



## NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 19 MAY 2021 at 9:00am at the CTRC Board Room, 12 Mosman Street, Charters Towers.

A Johansson  
Chief Executive Officer

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

**“254I Meetings in public unless otherwise resolved**

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

**254J Closed meetings**

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

**GENERAL MEETING**

**TO BE HELD WEDNESDAY, 19 MAY 2021 AT 9:00AM**

**CTRC BOARD ROOM, 12 MOSMAN STREET, CHARTERS TOWERS**

**MEETING AGENDA**

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Attachment "A" Unconfirmed Minutes from the General Meeting held 21 April 2021

**1. OPENING OF MEETING**

**2. ATTENDANCE/APOLOGIES**

**3. PRAYER**

**4. CONDOLENCES**

**5. DECLARATIONS OF INTEREST**

**6. DEPUTATIONS**

**7. CONFIRMATION OF MINUTES**

- ❖ Minutes of General Meeting held 19 May 2021.

**8. BUSINESS ARISING FROM PREVIOUS MINUTES**

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

**10. MAYORAL MINUTE**

## 11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

### 11.1 Application under Land Act 1994 – Proposed permit to occupy part of the Stock Route road reserve and proposed road closure of the Stock Route road reserve (ID 401CHAR) adjoining Lot 6 on AY24, at 16420 Gregory Developmental Road, Llanarth

#### EXECUTIVE SUMMARY

This report seeks approval to offer no objection of proposed permit to occupy and proposed permanent road closure of part of the Stock Route road reserve adjoining Belyando Crossing Property Pty Ltd as identified in attachments A and B.

#### OFFICER'S RECOMMENDATION

##### *That Council:*

- *Offer no objection to the proposed permit to occupy Stock Route road reserve (ID 401CHAR), adjoining Lot 6 on AY24, at 16420 Gregory Developmental Road, Llanarth by Belyando Crossing Property Pty Ltd and provide signed Part C statement in relation to an application under the Land Act 1994 over State land; and*
- *Offer no objection to the proposed permanent road closure of Stock Route road reserve (ID 401CHAR) adjoining Lot 6 on QY24, at 16420 Gregory Development Road, Llanarth by Belyando Crossing Property Pty Ltd and provide signed Part C statement in relation to an application under the Land Act 1994 over State land.*

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

No expenditure will be required on Council's part. The permit to occupy and permanent road closure administration is undertaken with a fee by the Department of Resources (DoR).

#### **BACKGROUND**

Capricorn Survey Group CQ have lodged two applications with DoR for a permit to occupy over part of Stock Route road reserve (ID 401CHAR) adjoining Lot 6 on AY24 (Belyando Crossing Property Pty Ltd) at 16420 Gregory Developmental Road, Llanarth. An application for permanent road closure for part of the permit to occupy area has been lodged simultaneously. The permit to occupy will precede the road closure, to allow for the land to be used in the interim.

##### Permit to Occupy

The permit to occupy area is approximately 10 hectares and use of the permit area will be associated with Lot 6 on AY24. The land will be utilised for cattle grazing. Refer Attachment A.

Council has generally held the view that stock routes are maintained to provide right-of-passage for travelling stock and a reduction of the network is not generally supported. It is acknowledged that the Stock Route Network Management team, provide ultimate authority for these lands though and Council does not have jurisdiction to refuse the proposal for the permit to occupy. Council input is obtained to seek views as Trustee of the Reserve. In this situation, Council will make DoR aware that the permanent road closure will limit access to the eastern side of the Reserve to 20 metres during rain events, due to the restriction of the top right boundary of L3/AY29, the Belyando River and topography of the parcel. However, given that the adjoining L8/AY6 is also a stock route reserve and has approximately 1350m of road frontage for access to the Reserve on the western side, on balance, there is insufficient grounds to have an objection to the proposal.

##### Permanent Road Closure

Council, as the Road Manager, does have jurisdiction to refuse the permanent road closure application on reasonable grounds. As outlined above, the proposal for permanent road closure will limit trafficability to the Stock Route on the eastern side during a rain event, but there are other available options on the western side.

The permanent road closure area is approximately 3 hectares of land and the closure will allow for the owner of Lot 6 on AY24 to expand any pursuits. Refer Attachment B.

There are no constructed road or gravel pits in the vicinity. There is a developed road, Mount Hope Road, that runs parallel with this reserve and starts approximately 3.3kms prior to the road reserve in question.

This constructed road provides much the same access to the surrounding properties that the road reserve does.

Given that the permanent road closure will not impact the operation of the road for Council or the travelling public and the presence of an adjoining Stock Route road reserve to the west which could provide access in the event of the Belyando River flooding, it is recommended that Council provide statement on the approved form LA30, to Capricorn Survey Group CQ to include in their application to DoR.

