not capable of structural repair and represents a safety hazard; or (c) ensure that part of the local heritage place is not of cultural heritage significance.*

The only aspect of non-compliance associated with Performance Outcome 2 is that the Dwelling House located at 8 Millchester Road has been in the same location since earliest documentation in 1883. Relocation to 4 Millchester Road may cause a minor loss of cultural significance given it is not the original location, however it is within proximity of that original location. To offset this non-compliance, the Applicant has notified Council that restoration works will be undertaken to restore the external façade of the Dwelling House. Documentation of the history of the property will also be undertaken. Conditions requiring a Conservation Management Plan and the location of a plaque at the 4 Millchester Road frontage have been recommended to ensure compliance is achieved.

Performance Outcome 4 requires that *development does not adversely affect the heritage significance of the heritage place and is compatible with its heritage values including: (a) maintaining views to and from the heritage place where significant; (b) consistency with the character, setbacks, setting or appearance of the heritage place; (c) minimising for overshadowing on to the heritage place; (d) avoiding altering, removing or concealing significant heritage features; (e) avoiding the removal of significant established trees and vegetation; and (f) consistency with open space and landscaping features.*

The Applicant has chosen to relocate the Dwelling House to 4 Millchester Road to restore and preserve the significant heritage value of the building. Additionally, as the relocation will move the Dwelling House to the corner of the block, it will remain in close vicinity to the original location thereby preserving the heritage values of the former Queenton Post Office as best as possible, while also placing it in a more visible and prominent location. Due to this, compliance is achieved with Performance Outcome 4.

An assessment has been carried out against the relevant provisions of the North Queensland Regional Plan 2020 and the Charters Towers Regional Town Plan Version 2 (the Town Plan), with the proposal considered to generally comply. As such, the proposal is recommended for approval, subject to reasonable and relevant conditions.

LINK TO CORPORATE PLAN

Priority Area 1 Economic Development
Fast track development approval processes

CONSULTATION (Internal/External)

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

External: Brazier Motti - Neil Bennett
Brazier Motti - Emma Staines
MacCallum Planning and Architecture - Roger MacCallum
Langtree Consulting - Michael Lancini
Landowners Careny - Group Investments

LEGAL CONSIDERATIONS

Planning Act 2016

Planning Regulation 2017

Development Assessment Rules 2017

North Queensland Regional Plan 2020

Charters Towers Regional Town Plan Version 2

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: LACHLAN DEON Graduate Planner Date: 6 April 2021	Report Authorised by: MATTHEW KELLY Manager Regional Development
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ATTACHMENTS

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

REFERENCE DOCUMENTS

- Application Common Material Document No. 1392564
 - Information Request Document No. 1392678
 - Information Request Response Document No. 1424100
 - Notice of Intention to Commence Public Notification Document No. 1424425
 - Notice of Compliance with Public Notification Requirements Document No. 1434225
 - Response to Submitter Document No. 1434645
 - Officer's Report Document No. 1431991
-

APPENDIX A – SUMMARY OF KEY DETAILS

SITE DETAILS:

Street address:	4 and 8 Millchester Road, Queenton QLD 4820
Real property description:	Lot 2 on MPH21374 and Lot 6 on RP707261
Owner:	Carney Group Investment
Area:	Lot 2 on MPH21374 - 926m ² Lot 6 on RP707261 – 782m ²
Zone:	General Residential Zone
Road frontage:	Lot 2 MPH21374 - 19.5m Millchester Road, and 54m Victory Street Lot 6 on RP707261 – 20m Millchester Road
Existing lawful use:	Lot 2 MPH21374 – Dwelling House Lot 6 on RP707261 – Dwelling House

APPLICATION DETAILS:

Application number:	BWAP20/133
Approval sought:	Preliminary Approval
Development type:	Building Works Assessable against the Planning Scheme
Category of development:	Impact Assessable
Description of development:	Demolition of Two Local Heritage Places (Dwelling House)
Applicant:	Carney Group Investments C/- Brazier Motti
Lodgement date:	20 October 2020
Properly made date:	21 October 2020
Existing approval:	N/A
Referral agencies:	N/A
Number of Submissions:	One properly made

PLANNING FRAMEWORK DETAILS:

Planning scheme:	Charters Towers Regional Town Plan Version 2
Assessment benchmarks:	North Queensland Regional Plan 2020, Strategic Framework and Heritage Overlay Code

APPENDIX B – SITE OVERVIEW

The subject sites are located at 4 and 8 Millchester Road, Queenton (more formally described as Lot 2 on MPH21374 and Lot 6 on RP707261 respectively). The property at 8 Millchester Road has a site area of 782m² while the property at 4 Millchester has an area of 926m² in the General Residential Zone. Both the properties located at 4 and 8 Millchester Road are located within Council's reticulated Water and Sewer networks and there is a sewer main running the length of both properties along the rear fence line.

Of important note, Carney Group Investments Pty Ltd own all lots contained within the land parcel surrounded by Millchester Road, Victory Street and York Street.



Figure Three: Aerial View of Subject Site

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

Condition Number	Condition	Timing																									
Approved Plans/Documents																											
1)	<p>Development is to be carried out generally in accordance with the submitted application, including the following plans and supporting documentation, except where amendments are required to satisfy the conditions of this approval:</p> <table><tr><th>Drawing Title:</th><th>Prepared by:</th><th>Date:</th><th>Reference No:</th><th>Revision:</th></tr><tr><td>Site Plan</td><td>MacCallum Planning & Architecture</td><td>15 December 2020</td><td>-</td><td>-</td></tr></table> <p>And supporting documents:</p> <table><tr><th>Document Title:</th><th>Prepared by:</th><th>Date:</th><th>Reference No:</th><th>Revision:</th></tr><tr><td>Technical Memorandum: 8 Millchester Road Condition Assessment.</td><td>Langtree Consulting</td><td>4 February 2021</td><td>TM-BL0265</td><td>-</td></tr><tr><td>Heritage Assessment, Building Condition and Demolition Report Freestanding House 8 Millchester Road, Charters Towers</td><td>MacCallum Planning & Architecture</td><td>17 February 2021</td><td>-</td><td>B</td></tr></table>	Drawing Title:	Prepared by:	Date:	Reference No:	Revision:	Site Plan	MacCallum Planning & Architecture	15 December 2020	-	-	Document Title:	Prepared by:	Date:	Reference No:	Revision:	Technical Memorandum: 8 Millchester Road Condition Assessment.	Langtree Consulting	4 February 2021	TM-BL0265	-	Heritage Assessment, Building Condition and Demolition Report Freestanding House 8 Millchester Road, Charters Towers	MacCallum Planning & Architecture	17 February 2021	-	B	At all times
Drawing Title:	Prepared by:	Date:	Reference No:	Revision:																							
Site Plan	MacCallum Planning & Architecture	15 December 2020	-	-																							
Document Title:	Prepared by:	Date:	Reference No:	Revision:																							
Technical Memorandum: 8 Millchester Road Condition Assessment.	Langtree Consulting	4 February 2021	TM-BL0265	-																							
Heritage Assessment, Building Condition and Demolition Report Freestanding House 8 Millchester Road, Charters Towers	MacCallum Planning & Architecture	17 February 2021	-	B																							
Special																											
2)	The Applicant is to lodge for approval by Council, a Conservation Management Plan for the restoration of the Dwelling House (former Queenton Post Office). The Conservation Management Plan is to be prepared in accordance with the Department of Environment and Science <i>Guideline for preparing Conservation Management Plans</i> dated August 2015 and be prepared by a suitably qualified professional experience in conservation management.	Prior to the lodgement of a Building Application for Demolition Works																									
3)	The Dwelling House (former Queenton Post Office) located at 8 Millchester Road, Queenton QLD 4820, more formally described as L6/RP707261 is to be relocated to 4 Millchester Road, Queenton QLD 4820 more formally L2/MPH21374.	As part of construction works																									
4)	The Applicant is to construct a historical plaque illustrating the local historical significance of the former Queenton Post Office, as per the findings of the Conservation Management Plan. The plaque is to be visible by pedestrians from the 4 Millchester Road frontage and have a minimum face of 0.15m ² .	As part of construction works																									
General																											
5)	a) Comply with all conditions within this Development Permit with conditions prevailing over the approved plan(s) and document(s) in all instances	At all times																									

Condition Number	Condition	Timing
	b) Meet the cost of all works associated with the development, including any alterations, relocations or repairs to damaged Council infrastructure, and c) All repairs, alterations and relocations of Council infrastructure are to be in accordance with the relevant Council policy and/or Australian Standard.	
Environmental		
6)	Ensure that erosion and sedimentation control management is undertaken and maintained to prevent soil erosion and sedimentation runoff to watercourses and Council's storm water drainage system. Erosion and sediment control is to be in accordance with <i>International Erosion Control Association – Best Practice Erosion & Sediment Control guidelines</i> and the <i>Queensland Urban Drainage Manual 2017</i> .	As part of construction works and thereafter
7)	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
8)	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 the adjoining Council controlled road reserve are kept in a safe, clean and tidy state, and c) All construction materials are contained wholly within the premises.	As part of construction works
Building and Plumbing and Drainage Works		
9)	Obtain a Development Permit and Building Final for Building Works in accordance with the <i>Planning Act 2016</i> for demolition works.	Prior to and after construction works
10)	A Development Permit and Building Final for Building Works for a Class 1a Dwelling House in accordance with the <i>Planning Act 2016</i> must be obtained as part of the relocation.	Prior to and after construction works
11)	All internal drainage must be sealed and capped by a licensed Plumber and Drainer. A Form 4 – Notifiable Work must be lodged with the Queensland Building and Construction Commission.	Prior to construction works

Advisory Notes	
Local and State Heritage	
A.	The Charters Towers Regional Council Local Government Area contains significant Local and State heritage features, including stone pitch kerbing and channels and footbridges. Persons damaging or removing Local or State heritage features may be prosecuted and fined with the maximum penalty under the <i>Planning Act 2016</i> . Please contact Council prior to commencing any works, to determine if there are any Local or State heritage features within or adjacent to the premises.
Workplace Health and Safety	
B.	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.
Environmental nuisance	

Advisory Notes	
C.	<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>
Conservation Management Plan	
D.	<p>A Conservation Management Plan is a practical tool that helps owners, managers and assessing authorities make sound decisions about conserving and managing heritage places. It identifies the place's cultural heritage significance, sets out conservation policies to protect the cultural heritage significance of the place in the light of change and provides a strategy for putting these policies into action.</p> <p>A Conservation Management Plan will help guide planning and expenditure when changes to a heritage place are proposed. It can reduce delays when undertaking changes by ensuring that all heritage considerations and statutory obligations are addressed at an early stage. Good planning is a wise investment in every type of property management.</p> <p>The Department of Environment and Science <i>Guideline for preparing Conservation Management Plans</i> dated August 2015 can be located here.</p>

Description of the development:	The proposed development is for a Preliminary Approval for BWAP20/133 Building Works Assessable against the Planning Scheme for the Demolition of two Local Heritage Places (Dwelling Houses) at 4 and 8 Millchester Road, Queenton QLD 4820, more formally described as Lot 2 on MPH21374 and Lot 6 on RP707261.		
Reasons for the decision:	Conditions have been recommended that will see the relocation of the Dwelling House to 4 Millchester Road which is in proximity to the current location. With conditions recommended for a Conservation Management Plan and historic plaque visible from the Millchester Road frontage, it is considered that the proposal has demonstrated merit where non-compliance with the Charters Towers Regional Town Plan Version 2 was found.		
Assessment benchmarks:	The proposed development 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:		
	1) Strategic Framework, and 2) Heritage Overlay Code.		
	The proposed development was assessed against all the assessment benchmarks listed about and complies with all with the exceptions listed and responded to below.		
	Assessment benchmark:	Reasons for the approval despite non-compliance with benchmark:	
	Strategic Framework: Section 3.6.1.1, Point 2	In response, the proposal seeks the Dwelling House to be relocated to 4 Millchester Road. Whilst this is not the original location of the Dwelling House, the relocation will allow for the building to remain within proximity to the current site and within the Queenton suburb. Furthermore, the relocation will result in a more prominent and visible location compared to the existing location where it is overshadowed by the Low Impact Industrial use (Mike Carney Toyota). Additionally, the Applicant has stated that both internal and external restoration will be undertaken as part of its relocation. Due to this, compliance is achieved with the outcomes of the Strategic Framework.	

	Heritage Overlay Code Performance Outcome 2	In response, the only aspect of non-compliance associated with Performance Outcome 2 is that the Dwelling House located at 8 Millchester Road has been in the same location since earliest documentation in 1883. Relocation to 4 Millchester Road may cause a minor loss of cultural significance as it is not the original location, however it is within proximity. To offset this non-compliance, the Applicant has notified Council that restoration works will be undertaken to restore the external façade of the Dwelling House and documentation of the history of the property will be undertaken. Conditions requiring a Conservation Management Plan and a plaque located at the 4 Millchester Road frontage of the site have been recommended to ensure compliance is achieved.
	Heritage Overlay Code Performance Outcome 4	In response, the Applicant has chosen to relocate the Dwelling House to 4 Millchester Road to restore and preserve the significant heritage value of the building. Additionally, as the relocation will move the Dwelling House to the corner of the block, it will remain in close vicinity to the original location, preserving the heritage values of the former Queenton Post Office as best as possible, while also placing it in a more visible and prominent location. Due to this, compliance is achieved with Performance Outcome 4.
Relevant matters:	Not applicable.	
Matters raised in submissions:	Submission Point:	Council Response:
	The relocation will result in a loss of cultural heritage significance and diminish from heritage value of the Dwelling House.	As the Dwelling House is the former Queenton Post Office and has been in the same location since construction in 1883, the location does have significant cultural significance. As part of the relocation, the Dwelling House will remain in the suburb of Queenton and a Conservation Management Plan has been recommended as a condition of approval. The combination of these two factors will prevent a significant detractor from the cultural heritage values of the Dwelling House.
	The submission was concerned regarding the future usage of the Dwelling House once relocated and if it would be left as a vacant building.	Conditions have been recommended that the Applicant obtain a Development Permit for Building Works for a Class 1a Dwelling House along with receipt of a Final Certificate. Any Building Works in addition to the demolition and relocation will require a separate Development Application for Building Works Assessable against the Planning Scheme Application, unless an Exemption Certificate is able to be obtained.

EXECUTIVE SUMMARY

This report seeks approval to enter into a Trustee Lease over Lots 157 and 158 on Plan SP118958 with the Towers Jockey Club, for an eleven (11) year period to coincide with the expiration of the lease on the adjoining Racecourse Reserve.

OFFICER'S RECOMMENDATION

That Council:

- *Apply the exception under the provisions of Section 236(1)(b)(ii) of the Local Government Regulation 2012 for the disposal of Lots 157 and 158 on Plan SP118958;*
- *Offer a Trustee Lease over Lots 157 and 158 on Plan SP118958 to the Towers Jockey Club Inc. conditional upon consent of the Minister and based generally on standard terms and conditions for a term of eleven (11) years;*
- *Set rent payable at the existing peppercorn rate of \$1.00 for this sporting group;*
- *Approve the installation of water pumping station and associated tanks on Lot 158 on Plan SP118958, in accordance with Clause 10.3 of the Trustee Lease, subject to planning and development applications being submitted and approved; and*
- *Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required, including making application to the Minister for consent to same, if required.*

BUDGET & RESOURCE IMPLICATIONS

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

There is no cost for preparation of a Trustee Lease agreement as Council intends using the existing Trustee Lease entered into with the Club over the adjoining Racecourse Reserve.

The cost of registration of the Trustee Lease with the Department of Resources (DOR) is \$195.00. This cost will be the responsibility of the Lessee in accordance with the terms of the Trustee Lease.

BACKGROUND

Towers Jockey Club Inc. have approached Council to request a lease agreement over the above described parcels. They intend to place infrastructure on same, in the form of water tanks and pumps. This work forms part of their track upgrade and the land has been identified as the only suitable site so as not to impede the views of the track. Improvements/alterations/additions under the Trustee Lease require the written consent of the Trustee, which cannot be unreasonably withheld. The Towers Jockey Club Inc. currently has an existing lease with Council over the adjoining Lot 65 on Plan SP118958 (Racecourse Reserve) which is due to expire on 31 May 2032. It is proposed to align this Trustee Lease term with the existing lease so renewal negotiations can be undertaken simultaneously.

The tenure on this parcel is Sport and Recreation Reserve of which Council is the Trustee. Both parcels are on the same Title (Reference 49103833).

Council's Environmental Services Coordinator has undertaken an inspection of the land and noted that both parcels have declared weeds present. Identified weeds were Chinese Apple, Harrisia Cactus, Prickly Pear and a significant infestation of Bellyache Bush. Discussion has occurred with Club Representatives who have acknowledged the presence of the weeds and committed to Clause 12.2 of the Trustee Lease that details their obligations to manage these pests. Overall, it is considered that the Club is best placed to utilise and maintain this land on Council's behalf and for the community benefit for which the land was designated.

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

Internal: Manager Regional Development - Matthew Kelly
 Manager Governance and Communications - Camille Conaghan
 Governance Officer - Melissa King
 Manager Community Services - Hayley Thompson

Director Infrastructure Services - John Teague
Manager Water and Wastewater - Peter Clark
Environmental Services Coordinator - Mic Langburne
Manager Council Facilities - Peter Watling

External: Towers Jockey Club Inc. - Sally Kirkwood
All Souls St Gabriels School - Grace Pesian

LEGAL CONSIDERATIONS

Local Government Regulation 2012

Section 236(1)(b)(ii) provides that a non-current asset can be disposed of to a community organisation. The applicant meets the definition of a community organisation.

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

Land Act 1994

Section 57 Trustee Leases provides the framework for trustee leases.

POLICY IMPLICATIONS

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

It has been identified that a water meter exists on Lot 157 that has periodic use and services the adjoining parcel, Lot 110 on Plan SP105685 leased from the State by All Souls St Gabriels School. It is a standard condition of Trustee Leases that the public is allowed free and unrestricted access to, from and across Trust Land. This particular Trustee Lease has been extended further to include a condition that the adjoining owner is also allowed access to *any infrastructure* located upon the Trust Land. Both the School and the Club have agreed that this condition sufficiently meets their purposes.

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

RISK IMPLICATIONS

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

Report Prepared by: MELISSA KING Governance Officer Date: 26 March 2021	Report Authorised by: CAMILLE CONAGHAN Manager Governance and Communications
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ATTACHMENTS

- Attachment A - Map of proposed area

REFERENCE DOCUMENT

- Proposed Draft Lease – Doc No. 1440629
 - Officer's Report Document No. 1438274
-

ATTACHMENT A – Map of proposed area



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

12.1 Third Quarter Progress Report – CTRC Operational Plan 2020/2021

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 Third Quarter Progress Report, covering the quarter January - March 2021, 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.

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

In accordance with the Operational Plan, where Projects and Programs have been expanded into Key Measures, input has been sought from the 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 3:

Priority Focus Area	Projects Completed	Projects in Progress	Projects Yet to Commence	TOTAL 2020/2021
Economic Development	5	6	0	11
Tourism	3	4	0	7
Infrastructure & Sustainability	5	18	0	23
Water	1	13	0	14
Community	9	19	0	28
Advocacy	1	3	0	4
Our Organisation	7	38	0	45
Total	30	101	0	132

It is recommended that Council receive and note the Q3 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 & Community 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
Executive Assistant to the Director Infrastructure Services - Mrs Kelie Standfast
All Managers have been consulted in regards to the third 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.

Report Prepared by: CAMILLE CONAGHAN Manager Governance & Communications Date: 1 April 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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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 (1335625).
 - Officer's Report Document No. 1441158
-

Operational Plan 2020/2021

Quarterly Progress Report – Jan/Feb/Mar 2021



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 January to March quarter of 2021.

Aaron Johansson
Chief Executive Officer

Operational Plan 2020-2021 – Quarterly Progress Report – Third Quarter, January-March 2021

ATTRIBUTION: Front Cover Photo Cattle Truck at Salesyard taken by Kate Andison

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		Yet to commence		Complete	Deferred to 2021/2022 Operational Plan		
		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.	In progress	Four applications lodged this quarter.		
	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.	In progress	Draft document completed and continuing to work with State Government regarding the onsite vegetation management scheme.		
		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.	Complete	Prospectus completed and available on Council's website.		

CTRC 2020/2021 Operational Plan adopted 18 June 2020

		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.	Complete	Prospectus completed and available on Council's website.		
	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.	In progress	Draft document underway. This project will be finalised in 2021/2022 due to unsuccessful EOI with DESBT grant. Budget request submitted for 2021/2022 financial year.		
	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.	In progress	Opportunities identified in Careers Day planned for next quarter.		
	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		Complete	Deferred to 2021/2022 Operational Plan		
	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.	In progress	EOI lodged for the NQ Economic Diversification Grant.		
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.	In progress	Draft funding agreement received.		

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.	In progress	Draft Master Plan to be presented at the 21 April Councillor Workshop followed by public display.		
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.	In progress	Work underway to have survey ready by 30 April.		
	Source and develop new advertising opportunities to market the region	T2.2.1	Promotional opportunities identified and pursued	• Community Services • Tourism, Trade and Investment	In progress	Opportunities identified in Destination Management Plan.	In progress	New Tourism Guide being prepared in preparation for 2021 Tourist Season.	Complete	New Tourism Guide printed and ready for distribution.		
		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	• Community Services • Tourism, Trade and Investment	In progress	Opportunities identified in Destination Management Plan.	In progress	Limited opportunities due to COVID.	In progress	New Tourism Guide has been prepared and will be printed and ready for distribution in April.		