### **LINK TO CORPORATE PLAN**

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

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

Internal: Environmental Services Coordinator - Mic Langburne  
Governance Officer - Melissa King  
Programming Assets Coordinator - Nick Hall

External: State Land & Asset Management, DOR - Nicole Stremouchiw  
Senior Land Officer (Stock Routes), Natural Resource Management and Compliance - Nikki Gay

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> KELIE STANDFAST <b>Executive Assistant to the Director Infrastructure Services</b> Date: 4 May 2021	<b>Report Authorised by:</b> GLENN PETERSEN <b>Acting Director Infrastructure Services</b>
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### **ATTACHMENTS**

- Attachment A – Permit to Occupy area
- Attachment B – Permanent Road Closure area

### **REFERENCE**

- Officer’s Report Document No. 1451840
-



Attachment "A"



client

Belyando Crossing  
Property Pty Ltd  
A.C.N. 638 845 397

project

16420 Gregory  
Developmental Road,  
Llanarth

plan of

Permit to Occupy  
(part of stock route 401CHAR)

rsp

Adjoining Lot 6 on AY24

issue	date	details	authorized
A	02-09-21	Initial issue	FLM/
-	-	-	-

created



datum

sheet no.

1 of 1

plan no.

6660-01-PTO

datum

cad file

issue

A



client  
 Belyando Crossing  
 Property Pty Ltd  
 A.C.N. 638 845 397

project  
 16420 Gregory  
 Developmental Road,  
 Llanarth

plan of  
 Permanent Road Closure  
 (part of stock route 401CHAR)

road  
 Adjoining Lot 6 on AY24

issue	date	details	author
A	02-02-21	Initial Issue	RJG

created  

 capricornsurveygroup  
 SURVEYING & PLANNING SOLUTIONS  
07 8421 8788 | info@capricornsurvey.com.au | 110 Victoria Parade, Northampton 6900



## **EXECUTIVE SUMMARY**

Council is presented with the Draft Terms of Reference for the Dalrymple Saleyards Master Plan Advisory Committee for consideration.

## **OFFICER'S RECOMMENDATION**

*That Council:*

- ***Adopt the Terms of Reference for the Dalrymple Saleyards Master Plan Advisory Committee P0154/IS; and***
- ***Authorise the Chief Executive Officer to vary the terms of reference document as required.***

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## **BUDGET & RESOURCE IMPLICATIONS**

There are no budget or resource implications from adopting the terms of reference. The committee will make recommendations to Council for future budget considerations as part of the master plan for the saleyards.

## **BACKGROUND**

The purpose of the Committee is to act as an advisory body to Council for the primary purpose of developing a master plan for the saleyards. Master planning by the committee will take place over a 6-month period, as required from 1 July 2021 with aim to have a master plan recommendation to Council by the end of 2021.

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

Charters Towers Regional Council	Mayor Deputy Mayor Portfolio Councillor (Saleyards) Chief Executive Officer Director Infrastructure Services Manager Council Facilities
Minutes Secretary:	Executive Assistant to the Director Infrastructure Services
Saleyards Contractor	1 x Representative
Combined Agents	1 x Representative
Livestock Transporters	1 x Representative
Exporters	1 x Representative
Producers Representative Quadrant 1	1 x Representative
Producers Representative Quadrant 2	1 x Representative
Producers Representative Quadrant 3	1 x Representative
Producers Representative Quadrant 4	1 x Representative

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

## **LINK TO CORPORATE PLAN**

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

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

Internal: Chief Executive Officer - Aaron Johansson  
Director Infrastructure Services - John Teague  
Manager Council Facilities - Peter Watling  
Saleyards Coordinator - Geoffrey Jackson

External: Nil

## **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> KELIE STANDFAST <b>Executive Assistant to the Director Infrastructure Services</b> Date: 25 March 2021	<b>Report Authorised by:</b> Glenn Petersen <b>Acting Director Infrastructure Services</b>
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### **ATTACHMENTS**

- Attachment A - P0154/IS Terms of Reference Dalrymple Saleyards Master Plan Advisory Committee Council Document No. 1440240

### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1451827
-

## **1 PURPOSE AND SCOPE**

The Dalrymple Saleyards Master Plan Advisory Committee is to act as an advisory body to Council for the purpose of developing a master plan for the saleyards. The Committee will convene for a 6-month period, as required from 1 July 2021 with aim to assist in the development of a master plan recommendation to Council by the end of 2021.

## **2 ROLE**

The role of The Dalrymple Saleyards Master Plan Advisory Committee is to:

- Provide input on the development of a master plan for the Dalrymple Saleyards by December 2021; and
- Provide regular reports and recommendations to Council on its activities (tabling of meeting minutes).

The Dalrymple Saleyards Master Plan Advisory Committee has no authority to:

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

Advisory Committee Members:

The purpose of the Dalrymple Saleyards Master Plan Advisory Committee is to represent all stakeholders' requirements and experiences relating to the saleyards. Members will be required to:

- represent their relevant industry;
- reside, work or operate businesses in the Charters Towers Region;
- have an association with, and understanding of, the cattle industry of the Charters Towers Region;
- have familiarity with Council's saleyard related policies, and a knowledge of Council's saleyard operation;
- demonstrate capacity to consider the long term planning opportunities in a fair and equitable manner; and
- be able to work as part of a team.

The Dalrymple Saleyards Master Plan Advisory Committee will work in accordance with Council's policies and directives as set out below:

- Code of Conduct S0047
- Confidentiality Procedure D0057
- Work Health and Safety Management Plan
- Charters Towers Regional Council Corporate Plan 2018-2023

## **3 ROLES OF MEMBERS**

Members' roles and responsibilities are as follows:

- Attending meetings;
- Providing timely advice to the Chairperson and Secretariat about non-attendance at meetings;
- Working collaboratively with other team members to accomplish desired outcomes; and
- The Chairperson or nominated proxy is the spokesperson for Council in all instances.

**4 GENERAL**

**4.1 Membership**

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

Agency	Representative/s
Charters Towers Regional Council	Mayor (Chair) Deputy Mayor Portfolio Councillor (Saleyards) Chief Executive Officer Director Infrastructure Services Manager Council Facilities
Saleyards Contractor	1 x Representative
Combined Agents	1 x Representative
Livestock Transporters	1 x Representative
Exporters	1 x Representative
Producers Quadrant 1	1 x Representative
Producers Quadrant 2	1 x Representative
Producers Quadrant 3	1 x Representative
Producers Quadrant 4	1 x Representative

**4.2 Chair**

The Chair will be the Mayor or nominated proxy.

**4.3 Secretariat**

The Secretariat will be the Executive Assistant to the Director Infrastructure Services or nominated proxy.

**4.4 Agendas and Minutes**

The Secretariat will be responsible for the following:

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

**4.5 Frequency of Meetings**

Meetings will be held as required from June 2021 to December 2021.

**4.6 Term of Committee**

The Dalrymple Saleyards Advisory Committee will aim to have the process resolved by December 2021.

**4.7 Quorum**

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

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

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

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

Commitment to Avoiding Conflicts of Interest:

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

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

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

Declaring and Managing Conflicts of Interest:

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

Members will:

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

Recording the Management of Conflicts of Interest:

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

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

## **5 COMMUNICATION**

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

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

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

**DOCUMENT REVIEW:**

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

Document Adopted: Council Meeting 19 May 2021

Resolution Number #####

Document Contact: Peter Watling

Manager Council Facilities

Document Authorised: Aaron Johansson

Chief Executive Officer

Document ECM No: 1440240

  <hr/> CEO Signature
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### 11.3 Application under the Land Act 1994 – Proposed permanent closure of Shield Creek, Jessie Springs and Porphyry Roads

#### EXECUTIVE SUMMARY

Department of Defence has requested Council provide statement in relation to an application under the Land Act 1994 over State land (Part C) for closure of Shield Creek, Jessie Springs and Porphyry Roads.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Offer no objection to the proposed closure of Shield Creek, Jessie Springs and Porphyry Roads; and*
- *Provide signed Part C statement in relation to an application under the Land Act 1994 over State land.*

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

Closure of the roads will remove maintenance and liability risk from Council. Funding received for the roads will cease, based on the length of closure the annual funding will reduce from \$6M to approximately \$5.9M to \$5.95M.

<b>Total road length removed</b>	104670 metres
<b>Bridges</b>	4 each
<b>Culvert crossings</b>	12 each

<b>Accumulated Depreciation</b>	<b>Annual Depreciation</b>	<b>Written Down Value</b>	<b>Replacement Cost</b>
\$1,142,919.14	\$34,868.11	\$4,037,894.86	\$5,180,814.00
1.05% of total asset class	1.09% of total asset class	1.40% of total asset class	1.31% of total asset class

#### **BACKGROUND**

Shield Creek, Jessie Springs and Porphyry Roads are proposed for closure as outlined in Attachment A. It is planned that the roads will be included in the Perpetual Lease for Department of Defence purposes (Defence Training Area).

Defence intends to grant continued access to the roads to any parties that can demonstrate a legitimate and ongoing requirement once the roads are formally closed as outlined in Attachment B.

Defence expects the closure of roads will enhance the utility of the land for military purposes and mitigate public safety risks.

Following submission of the road closure application and registration of three Indigenous Land Use Agreements (ILUAs) Defence will then enter a stakeholder management process for two to three months prior to the Department of Resources (DoR) commencing formal notification period.

Given Defence's stakeholder management process, DoR's formal notification process and Defence's intent to grant continued access to legitimate parties it is recommended that Council offer no objection to the proposed closure of Shield Creek, Jessie Springs and Porphyry Roads and provide statement on the approved form LA30, to Department of Defence to include in their application to DoR.

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

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

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

Internal: Chief Executive Officer - Aaron Johansson  
Director Infrastructure Services - John Teague  
Programming Asset Coordinator - Nick Hall  
Chief Financial Officer - Shane Cagney  
Financial Services Coordinator - Belinda Blokland  
Councillors Workshop 21 April 2021

External: Department of Defence, Property Acquisition and Land Access - Adrian Wright  
Australia Singapore Military Training Initiative, Director - Sean Hawkins

**LEGAL CONSIDERATIONS**

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

**POLICY IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> KELIE STANDFAST <b>Executive Assistant to Director Infrastructure Services</b> Date: 30 March 2021	<b>Report Authorised by:</b> GLENN PETERSEN <b>Acting Director Infrastructure Services</b>
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**ATTACHMENTS**