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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		Complete	Deferred to 2021/2022 Operational Plan. Budget Request lodged for this to be completed in 2021/2022 financial year.		
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		In progress	Contact has been made with Daqing to re-establish the communication. The current agreement is to be uploaded to the Department of Foreign Affairs Portal. Once uploaded and a response from the Minister for Foreign Affairs, Minister for Women, Senator Hon Marise Payne MP has been received, Council will again contact Daqing to further communications already commenced.		
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	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.	In progress	This work is being done in conjunction with asset data cleansing. With current limited resources this project may not be fully completed this year.		
		IS1.1.2	Adopt a Maintenance Management Plan that has a	Operations - Roads Construction	In progress	Being undertaken in conjunction with the AMP.	In progress	Being undertaken in conjunction with the AMP.	In progress	This work is being done in conjunction with asset data cleansing. With current limited resources		

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needs of our community			primary focus on assessing structural integrity as its core component. The plan will incorporate all road structures, including bridges, culverts and crossings, footpaths and lighting	and Maintenance						this project may not be fully completed this year.		
		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.	In progress	Using the QRA tool Council will prioritise a concrete causeway construction program.		
		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"> Operations - Roads Construction and Maintenance Council Facilities 	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	In progress	Racecourse Road/Paradise Street Intersection Upgrade practicably completed. Racecourse Road/Peek Street Roundabout to commence April 2021. Gill Street and Mosman Street Footpath refurbishments to commence April 2021. Saleyards – nine new Cattle Pens complete Saleyards – Hay feeders purchased and in place (Stage 1) Equestrian Centre – amenities refurbishment complete Harte Street Concrete Causeway construction to commence following		

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								Ravenswood and Greenvale pools complete		DRFA crew completion of WP13.		
	Undertake and complete the 'Works for Queensland' maintenance and construction projects within each financial year	IS1.4.1	Program works are planned and completed according to agreed schedule	• Operations - Roads Construction and Maintenance • Council Facilities	In progress		In progress	Facilities scheduled maintenance program 45% complete	In progress	All works complete, with the exception of the CCTV on the solar lights on Towers Hill which has an order to complete and Dalrymple Stadium Refurbishment – Sun blinds and roof fan installed.		
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.	In progress	Preliminary meetings held TechOne Training underway (Asset Module).		
	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	In progress	Facilities condition Audits are in progress - to be completed by 30 June 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.	In progress	Heritage Maintenance is in progress per IS2.2.1.		
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.	In progress	Preliminary Master plan drafted. Masterplan Committee being established.		
Provide fleet that is fit for purpose, safe, reliable and cost-effective	Ensure fleet is operational and maintained according to legislation, regulation and	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%.	In progress	R&M budget 86% YTD. Scheduled maintenance @ 72% for Q3 2020/21.		

	manufacturer's specification	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 and in accordance with identified timeframes.	In progress	Testing options in January 2021	In progress	Report approved by ELT, some devices delivered and in trial stage. 50% complete.		
	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	Complete	Rationalisation of existing financial fleet assets complete. Future fleet requirements determined on a business case basis and budget approval.		
		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	In progress	Targets Developed, to be implemented and rolled out for 2021/22 FY (75% complete). Fleet average utilisation @ 67% YTD. Current recoveries 93.5% YTD budget.		
		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.	In progress	Budgets and targets developed, strategy to ascertain data to be developed and then evaluation to be undertaken.		
		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	In progress	Report approved by ELT, some devices delivered and in trial stage. 50% complete.		
Development of long term strategies to reduce	Investigate solar energy for all appropriate Council facilities	IS5.1.1	Funding opportunities are researched to subsidise	Council Facilities	Yet to commence		In progress	Research commenced to identify State and Federal funding	In progress	Research continuing. No funding opportunities identified as yet.		

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Council's carbon footprint			solar installations on Council facilities					subsidies - 20% complete.				
	Future planning for Charters Towers waste management and implementation of a regional Waste Management Strategy and Trade Waste Management Plan	IS5.2.1	Develop options for the future of waste management in the region in conjunction with the State Government	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.	In progress	Working with DES to identify future of landfill sites for Townships.		
		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.	In progress	Working with DES to identify future of landfill sites for Townships. Awaiting Townsville trial results for FOGO.		
		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.	In progress	The NQROC Waste Management Working Group has recommended Council target FOGO component of recycling as the best option. Awaiting Townsville trial results for FOGO.		
		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.	Complete	Applications being assessed and approved. Ongoing education occurring with trade waste generators.		

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	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.	In progress	Continuing review of Customer Service Statement. Difficulties arise in implementing Demand Management when most consumers purchase a bulk supply. Demand management may only be effective during dry periods when there is a clear need to reduce consumption.		

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			Demand" Strategy									
	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	In progress	Drinking Water Quality Management Plan now reviewed and other components of Total Management Plan to be reassessed.		
	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.	In progress	Recruitment of Engineer in progress. Some Preventive Maintenance plans developed as preliminary activities.		
	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	In progress	Recruitment of Engineer in progress. Some Preventive Maintenance plans developed as preliminary activities.		
	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.	In progress	Work on network pressure and leak management currently focussed on problem areas. System wide issues to be addressed when fully staffed.		
	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	Complete	Recycled Water agreements being updated. The availability of water for recycling is near its limit and the cost of treatment to achieve Class "A" is not justified in view of the end applications of the water.		
	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	In progress	Projects Manager developing program of works to upgrade treated water delivery system.		
		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	In progress	Projects Manager developing program of works to upgrade treated water delivery system.		
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	In progress	Review of DWQMP submitted end of February. Revised plan submitted for Regulator review end March.		
	Maintain service levels provided for reactive	W2.2.1	Respond and resolve Customer	Water and Wastewater	In progress	Timeframes and response requirements yet to be finalised.	In progress	Workshop to be convened to develop timeframes and action	In progress	Review of Customer Service Standards underway and inclusion of		

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	maintenance work on water and wastewater infrastructure		Requests within stipulated timeframes for customer service response standards					requirements for customer service		response times and actions.		
	Completion of the Capital Works Program in relation to water and wastewater within each financial year	W2.3.1	All capital works scheduled to be delivered are complete by end of Q4 each financial year	Water and Wastewater	In progress	WIUP complete. Delivery pipelines replacement works ongoing but on schedule. AVData works delayed by supplier issues, but substantially complete.	In progress	Currently reviewing outstanding capital works items to meet completion deadlines	In progress	Major Items completed, ongoing activity for minor works.		
	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.	In progress	Introduction of electronic metering for standpipes completed. Replacement and upgrade of water mains continuing and will be an ongoing activity.		
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.	In progress	Council has reviewed the first draft of the Burdekin Haughton Flood Resilience Strategy as developed by the Queensland Reconstruction Authority and provided feedback to QRA.		
		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.	In progress	Council has reviewed the first draft of the Burdekin Haughton Flood Resilience Strategy as developed by the Queensland Reconstruction Authority and provided feedback to QRA.		

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	Continued support of the development of arts and cultural-based programs through funds,	C1.1.1	Continue to support the Regional Arts Development Fund (RADF) program and	Community Services	In progress	RADF Committee and Community Training offered in September. 12 out of 13 Committee members completed their	In progress	Round 1 2020/2021 funding offered. One application was received and funding in the amount of \$1,558 was granted to the	In progress	Final round of funding closes 16 April 2021 and applications will be endorsed by Council at May Meeting.		

participation in, a range of artistic, cultural, sporting and entertainment activities	grants and joint initiatives		encourage arts and culture as part of the program			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 release from Arts Queensland. All existing applications delayed due to COVID-19 restrictions.		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.		No foreseeable concerns/issues with this deliverable being achieved by May GM .		
		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.	Complete	Committee members directly targeted individuals and groups in their area of representation to promote a diverse range of applications. Final round of funding closes 16 April 2021 .		
		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.	In progress	100% of due acquittals approved. There is no foreseeable concern/issue with this deliverable continuing to be achieved above target measure before 30 June 2021 .		
	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.	In progress	RADF Strategic Initiative Funds to be utilised for mural to meet these key measures. Project to be completed by mid 2022. The Move It Programme continued offering water polo, basketball, general fitness and dance. Delivery of the program will be completed soon.		
		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.	Complete	There is no evidence to suggest that this specific deliverable is required although other community activity/programs have focused on addressing isolation within our community.		

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	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.	In progress	150 Year Committee established and meets monthly to progress event planning. There is no foreseeable concern/issue with this deliverable being achieved by 30 June 2021 .		
		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.	In progress	Draft 150 Years Event Calendar to be presented to Council as a workshop at May GM. There is no foreseeable concern/issue with this deliverable being achieved by May GM .		
	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.	In progress	Draft to be edited and finalised before ELT endorsement for MLT roll out. There is no foreseeable concern that the policy will not be adopted by end of financial year.		
		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.	In progress	Draft to be edited and finalised before ELT endorsement for MLT roll out. There is no foreseeable concern that the policy will not be adopted by end of financial year.		
		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.	In progress	To be informed by policy and guidelines. Improved community engagement approaches are already featuring in core business activity.		
	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.	Complete	Amended policy adopted by Council at March Meeting.		
		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,	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.	In progress	Scheduled for a Councillor Workshop. There is no foreseeable concern/issue with achieving completion by 30 June 2021 .		

			providing certainty to applicants									
		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.	Complete	Recording spreadsheet regularly monitored to ensure compliance with acquittal dates. Reminder letters issued each quarter.		
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 awareness training as part of a broader Reconciliation Action Plan	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.	In progress	Draft RAP with reconciliation Australia for review.		
	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		In progress	Review and implementation plan is scheduled to be ready for an ELT meeting in April.		
	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	In progress	Interrupted by Covid-19 Will continue into the next financial year.		
		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.	In progress	Planning underway for activities at Library during Reconciliation Action Week.		
Support The World Theatre to become a vibrant entertainment hub	Facilitate a diverse range of events, shows and activities at the World Theatre	C3.1.1	Performing Arts & Cultural Advisory Committee to meet quarterly and identify	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	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	In progress	Next meeting date will be proposed once we have content to consider. COVID has impacted availability.		

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			opportunities/initiatives			Committee meeting to be scheduled.		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.	In progress	Easter School Holiday program delivered at the library. Library are also presenting Gallery of Modern Art - Kids on Tour program.		
		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.	In progress	Library received enquiries for Hervey Range members - exploring delivery logistics.		
	Explore new funding opportunities to increase digital literacy programs– Tech Savvy Seniors & Public Library Strategic Priorities Grant	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	In progress	Continuing Tech Savvy Seniors Program - 10 sessions with 28 participants.		
		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".	In progress	Easter Library Program offered.		
	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.	In progress	Executive Officer, LDMG has met with Emergency Management Coordinator to ascertain suitable dates to commence project.		
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.	Complete	Meeting schedule set for 2021 and first meeting held with members this quarter.		
Ensure community legislative compliance	Protect and strengthen the health, safety and	C7.1.1	Regulate via education, compliance and enforcement	Regional Development	In progress	Educational flyers were distributed with animal registration notices. Procedures	In progress	This remains ongoing with weekly meetings being held with the Regulatory Services	Complete	This is an ongoing deliverable across the financial year.		