- Attachment A – Survey plan of proposed road closures
- Attachment B – Legitimate User Guide

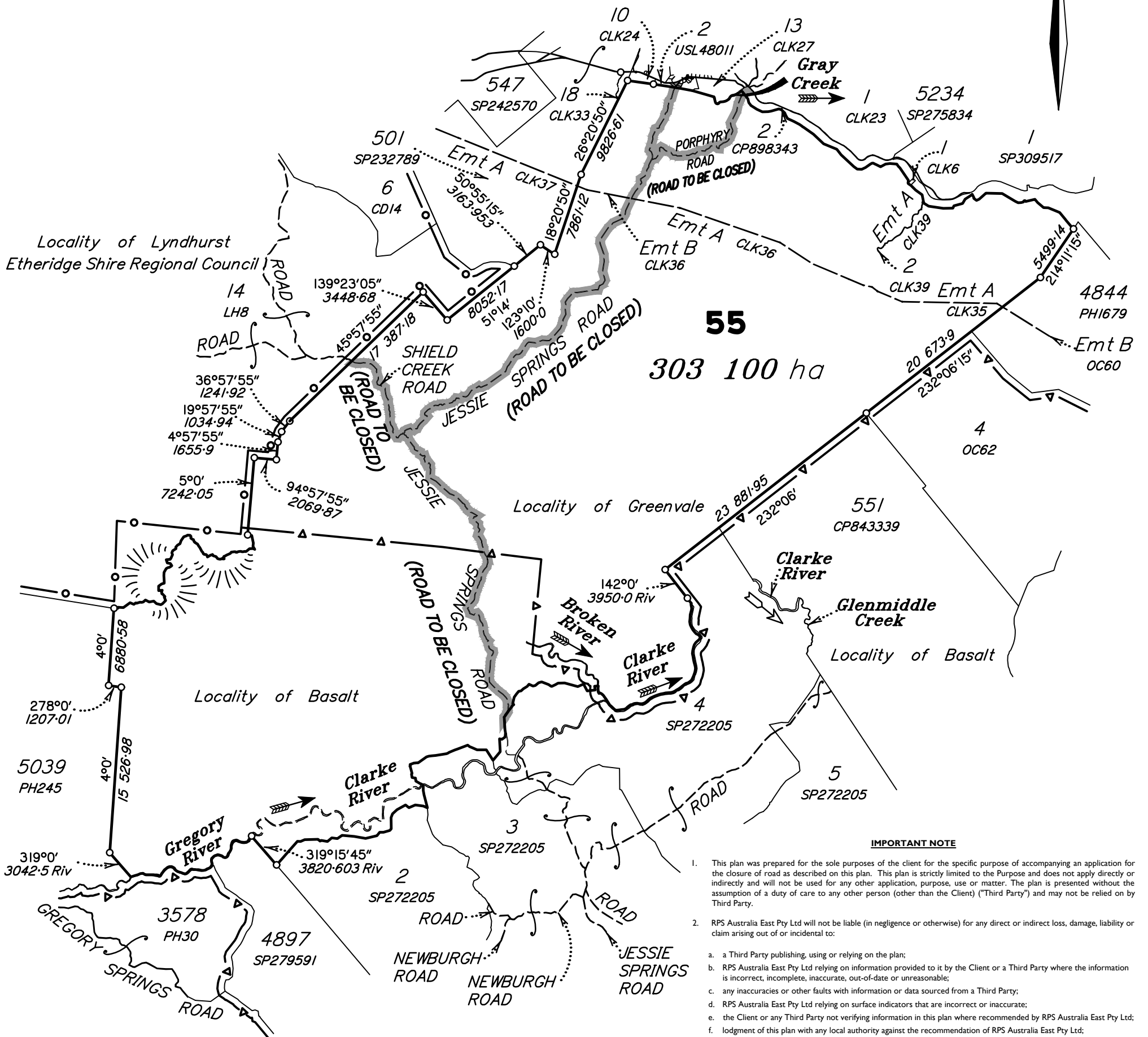
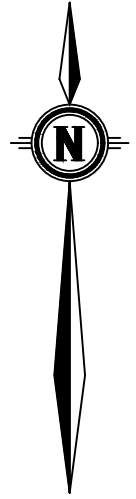
**REFERENCE DOCUMENT**

- Officer's Report Document No. 1452146
-



**Area of Road to be Closed**

SHIELD CREEK ROAD ..... Abt 63.4 ha  
 PORPHYRY ROAD ..... Abt 86.4 ha  
 JESSIE SPRINGS ROAD ..... Abt 495 ha  
 TOTAL ..... Abt 644.8 ha