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and promote sustainable business and living practices	amenity of the community		methods the keeping of animals to protect the community and animals from harm			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.		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, compliance and enforcement of State laws and local laws, proactive patrols and complaint handling	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 assessment processes.	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.	Complete	This is an ongoing deliverable across the financial year.		

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.	In progress	Engagement continuing with State & Federal members.		
	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		In progress	Draft Plan underway. Plan to be adopted by Advocacy Committee and presented to General Meeting of Council next quarter.		

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	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	<ul style="list-style-type: none"> 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 is investigating the Vendor Panel Contractors Portal (benefit for large projects).	In progress	Action Plan to be presented to ELT in 4th quarter. Action Plan to include business engagement workshops for 2021/22. Will also include a recommendation on Vendor Panel Contractors Portal.		
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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		In progress	Initial discussions held with CEO & DCCS regarding scope of program. A number of factors have been identified for further consideration prior to program being implemented, including succession planning & workforce demographics. Working paper being prepared for DCCS.		
	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.	Complete	Removed at the direction of the Chief Executive Officer due lack of efficiency gains and limited funding opportunities to progress.		
	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.	In progress	Significant revision required to the document. Awaiting new WHS Manager to progress further but will be completed by end of quarter four.		
		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.	In progress	Significant revision required to the document. Awaiting new WHS Manager to progress further but will be completed by end of quarter four.		
	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.	In progress	Significant revision required to the document. Awaiting new WHS Manager to progress further but will be completed by end of quarter four.		
		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.	In progress	Pending the revised safety culture program being developed and endorsed.		

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	Deliver a Workplace Rehabilitation and Injury Management Strategy that supports early intervention and proactive rehabilitation outcomes	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.	In progress	Strategy requires further review to ensure consistency with other Council policies and procedures.		
		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.	In progress	Following review of the above strategy, a review and identification of appropriate KPI's will be required.		
		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.	Complete	Strategy and processes implemented through pre-employment medicals.		
	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.	Complete	Program initiated with ongoing monitoring and review ensuring compliance with relevant Acts and Regulations.		
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.	Complete					
	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.	In progress	Draft Corporate Plan finalised. Draft plan to be presented to Council for review next quarter.		
		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.	In progress	Draft Corporate Plan finalised. Draft plan to be presented to Council for review next quarter.		

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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.	In progress	Baseline reporting guideline options to be sourced and then put to ELT for consideration. Draft reporting guidelines/procedures to MLT for consultation; Whole of staff rollout by 30 June.		
		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.	In progress	External assistance sought for delivery of Risk Registers. The Corporate (Strategic) Risk Register to be reviewed and put to Council for workshop in May if required or otherwise adoption in June. Departmental (Operational) Risk Registers to be finalised by each Department following finalisation of the Corporate Risk Register.		
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.	In progress	Draft policy process document completion by mid-May before its put to MLT for consideration on 27 May and finalised for Council adoption in June.		
		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		In progress	Review of current policies/procedures and their relevance is underway, as is an analysis of what gaps in policies, though both are in the early stages. Anticipated completion by 30 June.		

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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.	Complete	Critical Instruments are contained within the Legal Documents Register. Identification of gaps for what documents are/are not being registered will be ongoing and Records will facilitate a compliance monitoring process once P&R and ECM are rolled out/upgraded. Further the retention and disposal function of ECM will itemise documents by its value in terms of period required to keep stored in Council's document management system.		
	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	• Regional Development • Governance and Communication	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.	In progress	It is expected that the draft Local Laws will be presented to the Councillors at the 21 April Councillor Workshop followed by public notification and state interest review.		
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.	In progress	Draft internal communications plan is under review. Anticipate the draft to be presented to the ELT late April and MLT in May.		
Records Management practices are	Improve awareness and diligence of	O7.1.1	Establish an employee awareness	Governance and Communication	Yet to commence		Yet to commence		In progress	This is currently in place as part of the induction pack for new starters. A		

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in accordance with legal obligations and Council's policy requirements	recordkeeping practices across the organisation		campaign regarding recordkeeping compliance and good practice obligations							Records Management Policy and Procedure was also adopted and rolled out as a Toolbox Topic in June 2020. For a refresher a CCC developed, best practice guide will be issued to all staff next quarter to complete this deliverable.		
		O7.1.2	Establish a reporting regime to monitor records management practices within Council	Governance and Communication	Yet to commence		Yet to commence	This will be considered with the ECM upgrade project and what analytics can be delivered utilising the system.	In progress	Fortnightly ECM Task List reports are provided to the ELT around task completion including the registration of documents. Completion of this deliverable will fall in line with the ECM upgrade with the dashboards for analytics and reporting on system operation.		
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	In progress	The LTFP model for the 2021/22 budget preparation to include integration with the long term capital works plan. Anticipated completion in conjunction with Annual Budget adoption.		
		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	In progress	Review planned with 2021/22 budget preparation. Anticipated completion in conjunction with Annual Budget adoption.		
		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	In progress	Incremental improvement in progress and is a continuous improvement item.		
	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	In progress	20/21 Amended Budget adopted in March 2021. Mid-year review process arrived at savings of \$500k due to critical review cost control reporting containing costs. Incremental		

								November month end figures		improvement in progress and is a continuous improvement item.		
		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	In progress	Next Gen Project (CTRC, Vendor Panel & Local Buy) includes procurement dashboards. Currently data cleansing to categorise Council spend with aim of aggregating spend across Council. A high-level procurement plan for the 2021/22 Capital Works Program to be developed and agreed to by DIS, CFO & PC. This can achieve a coordinated aggregated spend for the 21/22 capital works procurement requirements.		
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"> Corporate and Community Services Infrastructure Services 	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.	In progress	Projects have not been fully acquitted, and meetings have not progressed.		
		O9.1.2	Produce quarterly reports on project delivery, incorporating physical completion and financial factors	<ul style="list-style-type: none"> Corporate and Community Services Infrastructure Services 	Yet to commence		Yet to commence		Yet to commence	Awaiting implementation of TechOne to see what functionality is available.		
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"> Office of the CEO Corporate and Community Services 	In progress	Draft developed and will proceed with internal stakeholder consultation.	In progress	Further amendments required following internal consultation.	In progress	Draft register completed and to be presented to ELT for endorsement next quarter.		
		O10.1.2	Develop a procedure for preparation and submission of	<ul style="list-style-type: none"> Office of the CEO Corporate and Community Services 	In progress	Draft developed and will proceed with internal stakeholder consultation.	In progress	Further amendments required following internal consultation.	In progress	Draft directive completed and to be presented to ELT for endorsement next quarter.		

			grant applications									
		O10.1.3	Conduct a periodic program to raise awareness of grant opportunities and maintain/increase skills of those responsible for grant applications	• Office of the CEO • Corporate and Community Services	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.	In progress	Review underway.		
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 event they exit the organisation, particularly key knowledge holders	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 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		In progress	Draft policy in review stage.		
Asset management is optimised to ensure a systematic approach to	Formulate an Asset Management Plan that drives a strategic approach,	O12.1.1	Resource the Asset Management Function adequately to ensure	• Corporate and Community Services • Infrastructure Services	In progress	Recruitment processes are underway.	In progress	Position Description under review for GIS specialist for mapping of assets. Water and Wastewater	In progress	Water and Wastewater recruitment in process.		

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the governance and realisation of value of Council assets	aligning corporate asset management, asset coordination expectations and financial forecasts		dedicated custodians are appointed and accountable for good asset management					recruitment is under review.				
		O12.1.2	Reinvigorate the asset management project ensuring ownership and successful delivery	• Corporate and Community Services • Infrastructure Services	In progress		In progress	This is pending successful recruitment of all asset management positions in Council.	In progress	Until resources are secured this project remains unable to be completed by the end of the year.		
		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	• Corporate and Community Services • Infrastructure Services	In progress	Asset Management Group identified, completed capitalisation process, yet to fully discuss organisation roles.	In progress		In progress	Until resources are secured this project remains unable to be completed by the end of the year.		
Maximise information technology to offer contemporary service delivery models, increased staff capability and value for money	Establish an IT Strategy that advances Council's information technology infrastructure towards a sophisticated service delivery for internal and external stakeholders	O13.1.1	Adopt and implement a comprehensive IT Strategy, including review of enterprise architecture, business applications and platforms	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	In progress	IT Strategy has been endorsed by ELT. IT Steerco inaugural meeting planned for 4th quarter to adopt the Governance Framework. There are no foreseeable issues/concerns that will prevent this from being delivered by 30 June 2021.		
		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	In progress	IT Steerco inaugural meeting planned for 4th quarter to adopt the Governance Framework and Terms of Reference. There are no foreseeable issues/concerns that will prevent this from being delivered by 30 June 2021.		
Excellence in customer service - providing a consistent, knowledgeable	Establish contemporary models of service delivery and customer contact to meet	O14.1.1	Review the customer contact/customer service function, including review	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.	In progress	Likely to roll over to the next FY in line with the implementation and familiarisation of the TechOne P&R Module.		

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and professional customer experience	community expectations and e-business practices		of customer contact policies/procedures, and ensure relevance and adoption									
		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.	In progress	Likely to roll over to the next FY in line with the implementation and familiarisation of the TechOne P&R Module.		
		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.	In progress	Likely to roll over to the next FY in line with the implementation and familiarisation of the TechOne P&R Module.		
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.	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.	In progress	IT Strategy & Asset Management Committee established.		



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EXECUTIVE SUMMARY

Council's revised Policy No S0028 – Entertainment & Hospitality Expenditure is tabled for adoption.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the amended Statutory Policy S0028/OCEO Entertainment & Hospitality Expenditure, as tabled.***

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

In accordance with S 196 of the *Local Government Regulation 2012*, a local government is required to adopt a policy about the local government's spending on entertainment or hospitality.

A review of the Entertainment & Hospitality Expenditure Policy was undertaken and the following changes were made:

- Guidelines around moderate consumption of alcohol and when it may be considered appropriate (and in accordance with Council's policies and procedures);
- Minor wordsmithing; and
- Review of legislation reference.

It is recommended Council adopt the amended policy as tabled.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023 Priority Area 7: Our Organisation

CONSULTATION (Internal/External)

Internal: Executive Leadership Team

External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

Local Government Regulation 2012

HR-P-001 Code of Conduct

S0062 Conflict of Interest Policy

D0125 Conflict of Interest Directive

S0061 Gifts and Benefits Policy

D0082 Fitness for Work Directive

D0016 Travel & Expense Claims Reimbursement Directive

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the Chief Executive Officer Date: 30 March 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Policy S0028 Entertainment & Hospitality Expenditure

REFERENCE DOCUMENT

- Officer's Report Document No. 1438743
-

NUMBER: S0028/OCEO

ACT: *Local Government Act 2009*
Local Government Regulation 2012
Local Government Electoral Act 2011

POLICY TITLE: Entertainment and Hospitality Expenditure Policy

1. PURPOSE

1.1 This policy sets out the circumstances and manner in which expenditure for entertainment or hospitality may be incurred; the circumstances under which hospitality may be accepted; and the processes for authorisation and documentation for such expenditure, in keeping with the required standards of accountability.

1.2 The objective of this Policy is to ensure:-

- legislative requirements for entertainment and hospitality expenditure are met;
- accountability in relation to entertainment and hospitality expenditure; and
- consistency in the way the policy is implemented across Council.

2. COMMENCEMENT OF POLICY

2.1 This Policy will commence on 21 April 2021.

It replaces all other policies relating to Entertainment and Hospitality Expenditure (whether written or not).

3. APPLICATION OF POLICY

3.1 This policy applies to all Councillors and Council workers who provide official hospitality while on Council business.

4. DEFINITIONS

Council	Charters Towers Regional Council
Councillor/s	The Mayor, Deputy Mayor and Councillors as elected representatives of the Charters Towers Regional Council
Council workers	All persons employed by the Council on a permanent, temporary or casual basis, including contractors and volunteers
Council business	Work required to be performed as part of normal duties
Entertainment expense	Cost to Council of providing entertainment or hospitality services
Entertainment or hospitality service	<p>a) entertaining members of the public in order to promote an initiative or project of Council;</p> <p>b) the provision of food or beverages by Council –</p> <ul style="list-style-type: none"> i. to a person or persons visiting Council in an official capacity; or ii. for a conference or meeting held by Council for its Councillors, Council workers or other persons; or iii. for a seminar, course, workshop or another forum provided by Council for its Councillors, Council workers or other persons; <p>c) attendance by a Councillor or Council workers at a function –</p> <ul style="list-style-type: none"> i. as part of the Councillor's or Council worker's official duties or obligations as a Councillor or Council worker; and ii. for which an amount is charged to Council for attending the function.
Official hospitality	Provision of an entertainment or hospitality service to promote community interests and the achievement of Council's priority outcomes

Delegates	State, interstate and overseas dignitaries or representatives of various levels of government
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5. POLICY

5.1 REQUIREMENTS

Council recognises that there are circumstances where entertainment and hospitality expenses are appropriate in the conduct of its business. Such expenditure must reflect the five principles of Local Government and maintain a high standard of accountability.

All expenditure incurred must:

1. Be for official purposes
2. Be properly documented with the purpose identified
3. Be transparent and accountable in terms of both external and internal audit
4. Withstand any test of "public accountability"
5. In the case of Council officers, expenditure must have the prior approval of the Chief Executive Officer or the relevant Director, and
6. Be in accordance with Council's adopted annual budget.

5.2 GUIDELINES FOR EXPENDITURE

Entertainment or hospitality is permitted where it is considered of benefit to the Council or community.

In the case of Council officers, expenditure must be approved by the Chief Executive Officer or the relevant Director, prior to the expenditure occurring.

Approved expenditure must clearly identify the benefit the Council or the community derives from the expenditure.

Fringe Benefits Tax may be payable on that portion of any catering expenditure which is attributable to Councillors, Council workers or other persons.

5.2.1 **Appropriate expenditure (i.e. entertainment or hospitality in the public interest).**

Appropriate entertainment expenses may include expenditure on official hospitality towards:

- Visitors when the Council has an interest in, or a specific obligation towards, their visit;
- Representatives of government, business or industry, and recognised community organisations;
- In the pursuit of partnerships and sponsorships with organisations and businesses to deliver Council initiatives in accordance with its strategic plans/priorities.

Types of expenditure considered to be appropriate official hospitality includes:

- tea/coffee, morning tea or similar for official visitors or representatives of government, business, industry, and recognised community organisations; and
- lunch involving official visitors or representatives of government, business, industry and recognised community organisations.

5.2.2 **Inappropriate Expenditure:**

Expenditure that is not considered appropriate is set out below:

- staff lunches without a council or community benefit;
- club membership fees;
- cost of providing meals at a private residence;
- alcohol except as set out in 5.2.3 below;
- entertainment which does not include the provision of a meal.

5.2.3 **Consumption of alcohol:**

Moderate consumption of alcohol is deemed appropriate for Councillors ONLY when entertaining business delegations and, in the case of Council officers, attending official events, with the prior approval of the Chief Executive Officer. Councillors and workers must at all times comply with the relevant Code of Conduct.

5.3 **ATTENDANCE OF COUNCIL WORKERS**

5.3.1 **Official Functions**

Entertainment expenses paid by the Council for events attended by Councillors, invited workers, spouses and partners may include:

- Events hosted by the Mayor or Chief Executive Officer such as civic receptions, and official functions;
- Events which include representatives from organisations associated with Council;
- Meals or other events hosted for visiting delegates.

Worker attendance at such functions must be approved by the Chief Executive Officer prior to the event.

The number of Council workers attending official functions should be restricted to those workers who will advance Council's interests by their attendance.

5.3.2 **Work Functions**

There are occasions when it may be appropriate to provide hospitality at functions attended only by Council workers, if there are clear and demonstrable benefits in terms of training and/or worker morale (see also S 5.5.1). Examples include:

- reward or celebration of an achievement;
- training programs;
- recognised events, such as Christmas.

Such functions may include modest catering for morning tea, lunch and/or afternoon tea.

Expenditure at such functions must be approved by the Chief Executive Officer, or the relevant Director, prior to the expenditure occurring.

5.4 **ACCEPTING HOSPITALITY**

Care should be taken, to avoid any perception of conflict of interest, in accepting hospitality from organisations, officials or individuals. It is important that acceptance of hospitality is not perceived as providing an incentive for any commercial transactions and should be considered in conjunction with Council's S0062/OCEO Conflict of Interest Policy – Council Employees and D0125/OCEO Managing Conflicts of Interest Procedure for Council Employees and S0061/OCEO Gift and Benefits Policy.

Consideration of the following points may assist in determining whether offers of hospitality should be accepted:

- Is it consistent with normal business practice or other cultural practices of the host?
- Does it influence a Councillor or employee in such a way to compromise impartiality, integrity or create a conflict of interest?
- Is it received in the course of duty in respect of work area responsibilities?
- Does it comply with Council's policies – eg Code of Conduct, Conflict of Interest and Gifts and Benefits?

Where alcohol is offered in conjunction with hospitality, accepting or declining this offer should be considered in light of the Code of Conduct for Councillors, or Council's Code of Conduct S0047 and Council's Fitness for Work Directive D0082 in the case of Council workers.

Note – Council Directive D0016 does not allow reimbursement for alcohol as a travel-related expense.

5.5 GUIDELINES FOR CATERING FOR MEETINGS, WORKSHOPS AND SEMINARS

5.5.1 Approval

The Chief Executive Officer or relevant Director may approve catering in circumstances where official business is being transacted and it is reasonable for catering to occur (for example, a meeting proceeding through a meal break).

As a guide, it may be considered acceptable expenditure when:

- significant official business is engaged in during a meal;
- light refreshments are provided for meetings, conferences, workshop seminars (excluding alcohol);
- there are cost advantages in continuing meetings through the normal meal break.

Any catering provided should be of a light nature at the work/meeting location. Such official catering is not considered to be an entertainment expense for the purpose of this policy.

Requests for approval must identify the benefits to be gained, and that the cost to Council is appropriate for the occasion.

5.5.2 Use of Credit Cards for Entertainment or Hospitality

If a credit card is issued in the name of Charters Towers Regional Council, that card may only be used to pay for entertainment or hospitality expenditure where the expenditure:

- a) Is authorised in terms of this policy;
- b) Is in accordance with Council's adopted annual budget;
- c) Is not possible by purchase order: and
- d) In the case of Council officers, has the prior approval of the Chief Executive Officer or the relevant Director.

5.5.3 Accountability

Entertainment and hospitality expenditure will be charged to specific accounts in accordance with Council's General Ledger to ensure compliance with obligations relating to GST and Fringe Benefits Tax.

Entertainment and hospitality expenditure incurred during overseas travel must be included in Council's Annual Report, in accordance with section 188 of the *Local Government Regulation 2012*.

6. VARIATIONS

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

Associated Documents

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *S0047 CTRC Code of Conduct*
- *S0062 Conflict of Interest Policy*
- *D0125 Conflict of Interest Directive*
- *S0061 Gifts and Benefits Policy*
- *D0082 Fitness for Work Directive*
- *D0016 Travel and Expense Claims Reimbursement*

(NB: This page is optional – use only if required)

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

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

Your name:

Signed:

Date:

EXECUTIVE SUMMARY

Council is requested to select priority projects at an estimated cost of \$2.38M, to be nominated under the release of funding for the 2021-24 Works for Queensland (W4Q) program.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the listing of projects for submission to the 2021-24 Works for Queensland funding program, as set out in Attachment 1 of this report.***

BUDGET & RESOURCE IMPLICATIONS

After receiving feedback from Councillors for projects, the Executive Leadership Team and Managers have selected projects at an estimated cost of \$2.38M, to be nominated under the 2021-24 Works for Queensland program.

BACKGROUND

Council was advised on 12 March 2021 that \$2.38M is available for Charters Towers Regional Council under the Queensland State Government's 2021-24 round of Works for Queensland (W4Q) funding.

The 2021-24 W4Q program is a \$200 million, over two years, Queensland Government funding program to support local governments outside of the South East Queensland to undertake job-creating maintenance and minor infrastructure works.

Eligible projects

To be considered under the program, projects need to create, support or sustain jobs in a local community or across a region. For example, this could mean new jobs created to deliver on commitments, sustaining jobs that might otherwise have been lost, or jobs relating to an existing work program that can be expanded. Projects must be delivered by 30 June 2024.

To be eligible for program funding each nominated project must:

- a) align with the grant program aim; and
- b) be a project that is:
 - i. a maintenance or repair project that will improve the condition, quality or lifespan of an existing council-owned capital asset; or
 - ii. a new minor infrastructure project.
- c) be a project under one of the following categories:
 - i. an **Essential Services Project**
Examples - water supply, sewerage, waste infrastructure, waste management, roads and drainage (including associated infrastructure such as footpaths, cycleways), stormwater systems, energy (including renewable energy), telecommunications / data infrastructure, disaster resilience and preparedness projects (that protect existing essential public infrastructure and/or build resilience to future natural disasters); council owned housing to be available for staff, contractors and service providers (does not include social and community housing); or
 - ii. an **Economic Development Project**
• Examples - tourism infrastructure, town centre works (including beautification works), saleyards, airports and aerodromes, town or city entrance signs / statements, caravan / tourist parks, community hubs, works depots, car parks; or
 - iii. a **Community Well-Being Project**
• Examples - arts and culture, sport and recreation, library / knowledge centre, playgrounds and parks, public toilets, CCTV, swimming pools and splash parks, skate / bicycle parks, community halls.

Lodgement of Proposals

A 2021-24 W4Q list of projects must be provided to the Department between 15 March 2021 and 9 April 2021 to be considered for funding.