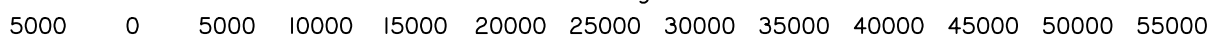


*For all bearings and distances see DP319944.*

**IMPORTANT NOTE**

- This plan was prepared for the sole purposes of the client for the specific purpose of accompanying an application for the closure of road as described on this plan. This plan is strictly limited to the Purpose and does not apply directly or indirectly and will not be used for any other application, purpose, use or matter. The plan is presented without the assumption of a duty of care to any other person (other than the Client) ("Third Party") and may not be relied on by Third Party.
- RPS Australia East Pty Ltd will not be liable (in negligence or otherwise) for any direct or indirect loss, damage, liability or claim arising out of or incidental to:
  - a Third Party publishing, using or relying on the plan;
  - RPS Australia East Pty Ltd relying on information provided to it by the Client or a Third Party where the information is incorrect, incomplete, inaccurate, out-of-date or unreasonable;
  - any inaccuracies or other faults with information or data sourced from a Third Party;
  - RPS Australia East Pty Ltd relying on surface indicators that are incorrect or inaccurate;
  - the Client or any Third Party not verifying information in this plan where recommended by RPS Australia East Pty Ltd;
  - lodgment of this plan with any local authority against the recommendation of RPS Australia East Pty Ltd;
  - the accuracy, reliability, suitability or completeness of any approximations or estimates made or referred to by RPS Australia East Pty Ltd in this plan.
- Without limiting paragraph 1 or 2 above, this plan may not be copied, distributed, or reproduced by any process unless this note is clearly displayed on the plan.
- Scale shown is correct for the original plan and any copies of this plan should be verified by checking against the bar scale.
- The dimensions, area, size and location of improvements, flood information (if shown) and number of lots shown on this plan are approximate only and may vary.
- Cadastral boundaries are obtained by title dimensions and/or digitising from existing cadastral maps and/or DCDB. These boundaries have not been verified and are approximate only.
- New boundaries have not been marked on the ground and final dimensions and areas are subject to survey.

Scale 1: 400 000 – Lengths are in Metres.



Init	Date	Horizontal Datum	Origin
Surveyed		MGA Zone 55	Vide DP319944
Designed	PJ 11/03/2021	Level Datum	Origin
Drawn	ST 11/03/2021	N/A	
Checked	PJ 11/03/2021	Contour Interval	
		N/A	
Rev.	Revisions	Date	Approved
A	ORIGINAL ISSUE	11/03/2021	PJ

Client <b>AURECON DEFENCE GTA</b>	
Title <b>PROPOSED PLAN OF LOT 55 CANCELLING LOT 54 ON DP319944 AND PART OF USL BEING CLOSED ROAD (SHEILD CREEK ROAD, PORPHYRY ROAD AND JESSIE SPRING ROAD)</b>	
Locality <b>GREENVALE AND BASALT</b>	Local Authority <b>CHARTERS TOWERS REGIONAL</b>
Scale 1:400 000 (A3) Model see Scale Model Space	Date 11/03/2021 Job 144447-3

RPS Australia East Pty Ltd  
 ACN 140 292 762  
 ABN 44 140 292 762

Level 1, 38 Wellington Street  
 PO Box 1895  
 Mackay QLD 4740

T +61 7 4953 3577  
 F +61 7 4953 3622  
 W rpsgroup.com.au

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Drawing No.	Sheet No.	Rev.
144447-3-P01	1 of 1	A

## **Legitimate User Guide**

1. Defence would not prevent access to parties that hold an interest in the Greenvale Training Area, if for example they:
  - a. hold an authority or tenement under the *Mineral Resources Act 1989* (Qld) i.e. exploration permit, mineral development licence, mining lease
  - b. hold (or may hold) native title interests and are part of the Native Title Holder group under an ILUA applicable to the area
  - c. are the beneficiary of an easement registered on title
  - d. own infrastructure and require access for maintenance and upkeep, i.e. transmission lines, electricity sub stations, pipelines, telecommunications etc.
  - e. Grazing licence areas. The land is currently being licence back to the previous landholders until the site is developed for military purposes.
2. Defence would also consider access requests from:
  - a. Adjacent landowners, including their contractors, employees and invitees
  - b. Service providers to land adjacent to Greenvale i.e. Australia Post, Couriers, Utility providers
  - c. Government agencies i.e. Biosecurity officers, Rangers, Emergency Services.
3. Defence would not classify legitimate use as for recreational activities, ease of transit, unsolicited business.

**12. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES**

**12.1 Round 2 2020-2021 Charters Towers Regional Arts Development Fund Committee Recommendation**

**EXECUTIVE SUMMARY**

The Charters Towers Regional Arts Development Fund (CTRADF) Committee has received eight (8) applications for Round 2, 2020-2021 Funding. The Committee's recommendations are presented for Council's consideration.

**OFFICER'S RECOMMENDATION**

*That Council:*

- ***Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to approve the undermentioned Regional Arts Development Fund application for Round 2 2020-2021 funding:***

<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Recommended Grant Amount</b>
Dalrymple Community Cultural Centre Trust	First Nations Art Exhibition & Twilight Illuminations Event	\$10,340 + GST

- ***Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to approve the undermentioned Regional Arts Development Fund application for Round 2 2020-2021 funding:***

<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Recommended Grant Amount</b>
Lisa Pitt Auspiced by Richmond Hill State School	Charters Towers State Schools Combined Under 8's Day Celebrations	\$1,000 + GST

- ***Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to approve the undermentioned Regional Arts Development Fund application for Round 2 2020-2021 funding:***

<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Recommended Grant Amount</b>
Charters Towers Pottery Club Inc	150 Years Charters Towers Project	\$4,400 no GST

- ***Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to approve the undermentioned Regional Arts Development Fund application for Round 2 2020-2021 funding:***

<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Recommended Grant Amount</b>
Towers Arts Inc	Craft, Paper, Scissors Workshops	\$5,000 no GST

- ***Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to approve the undermentioned Regional Arts Development Fund application for Round 2 2020-2021 funding:***

<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Recommended Grant Amount</b>
Haidee Wrench	Wild-Craft Workshops	\$10,992 no GST

- **Endorse the recommendation of the Charters Towers Regional Arts Development Fund Committee to approve the undermentioned Regional Arts Development Fund application for Round 2 2020-2021 funding:**

<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Recommended Grant Amount</b>
NQ Branch of Australasian Institute of Mining & Metallurgy Auspiced by the Australian Branch	Charters Towers Gold Mines 1930s Glass Model Restoration	\$8,620 + GST

### **BUDGET & RESOURCE IMPLICATIONS**

Payment will be made from Work Order Number 4000563 with 2020-2021 funding available for community applications to the value of \$37,410. In addition to the 2020-2021 funding allocation there is a further \$2,942 in unspent and returned funds from the previous Regional Arts Development Fund (RADF) round. This brings the total funding available for Round 2 2020-2021 to \$40,352.

### **BACKGROUND**

Eight (8) application for funding were submitted for Round 2, 2020-2021 of the RADF – the final of two (2) funding rounds for the 2020-2021 financial year. Of these eight (8) applicants, Charters Towers Pottery Club Inc and Towers Arts Inc have previously received RADF funding and have successfully acquitted their projects. Dalrymple Community Cultural Centre Trust Inc, Lisa Pitt auspiced by Richmond Hill State School, Sandra Marriage, Haidee Wrench, NQ Branch of Australasian Institute of Mining & Metallurgy Auspiced by the Australian Branch and Charters Towers Rugby League Ltd are applying for RADF funding for the first time.

The applications (including supporting material) and the Committee Assessment Sheets were forwarded to the CTRADF Committee members for applications to be assessed against the fund's eligibility criteria. Committee members participated either by attending the Round 2 meeting in person or completing the Committee Assessment Sheets and returning them to the RADF Liaison Officer (RLO) for collation prior to the meeting they were unable to attend. Six (6) of the eight (8) applications were approved by the CTRADF Committee and confirmed by the Committee Chair, Cr Graham Lohmann, as evidenced in the attached memo (refer *Attachment 1*).

Conditions will be attached to the Letters of Offer provided to the successful applicants to ensure that the projects achieve maximum reach and impact for the funds provided.

This round was very competitive with over \$64,330 in requested funding against \$40,352 in available funds. Two (2) applications were declined funding for this round for the following reasons:

- Charters Towers Rugby League Ltd - Towers Voices Project – incomplete and unsigned application that required further information
- Sandra Marriage - Charters Towers Community Runway Project – application needed to be revised to include more community benefit

Feedback reflecting the above reasons will be provided in a letter to the unsuccessful applicants encouraging them to amend their application and reapply in a future funding round.

### **LINK TO CORPORATE PLAN**

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

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

Internal: Manager Community Services - Hayley Thompson

External: CTRADF Committee members present

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

## **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> KATHY THORLEY <b>Customer Service Team Leader</b> Date: 4 May 2021	<b>Report Authorised by:</b> HAYLEY THOMPSON <b>Manager Community Services</b>
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## **ATTACHMENTS**

- **Attachment 1** - Signed Memo of Recommendation for the successful Round 2 2020-2021 RADF applications. ECM Doc # 1450316

## **REFERENCE DOCUMENT**

- Dalrymple Cultural Community Centre Trust Inc Application ECM Doc # 1443697
  - Lisa Pitt Auspiced by Richmond Hill State School Application ECM Doc # 1445987
  - Charters Towers Pottery Club Inc Application ECM Doc # 1428897
  - Towers Arts Inc Application ECM Doc # 1442357
  - Sandra Marriage - Dots by Design Application ECM Doc # 1446881
  - Haidee Wrench Application ECM Doc # 1445667
  - NQ Branch of Australasian Institute of Mining & Metallurgy Auspiced by the Australian Branch Application ECM Doc # 1445664
  - Charters Towers Rugby League Ltd Application ECM Doc # 1445668
  - Completed Round 2 2020-2021 Committee Assessment Sheets ECM Doc # 1449186
  - Minutes of CTRADF Committee Round 2 2020-2021 Meeting held 23 April 2021 ECM Doc # 1450317
  - Officer's Report ECM Doc # 1450315
-

**Attachment 1 - Internal Memo RADF Committee Recommendation**



**INTERNAL MEMORANDUM**

<b>TO</b>	Council
<b>FROM</b>	Kathy Thorley
<b>DATE</b>	4 May 2021
<b>SUBJECT</b>	RADF Committee Meeting Recommendations for Funding
<b>REFERENCE</b>	Cr Graham Lohmann

Dear Council

The RADF Committee has approved six (6) applications for Round 2 2020-2021 funding year.