It is recommended that Council endorse this recommendation to enable the projects to be submitted to the Works For Queensland program for consideration during the required timeframe.

LINK TO CORPORATE PLAN

2018-2023 Corporate Plan Priority Focus:

3 Infrastructure and Sustainability

4 Water

5 Community

CONSULTATION (Internal/External)

Internal: Councillor Workshop – 7 April 2021
Executive Leadership Team

External: Department of State Development, Infrastructure, Local Government and Planning

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 12 April 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

Attachment 1: Works for Queensland Project Listing

REFERENCE DOCUMENT

- Works for Queensland Guidelines 2021-2024
 - Correspondence from Department Document No. 1432946
 - Officer's Report Document No. 1442661
-

Attachment 1 - Works for Queensland - Summary of Nominated Projects

No.	Project	Amount
1	Towers Hill Water Bubbler	\$10,000
2	Red Bench Project	\$8,000
3	Solar Installation - Admin	\$220,000
4	Additional Seating and Exercise Equipment - Centenary Park	\$60,000
5	Additional Seating and Exercise Equipment - Defiance Mill	\$60,000
7	Miners Memorial Project	\$100,000
8	Refurbishment of Admin East Building	\$1,000,000
9	Burdekin Weir – Repairs to Penstocks	\$15,000
10	Manhole Refurbishment Program	\$50,000
11	Upgrade and install Fire Monitoring Panels - Administration Precinct	\$60,000
12	Wherry House - Restoration of Verandah including bird proofing	\$73,000
13	Dalrymple Saleyards - Reconfigure Cattle Scales Draft Zone	\$110,000
14	Ravenswood Pool - Replace Sand Filter Medium	\$15,000
15	Venus Battery Structural Repairs Stage 1	\$65,000
16	Repairs and Maintenance Burdekin St & Hodgkinson St	\$110,000
17	Dalrymple Saleyards - Upgrade/replace multiple switchboards	\$8,000
18	Gold and Beef Room Refurbishment	\$80,000
19	Cemetery Kerb and Irrigation	\$34,000
20	Fire Pits Fletcher and Macrossan	\$15,000
21	Centenary Park Wedding Arbour Maintenance	\$2,000
22	Gill Street Streetscape Revitalisation Project	\$23,000
23	Pentland Sports Reserve Play Ground Replacement	\$65,300
24	Excelsior Library - External Light Replacement	\$3,500
25	Charters Towers Cemetery - Rotunda Repairs	\$20,000
26	World Theatre - Fire Hydrant Refurbishment and Installation of Passive Fire Penetrations	\$20,500
27	Greenvale Pool - Replace Drainage Grating and Circulation Pump No 2	\$24,000
28	Ravenswood SES Building - Roller Door Replacement	\$9,000
29	KRMP - Replace Indoor Pool Seating and Anti-slip of Main Pool Concourses	\$16,000
30	Lissner Park Toilets - Repaint and Refurbish	\$8,000
31	Lissner Park Cannons - Refurbishment and Install of Protective Fencing	\$8,000
32	Administration West Building - Courtyard Refurbishment and Airconditioner Installation	\$21,700
33	People and Performance Building - Internal Repaint and carpet Replacement	\$18,000
34	Jackson Street Carpark - Replace Boundary Fence	\$9,000
35	Dalrymple Stadium - Treatment of Rusted Steelwork	\$39,000
	Total All Projects	\$2,380,000

EXECUTIVE SUMMARY

The Statutory Budget Meeting is scheduled for Wednesday 30 June 2021. Additional time is recommended to allow adoption of the budget following end of financial year processes.

OFFICER'S RECOMMENDATION

That Council:

- ***Reschedule the Statutory Budget Meeting from Wednesday 30 June 2021 to Wednesday 28 July 2021.***

BUDGET & RESOURCE IMPLICATIONS

There are no financial implications arising from adopting the change of meeting date.

BACKGROUND

The Statutory Budget Meeting is scheduled for Wednesday 30 June 2021. It is recommended the meeting be moved back to Wednesday 28 July 2021 to allow end of financial year processes to be finalised prior to adopting the 2021-2022 budget.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

Priority 7 – Our Organisation

CONSULTATION (Internal/External)

Internal:	Councillors Calendars CTRC Corporate Calendar Chief Executive Officer – Aaron Johansson Director Corporate & Community Services – Kim Hargreaves Chief Financial Officer – Shane Cagney
External:	Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

The change is in line with Council's Statutory Policy No S0048 Standing Orders Policy.

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 8 April 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 1442678
-

EXECUTIVE SUMMARY

The September General Meeting date is required to be rescheduled due to availability of Elected Members.

OFFICER'S RECOMMENDATION

That Council:

- ***Reschedule the September General Meeting from Wednesday 15 September 2021 to Wednesday 22 September 2021.***

BUDGET & RESOURCE IMPLICATIONS

There are no financial implications arising from adopting the change of meeting date.

BACKGROUND

The September General Meeting is scheduled for Wednesday 15 September 2021. Due to a number of Elected Members having conflicting commitments, it is recommended the September General Meeting be rescheduled to Wednesday 22 September 2021.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

Priority 7 – Our Organisation

CONSULTATION (Internal/External)

Internal: Councillors Calendars
CTRC Corporate Calendar
Mayor Frank Beveridge
Chief Executive Officer – Aaron Johansson
External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

The change is in line with Council's Statutory Policy No S0048 Standing Orders Policy.

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 9 April 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's report Document No. 1443257
-

EXECUTIVE SUMMARY

To consider the provision of superannuation benefits for Councillors

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse Councillors as employees for the purpose of superannuation and taxation from 1 July 2021 in accordance with the Taxation Administration Act 1953;***
- ***Contribute a maximum of 12% superannuation contribution to superannuation funds/schemes for elected members who wish to participate in accordance with section 226 of the Local Government Act 2009;***
- ***Councillors to forgo 6% of their remuneration, therefore providing a total contribution to members of 18%; and***
- ***Provision for superannuation to commence from 1 July 2021.***

BUDGET & RESOURCE IMPLICATIONS

The budget implications would be approx. \$51,906.87 per annum. Councillors would be required to forgo 6% of their remuneration which is converted to superannuation. Council would pay the 12% superannuation contribution, therefore providing a total contribution to members of 18%.

BACKGROUND

Councillors requested the Chief Executive Officer to review options to allow superannuation payments for Councillors.

In accordance with Section 226 of the *Local Government Act 2009*, Council is able to make superannuation contributions for Councillors.

The provision of superannuation support for Councillors is voluntary, and there is no compulsion on a Councillor to accept a superannuation entitlement which is offered by Council.

The qualification is that Councillors have passed a unanimous resolution to elect that the members of the body subject to withholding tax in accordance with 446-5 of Schedule 1 of the *Taxation Administration Act 1953* (Cwith), then Councillors are taken to be "employees" for the purpose of *Superannuation Guarantee Charge (Administration) Act 1992* (Cwith) and Council will be compelled to make the minimum mandatory employer contributions (9.5%).

In the event that Council passes a resolution for Councillors to be "employees", then individual Councillors will be deprived from the ability to claim any tax deduction in respect of personal superannuation contributions (unless their Council income is less than 10% of their total income).

Alternatively, if Council does not choose to take a resolution for Councillors to be employees, Council can decide by resolution to make superannuation contributions for Councillors with a minimum contribution of 9.5% to a maximum of 12% and this decision would normally apply to all Councillors.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

Priority 7 – Our Organisation

CONSULTATION (Internal/External)

Internal: Elected Members
Chief Executive Officer – Aaron Johansson
Payroll Coordinator – Dean Wright
Chief Financial Officer – Shane Cagney

External: Nil

LEGAL CONSIDERATIONS

Local Government Act 2009

Superannuation Guarantee Charge (Administration) Act 1992

Taxation Administration Act 1953

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 12 April 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- LGIA Super Superannuation for Councillors Info Sheet – July 2020
- Officer's report Document No. 1442733

12.7 Queensland Resilience and Risk Reduction Fund 2020-2021

EXECUTIVE SUMMARY

Council has been invited by the Queensland Reconstruction Authority to provide an Expression of Interest for funding under the Queensland Resilience and Risk Reduction Fund 2020-2021.

OFFICER'S RECOMMENDATION

That Council:

- ***Confirm and endorse the Chief Executive Officer's action in submitting an Expression of Interest to the Queensland Reconstruction Authority, under the Queensland Resilience and Risk Reduction Fund 2020/21 for:***
 - ***the development of a Business Continuity Plan for the whole of Council operations, and***
 - ***the enhancement of current Risk Registers for the whole of Council operations;***
- ***Contribute \$20,000 to cost of the total project.***

BUDGET & RESOURCE IMPLICATIONS

Council has submitted a request for funding of \$50,000 for each project and is seeking Council's consideration of an additional \$10,000 for each project therefore increasing the funding to \$60,000 for each project.

BACKGROUND

The Queensland Resilience and Risk Reduction Fund (QRRRF) helps communities reduce the risk of, and better prepare for natural disasters.

The Queensland Resilience and Risk Reduction Fund 2020/2021 (QRRRF) is jointly funded by the Commonwealth and Queensland governments as part of its five-year National Partnership Agreement on Disaster Risk Reduction.

Queensland Councils were invited to submit an Expression of Interest of projects by 7th April, 2021.

Charters Towers Regional Council has submitted two (2) projects:

1. Development of Business Continuity Plans for the whole of Council operations
2. Enhancement of Risk Registers for the whole of Council operations

Both projects have been identified as priorities both within internal and external audits. Council has risk registers in place however this funding will assist in the enhancement thereof.

Council has a Business Continuity Plan for the Pandemic and a basic one if the Administration Centre were to be compromised in an event where operations become inoperable. Again, Business Continuity Planning is a priority project as gaps have been identified during internal and external audit processes.

LINK TO CORPORATE PLAN

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

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

CONSULTATION (Internal/External)

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

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: JENNIFER BROWN Executive Assistant to Mayor Date: 8 th April 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Expression of Interest Submission – Queensland Reconstruction Authority – Document No.1440737
- Officer's Report Document No. 1442743

12.8 Request for Views on Citigold Corporation Limited Mining Lease Renewals

EXECUTIVE SUMMARY

Council is in receipt of correspondence from the Department of Resources (the Department) seeking views on an application to renew Mining Lease numbers 1472, 1491, 1499, 10093, 10193, 10196 and 10208, held by Citigold Corporation Limited.

OFFICER'S RECOMMENDATION

That Council:

- ***Offer no objection to the renewal of Mining Lease numbers 1472, 1491, 1499, 10093, 10193, 10196 and 10208, held by Citigold Corporation Limited for the term applied for as per Attachment 1 of the Department of Resources correspondence dated 18 March 2021 (Ref: 202103023); and***
- ***Strongly encourage Citigold Corporation Limited to activate the renewed leases to provide for employment opportunities in the Charters Towers Region.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications created by this recommendation.

BACKGROUND

The seven Mining Leases under application for renewal are located generally within the centre and southern parts of Charters Towers City. Of important note, the Mining Leases are generally under surface between one to 566.9 hectares having a total area of 770.9 hectares.