Please find following the committee's recommendations of funding for consideration:

Applicant Name	Purpose of Grant	Recommended Grant Amount (ex GST)	GST Yes/No	Project Dates
Dalrymple Community Cultural Centre Trust	First Nations Art Exhibition & Twilight Illuminations Event	\$10,340	Yes	8/8/2021 - 30/9/2021
Lisa Pitt Auspiced by Richmond Hill State School	Charters Towers State Schools Combined Under 8's Day Celebrations	\$1,000	Yes	27/5/2021
Charters Towers Pottery Club Inc	150 Years Charters Towers Project	\$4,400	No	17/7/2021 - 31/10/2021
Towers Arts Inc	Craft, Paper, Scissors Workshops	\$5,000	No	15/7/2021 - 15/12/2021
Haidee Wrench	Wild-Craft Workshops	\$10,992	No	29/6/2021 - 30/6/2021
NQ Branch of Australasian Institute of Mining & Metallurgy Auspiced by the Australian Branch	Charters Towers Gold Mines 1930s Glass Model Restoration	\$8,620	Yes	1/06/2021 - 30/11/2022

With appreciation

Kathy Thorley  
 RADF Liaison Officer  
 Corporate and Community Services

Confirmed by

Cr Graham Lohmann  
 RADF Committee Chairman

ECM Doc # 1450316

**EXECUTIVE SUMMARY**

A request for support towards venue hire fees associated with the 2021 Charters Towers Charity Ball has been received from the Charters Towers Ball Association Inc.

**OFFICER'S RECOMMENDATION**

*That Council:*

- ***Provide in-kind support towards the Charters Towers Charity Ball to be held on 21 August 2021, up to a maximum of \$1,000 by waiver of hire fees associated with the use of the Arthur Titley Centre.***

**BUDGET & RESOURCE IMPLICATIONS**

The costs incurred by Council in relation to the in-kind costs are to a maximum of \$1,000 and will be offset through unspent Community Grant funds. Balance of these funds currently available is \$39,207.

**BACKGROUND**

In 2020 many community events, including the Charters Towers Charity Ball, were impacted by the COVID-19 pandemic. The Charters Towers Ball Association Inc. is working with Queensland Health with the intention of hosting the event on 21 August 2021.

The ongoing impacts of COVID has forced the Event Committee to change the delivery of fundraising activities associated with the ball. This includes the Committee downsizing the charity auction, the main fundraising event for the evening, due to the impacts of COVID-19 on the ability of local businesses to sponsor the event.

The Event Committee have approached Council seeking a waiver of costs involved with hire of the Arthur Titley Centre. The estimated costs are set out below:

<b>Cost Description</b>	<b>Estimated cost</b>
Shoulder period hire for preparation and pack down - 6 days	\$264*
Hire of Arthur Titley Centre for major event - 1 day	\$553*
<b>TOTAL</b>	<b>\$817*</b>

(\*Subject to change with adoption of Council's 2021-2022 Fees and Charges)

The Charters Towers Charity Ball 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 sponsorship restrictions resulting from COVID impacts for this event and not a continuing arrangement.

**LINK TO CORPORATE PLAN**

CTRC Corporate Plan 2018-2023

- Priority Focus Area 5 – Community

**CONSULTATION (Internal/External)**

Internal: Chief Executive Officer - Aaron Johansson  
Director Corporate and Community Services - Kim Hargreaves  
Events Officer - Lisa Green

External: Secretary, Charters Towers Ball Association Inc; Che D'Amant

**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.

<b>Report Prepared by:</b> HAYLEY THOMPSON <b>Manager Community Services</b> Date: 5 May 2021	<b>Report Authorised by:</b> KIM HARGREAVES <b>Director Corporate and Community Services</b>
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## **ATTACHMENTS**

- Not applicable

## **REFERENCE DOCUMENT**

- Correspondence from Charters Towers Ball Association Inc, Document No. 1448549
- Officer's Report Document No. 1450710

## **12.3 Charters Towers Showgrounds Overflow Camping Facility**

### **EXECUTIVE SUMMARY**

A review of the current management and operation of the Charters Towers Showgrounds overflow camping facility was undertaken, and the findings are now presented for Council's consideration.

### **OFFICER'S RECOMMENDATION**

*That Council:*

- ***Adopt effective 19 May 2021, the revised model for the Charters Towers Showgrounds Overflow Camping Facility whereby bookings, with fees incurred as per Council's Schedule of Fees & Charges, are made directly with Council's Visitor Information Centre.***

### **BUDGET & RESOURCE IMPLICATIONS**

Council already uses Bookeasy, an online booking system, at the Visitor Information Centre so there will be no additional costs incurred by establishing overflow camping as a bookable product.

### **BACKGROUND**

The Charters Towers Showgrounds (Showgrounds) has been used as an overflow camping facility since 2014. The facility can only be booked when all three caravan parks within Charters Towers are at 100% occupancy (usually June/July) and bookings can only be made for a maximum of two nights. After this time, visitors are encouraged to check the availability of sites with the three caravan parks.