The Mining Leases seek of extraction of Antimony Ore, Bismuth Ore, Copper Ore, Gold, Lead Ore, Molybdenum Ore, Silica/Silicon, Silver Ore, Zinc Ore and Rock Crystal.

Each of the seven Mining Leases are in various stages of their terms with renewal periods varied between five to 15 years.

It is strongly recommended Council offer no objection to the renewal of these Mining Leases to allow Citigold Corporation Limited the opportunity to activate the renewed leases to provide for employment opportunities in the Charters Towers Region.

LINK TO CORPORATE PLAN

Priority Focus Area One – Economic Development

CONSULTATION (Internal/External)

Internal: Elected Members
Chief Executive Officer - Aaron Johansson
Manager Regional Development - Matthew Kelly

External: Project Officer, Department of Natural Resources, Mines and Energy - Bernadette Preston

LEGAL CONSIDERATIONS

Citigold Corporation Limited has lodged the renewal application under Section 286 of the *Mineral Resources Act 1989*. As per Section 286A which prescribes the decision-making framework, the Minister may grant an application for renewal where they are satisfied that amongst other things, that the public interest will not be adversely affected by the renewal.

As per the Departments Guideline, the term 'public interest' refers to the inherent legal interest the general population holds in anything that affects its welfare, wellbeing or how state-regulated resources are managed. When an application is assessed, the Department will undertake a public interest adversity assessment considering any information relevant to the renewal, including publicly made comments, letters/submissions made as part of the renewal application. As such, this recommendation and the associated correspondence will form part of the Departments public interest test during its assessment.

As the Mining Leases generally seek extraction from under surface and any future operation will require separate approval through the issue of an Environmental Authority by the Department of Environment and Science, it is considered that these renewals will not adversely impact the public interest in this instance.

POLICY IMPLICATIONS

The recommendation of this item will not result in any policy implications.

RISK IMPLICATIONS

The recommendation of this item will not result in any risk implications.

Report Prepared by: MATTHEW KELLY Manager Regional Development Date: 29 March 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Appendix A – Location of Mining Leases

REFERENCE DOCUMENT

- Department of Natural Resources request for views on Citigold Corporation Limited Mining Lease Renewals 1472, 1491, 1499, 10093, 10193, 10196 and 10208 dated 18 March 2021 Document No. 1436216.
 - Officer's Report Document No. 1436231
-

Appendix A – Location of Mining Leases

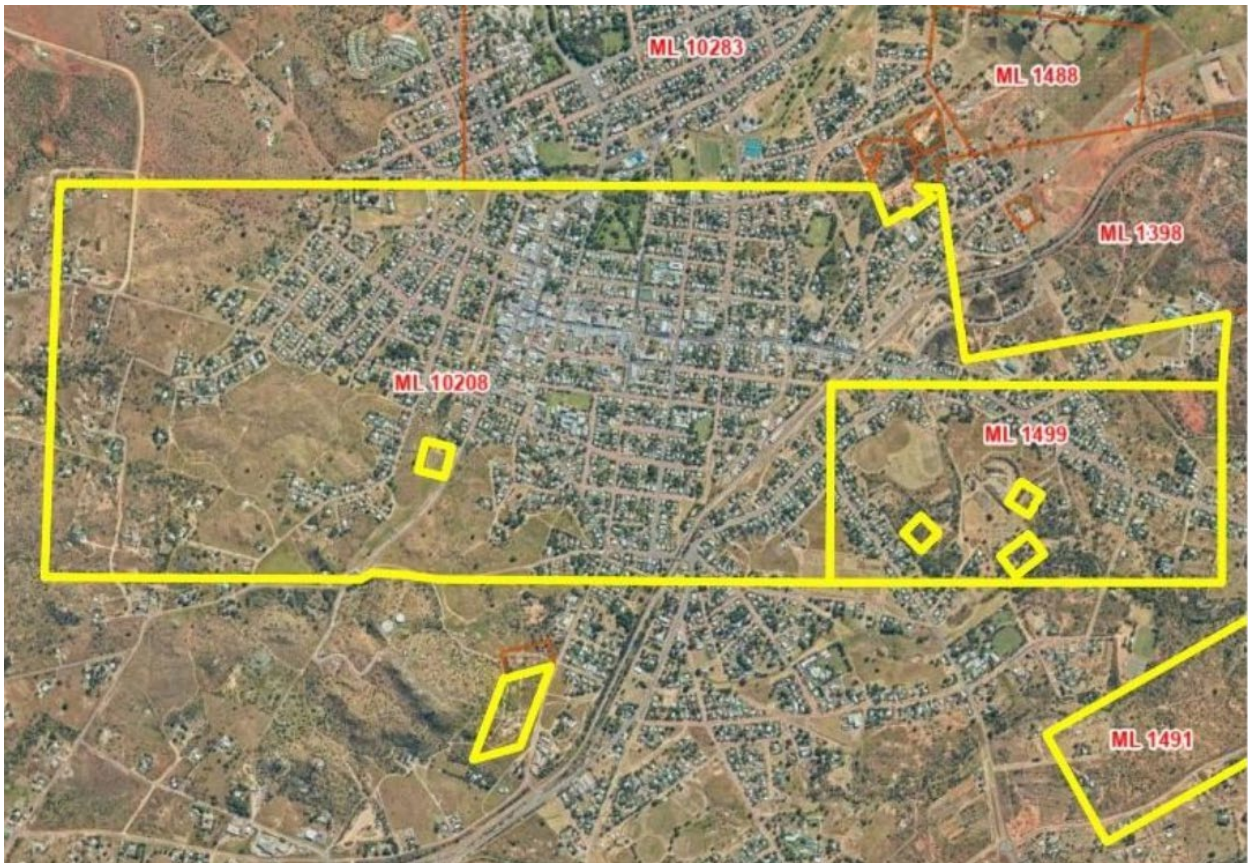


Figure One: Location of Mining Leases requested for renewal in Yellow

13. REPORTS FOR CONSIDERATION - CONFIDENTIAL

CLOSE OF MEETING FOR CONFIDENTIAL REPORTS

In accordance with the *Local Government Regulation 2012 254*; (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; the meeting will be closed to discuss the following confidential report:

Item 13.1 Native Title Claim – Warrgamay People – Draft Determination Orders

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

Item 13.2 Work Health & Safety Report – March 2021

CORPORATE & COMMUNITY SERVICES

13.1 Native Title Claim – Warrgamay People – Draft Determination Orders

13.2 Work Health & Safety Report – March 2021

THE MEETING WILL BE OPENED FOR THE TAKING OF RESOLUTIONS

14. MAYORAL MINUTE

15. CLOSE OF MEETING



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

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1. OPENING OF MEETING

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

2. ATTENDANCE/APOLOGIES

Councillors:

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

Officers:

Mr A Johansson – Chief Executive Officer
Ms K Hargreaves – Director Corporate & Community Services
Mr J Teague – Director Infrastructure Services
Mrs A Russell – Executive Assistant to the Chief Executive Officer
Mr P Watling – Manager Council Facilities
Mr S Cagney – Chief Financial Officer
Mr M Kelly – Manager Regional Development
Mrs H Thompson – Manager Community Services

Rev Arthur Tutin, of the Uniting Church, attended on behalf of the Ministers' Fraternal.

Apology:

Cr AP Barr

Resolution No.: 3544

Moved: Cr BP Robertson
Seconded: Cr JD Mathews

That Cr AP Barr's apology be accepted.

CARRIED

Members of the Gallery:

Nicky Kruger
Trudy Brown, Townsville Bulletin

3. PRAYER

Rev Arthur Tutin delivered an opening prayer. Rev Arthur Tutin departed the meeting at 9:02am.

4. CONDOLENCES

Condolences were offered for:

Desmond Smith
Melva Boyden
Glen Paterson
Florence Larsen
Patricia Rossow
Emily Bright
James Hickmott
Bruce Rea

5. DECLARATIONS OF INTEREST

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

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

I, Mayor Frank Beveridge, inform the meeting that I have a declarable conflict of interest in the matter as I have strong connections with a number of local motorsport clubs.

Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias because this report will not have any impact on other clubs I am associated with or benefit me personally. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Council agree it is the public interest that Mayor FC Beveridge participates and votes on Item 11.4, on the condition that this will not impact any local clubs the Mayor is associated with and a reasonable person would trust that the final decision is made in the public interest.

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

I, Councillor Graham Lohmann inform the meeting that I have a declarable conflict of interest in that a related party, my brother-in-law is employed by the Applicant in this matter. 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 17 February 2021.

Resolution No.: 3545

Moved: Cr S Bennetto

Seconded: Cr JD Mathews

That the Minutes of the General Meeting held 17 February 2021 be confirmed.

CARRIED

8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

There were no matters arising.

9. MAYOR'S AND COUNCILLORS' REPORTS

Mayor FC Beveridge reported on:

Date	Details
17/02/2021	Chaired February General Meeting
17/02/2021	Attended Councillor Workshops
17/02/2021	Met with constituent
17/02/2021	Recorded Mayoral Minute with Media and Communications Team
18/02/2021	Attended 2021 Careers Day Planning Meeting
18/02/2021	Attended Charters Towers Community Advisory Network Meeting
18/02/2021	Attended Tourism Brand Rehearsal
19/02/2021	Attended NQROC Media opportunity – Federal Budget Delegation
19/02/2021	Attended NQROC General Meeting
22/02/2021	Arrived in Canberra for Townsville Enterprise Limited and NQROC Mayors Canberra Delegation
22/02/2021	Canberra Delegation: Meeting with Department of Defence Dinner with Member for Herbert, Mr Phillip Thompson OAM, MP & Senator Susan McDonald and delegation attendees
23/02/2021	Canberra Delegation: Meeting with the Honourable Matt Canavan – Deputy Leader of the Nationals in the Senate Meeting with Defence Industry staff representing the Honourable Melissa Price MP Meeting with the Honourable Michael McCormack MP – Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development, Leader of the Nationals Meeting with the Honourable Chris Bowen MP – Shadow Minister for Climate Change and Energy Meeting with the Honourable Andrew Hastie – Assistant Minister for Defence Attended refreshments hosted by Windlab Representatives and Delegation attendees
24/02/2021	Canberra Delegation: Meeting with Senator Murray Watt – Shadow Minister for Queensland Resources Meeting with James Thomas – Deputy COS for the Honourable Sussan Ley – Minister for the Environment Meeting with the Honourable Michael Sukkar – Assistant Treasurer, Minister for Housing, Homelessness, Social and Community Housing Meeting with the Honourable Catherine King MP – Member for Ballarat, Victoria & Dr Jenny Mason for Honourable Anthony Albanese Meeting with Honourable Keith Pitt – Minister for Resources, Water and Northern Australia Meeting with Dr Jim Chalmers – Shadow Treasurer Meeting with Honourable Ed Husic – Shadow Minister for Industry and Innovation Meeting with the Honourable Dan Tehan – Minister for Trade, Tourism and Investment
25/02/2021	Canberra Delegation: Meeting with the Honourable Scott Morrison – Prime Minister of Australia Meeting with the Honourable Angus Taylor – Minister for Energy and Emissions Reduction Meeting with Brendan O'Connor – Shadow Minister for Defence
25/02/2021	Attended Destination Brand Launch at the World Theatre
26/02/2021	Regional Development Australia Chair duties – Chaired meetings

01/03/2021	Media & Communications – Photo for Industrial Land Prospectus Media Release
02/03/2021	Attendance at Regional Queensland Council of Mayors Meeting in Mackay including tour of Dalrymple Bay Coal Terminal
03/03/2021	Attended Careers Day Planning Meeting
03/03/2021	Meeting with potential start up business
03/03/2021	Chaired 150 Years Celebration Committee Meeting
03/03/2021	Attended workshop with Councillors and Chief Executive Officer
03/03/2021	Participated in online meeting of the Townsville Area Palliative Care Plan 2020-2024 working group
04/03/2021	Regional Development Australia Chair duties
05/03/2021	Regional Development Australia Chair duties
05/03/2021	Attended Cowboys Season Launch
05/03/2021	Attended Arts and Culture Meet and Greet
05/03/2021	Attended Young Professionals Evening
06/03/2021	Attended Community Sign on Day
08/03/2021	Meeting with Chief Executive Officer and Deputy Mayor
08/03/2021	Telephone Meeting with Townsville Hospital and Health Services
09/03/2021	Weekly Meeting with Executive Assistant to Mayor
09/03/2021	Meeting with constituent
10/03/2021	Road inspection with Director Infrastructure Services and constituent
10/03/2021	Regional Development Australia Chair duties – online meeting
10/03/2021	Attendance at MITEZ dinner
11/03/2021	Regional Development Australia Chair Duties – Breakfast meeting
11/03/2021	Attended MITEZ General Meeting
11/03/2021	Regional Development Australia Chair Duties – Meeting
11/03/2021	Meeting with Director - Youth With a Mission
12/03/2021	Meeting with Representative from Department of Premier and Cabinet and Chief Executive Officer regarding upcoming Regional Forum in Charters Towers
12/03/2021	Attended Centenary Park Markets
15/03/2021	Attended re-opening of the Rotary Lookout with Councillors and staff
15/03/2021	Regional Development Australia Chair Duties – online meeting
16/03/2021	Regional Development Australia Chair Duties – presenting at Townsville Industry Business Breakfast

Cr S Bennetto reported on:

Date	Details
17/02/2021	ERP Project Steering Committee Meeting
18/02/2021	Careers Expo Planning meeting with Principals and Mayor @ DTTC NQ Sports Foundation - MoveIt NQ Update and 2021 Sportstar Awards Working Group meeting
19/02/2021	Tourism Brand unveiling rehearsal
22/02/2021	Charters Towers State High – Student Leaders' Investiture Ceremony Media – photo for tourism brand unveiling event
24/02/2021	Townsville Port – Infrastructure Workshop for Stakeholders
25/02/2021	Presentation of Tourism Brand to VIC volunteers ABC radio interview – tourism brand launch and upcoming tourist season Official Destination Brand launch at the World Theatre
03/03/2021	Meeting with representatives of Tropical Vets 150 years planning committee meeting Councillor Workshops re Infrastructure Projects
04/03/2021	NQSF Advisory forum meeting (online)
05/03/2021	Young Professionals Meet and Greet at World Theatre
08/03/2021	Planning meeting with Mayor & CEO International Women's Day presentation at Blackheath & Thornburgh College Meeting with a community member re community initiatives and opportunities for community collaboration projects in the region. Charters Towers Show Committee Meeting
12/03/2021	NQSF Board Meeting
15/03/2021	Media launch of the reopening of Rotary Lookout

16/03/2021	Townsville Industry Breakfast with Mayor and Chamber representatives Meeting with Mayor re council education resources for community
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Cr GJ Lohmann reported on:

Date	Details
17/02/2021	Opening Doors & Connecting Community meeting
18/02/2021	Community Advisory Network meeting
24/02/2021	Consumer Advisory Council workshop
25/02/2021	RADF meeting Destination Brand Launch
26/02/2021	Inter-school swimming carnival presentations
3/03/2021	150 Year Committee meeting Councillor Workshop
5/03/2021	Arts & Culture Meet & Greet
6/03/2021	Community Sign-on Day
7/03/2021	CWA markets
11/03/2021	Friends of the Theatre meeting
15/03/2021	Re-opening of Rotary Lookout

Cr JD Mathews reported on:

Date	Details
17/02/2021	General Meeting of Council
22/02/2021	Media Release and photos
25/02/2021	VIC Centre Volunteer's presentation
25/02/2021	World Theatre Tourism Branding Launch
	Ratepayer Inquiries
1/03/2021	Webinar – Women leading in Government
2/03/2021	Womens Shed International Womens Day
3/03/2021	Council Workshop
7/03/2021	Women leading Government
14/03/2021	Centenary Markets
15/03/2021	Buckland's Hill/ Rotary Lookout

Cr KF Hastie reported on:

Date	Details
17/02/2021	Monthly Council Meeting/Workshops NQSF – Move It Update Workshop NQSF – NQ Sportstar Working Group
24/02/2021	Webinar
25/02/2021	RADF Committee Meeting Destination Brand Launch
2/03/2021	Discussions with representative from Access Group
3/03/2021	Workshop – Water Park
	Ratepayer discussions
4/03/2021	NQSF Advisory Forum Meeting in Isaac - Webinar
12/03/2021	Discussion with constituent re condition/state of pool
14/03/2021	Centenary Markets
15/03/2021	Women Leading in Local Government Programme

Cr BP Robertson reported on:

Date	Details
25/02/2021	Tourism Brand Launch
3/03/2021	Fat & Store Sale Councillor Workshop
10/03/2021	Site meeting with grazier to inspect road conditions

ATTENDANCE

In accordance with the Declaration of Interest at Item 10.1, Cr GJ Lohmann departed the meeting at **9:22am**

10. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3546

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1430363

ATTENDANCE

Cr GJ Lohmann returned to the meeting at **9:24am**

Mr P Watling, Manager Council Facilities entered the meeting at **9:24am**

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3547

Moved: Cr S Bennetto

Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1427086

ATTENDANCE

Mr P Watling, Manager Council Facilities departed the meeting at **9:27am**

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3548

Moved: Cr GJ Lohmann

Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1430377

10.4 T060/20 Construction of Charters Towers Water Park

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3549

Moved: Cr JD Mathews

Seconded: Cr GJ Lohmann

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1430377
-

ATTENDANCE

Mr S Cagney, Chief Financial Officer entered the meeting at **9:34am**

11. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

11.1 Monthly Financial Report

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3550

Moved: Cr S Bennetto

Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1428411
-

11.2 Amended Budget Report 2020/2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

- *In accordance with the requirements of s170(3) of the Local Government Regulation 2012, adopt the final amended budget for 2020/2021 in accordance with the attached statements containing:*

- *Budget Income Statement;*
- *Budget Cashflow Statement;*
- *Budget Balance Sheet; and*
- *Budget Statement of Equity.*

Resolution No.: 3551

Moved: Cr KF Hastie

Seconded: Cr BP Robertson

That Council:

- *In accordance with the requirements of s170(3) of the Local Government Regulation 2012, adopt the final amended budget for 2020/2021 in accordance with the attached statements containing:*

- *Budget Income Statement;*
- *Budget Cashflow Statement;*
- *Budget Balance Sheet; and*
- *Budget Statement of Equity.*

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1429537

ATTENDANCE

Mr M Kelly, Manager Regional Development entered the meeting at **9:39am**

11.3 Regional UHF Repeater Asset Review

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3552

Moved: Cr BP Robertson
Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1354933

ATTENDANCE

Mr S Cagney, Chief Financial Officer departed the meeting at **9:43am**

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3553

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

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

Cr BP Robertson & Cr JD Mathews recorded a vote against the motion.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1420170

11.5 Extension Application to MC15/49 Development Permit for Material Change of Use

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3554

Moved: Cr KF Hastie

Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1428180

11.6 Request for new business service - preparation of On-site Sewerage Designs

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3555

Moved: Cr KF Hastie
Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1420130

ATTENDANCE

Mr M Kelly, Manager Regional Development departed the meeting at **10:05am**

Resolution No.: 3556

Moved: Cr GJ Lohmann
Seconded: Cr JD Mathews

That Council:

- ***Adjourn the meeting for morning tea at 10:06am***

CARRIED

Resolution No.: 3557

Moved: Cr S Bennetto
Seconded: Cr KF Hastie

That Council:

- ***Resume the meeting at 10:30am***

CARRIED

ATTENDANCE

Mrs H Thompson entered the meeting at **10:30am**

11.7 Request for support – Charters Towers Show

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3558

Moved: Cr S Bennetto
Seconded: Cr BP Robertson

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1428656

11.8 Amendment of STRAT0002 Community Grants Policy

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3559

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1428960

11.9 Request for support – Charters Towers Country Music Festival

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3560

Moved: Cr KF Hastie
Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1430590

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3561

Moved: Cr GJ Lohmann
Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1400296

ATTENDANCE

Mrs H Thompson departed the meeting at **10:41am**

11.11 Differential General Rates Review – Sole Supplier

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3562

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1434003

ATTENDANCE

Cr BP Robertson departed the meeting at **10:43am**

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

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3563

Moved: Cr GJ Lohmann

Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1429100

12.2 Amended Statutory Policy S0063 Investigating Complaints of Inappropriate Councillor Conduct

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3564

Moved: Cr JD Mathews

Seconded: Cr GJ Lohmann

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1428173

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3565

Moved: Cr KF Hastie

Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1428312

ATTENDANCE

Cr BP Robertson returned to the meeting at **10:46am**

12.4 Meat Processing Facility Expression of Interest

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3566

Moved: Cr GJ Lohmann

Seconded: Cr BP Robertson

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1419279

13. CONFIDENTIAL REPORTS

CLOSE OF MEETING

Resolution No.: 3567

Moved: Cr S Bennetto

Seconded: Cr BP Robertson

That in accordance with the *Local Government Regulation 2012*, S254 the General Meeting be closed to the public at **10:52am** 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 13.1)

CARRIED

ATTENDANCE

Mrs Trudy Brown, Townsville Bulletin departed the meeting at **10:52am**

OPENING OF MEETING

Resolution No.: 3568

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That the meeting be opened at **11:04am** the taking of resolutions.

CARRIED

ATTENDANCE

Mrs Trudy Brown, Townsville Bulletin returned to the meeting at **11:04am**

CORPORATE & COMMUNITY SERVICES

13.1 Work Health & Safety Report – February 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

Resolution No.: 3569

Moved: Cr S Bennetto

Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1430709

14. MAYORAL MINUTE

15. CLOSE OF MEETING

There being no further business, the General Meeting closed at **11:05am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 21 APRIL 2021.

Mayor

Date