Bookings for the overflow camping facility have previously been managed through the three caravan park operators directly. The current process places the onus on the caravan park operators to contact the other operators in Charters Towers once their caravan park is at capacity to check site availability elsewhere. Only when all operators are at 100% capacity, are visitors advised that the overflow facility at the Showgrounds is available. The respective operator then proceeds to make a booking for visitors at the Showgrounds.

The current model is difficult to manage and relies on the three caravan park operators communicating with each other. It also requires significant time and resources by the caravan park operators and Council to reconcile bookings at the end of each month.

Consultation about a change to the current process has occurred with the three caravan park operators in Charters Towers and they are all supportive of the proposed change in booking process. The change will see staff at the Visitor Information Centre communicating with the caravan park operators daily to confirm their site availability for that day, updating information for visitors, confirming when the overflow camping facility has been activated, and managing the bookings for the facility.

Onsite management and cleaning of amenities at the Showgrounds will continue to be undertaken by volunteers from the State Emergency Services.

### **LINK TO CORPORATE PLAN**

CTRC Corporate Plan 2018-2023

- Priority Focus Area 2 – Tourism



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

Internal: Councillors and Executive Leadership Team  
Visitor Information Centre Staff

External: Big4 Aussie Outback Oasis Holiday Park - Michael Fletcher  
Dalrymple Tourist Van Park - Tanya Chilton  
Charters Towers Tourist Park - Raylea Thomson

### **LEGAL CONSIDERATIONS**

Council is not in competition with the local caravan park operators as bookings are only taken when all caravan parks are at 100% capacity. This approach was adopted to encourage visitors to stay and spend within the region.

The fee for camping at the Showgrounds is set by a resolution of Council and included in Council's Register of Fees and Charges and in line with current Commercial Van Rates in Charters Towers.

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

There are no identified financial risks. The reputational risk to Council can be managed more closely if the booking process is facilitated in-house by Council staff compared to bookings managed by external operators.

<b>Report Prepared by:</b> HAYLEY THOMPSON <b>Manager Community Services</b> Date: 4 May 2021	<b>Report Authorised by:</b> KIM HARGREAVES <b>Director Corporate &amp; Community Services</b>
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### **ATTACHMENTS**

- N/a

### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1450170
-

**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 30 April 2021.

**OFFICER'S RECOMMENDATION**

*That Council:*

- *Receive the monthly financial report presenting the progress made as at 30 April 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 30 April 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 and investments, and borrowings.

**Financial Results as at 30 April 2021**

The following tables provide a snapshot of key financial information for the reporting period 1 July 2020 to 30 April 2021.

**Income Statement Summary as at 30 April 2021**

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

As April 2021 is the tenth month of the 2020/21 financial year, it is reasonable to expect actual income and expenditure to be at approximately 83% of total budget for the year.

Excluding DRFA, total recurrent revenue as at 30 April 2021 is \$32 million or 83% of the amended 2020/21 budget. This figure is in line with the YTD budget of 83%.

Excluding DRFA, total recurrent expenditure as at 30 April 2021 is \$33.7 million or 79% of the amended 2020/21 budget. This figure is in line with the YTD budget of 83%.

The table below provides a summary of key income statement information and is extracted from the 30 April 2021, Income Statement (Attachment A).

Income Statement Summary	Amended Budget (\$'000s)	2020/21		Notes
		Apr 2021 YTD (\$'000s)	Variance	
Total recurrent revenue (excl DRFA)	\$38,746	<b>\$32,022</b>	83%	On target
Total recurrent expenses (excl DRFA)	(\$42,659)	<b>(\$33,756)</b>	79%	On target.
<b>Operating result (excl DRFA)</b>	(\$3,913)	<b>(\$1,734)</b>		

<b>DRFA operating result</b> (rev less exp below)	\$150	<b>\$-</b>		New Acc Standards matching timing of DRFA rev to works carried out
DRFA revenue	\$42,555	<b>\$37,776</b>	89%	DRFA revenue recognised as CTRC work is carried out
DRFA expenses	(\$42,405)	<b>(\$37,776)</b>	89%	DRFA works carried out by CTRC
Capital revenue	\$10,595	<b>\$4,484</b>	42%	Reasonable variance reflects timing of 20/21 capital works funded projects.
Capital expenses	(\$132)	<b>(\$132)</b>		Loss on disposal of fixed assets at auction.
<b>Net result</b>	\$6,699	<b>\$2,618</b>	39%	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 \$37.7 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 30 April 2021 of \$1.7 million and a net result surplus of \$2.6 million (including capital revenue and expenses).

#### Balance Sheet Summary as at 30 April 2021

The table below provides a summary of key balance sheet information and is extracted from the Balance Sheet as at 30 April 2021 (Attachment B). The table also includes March 2021 figures for comparison of movement against the highlighted balance sheet items.

Balance Sheet Summary	Amended Budget (\$'000s)	2020/21		Notes
		Apr 2021 YTD (\$'000s)	Mar 2020 YTD (\$'000s)	
Cash & investments	\$38,915	<b>\$26,514</b>	\$23,202	Increase from prior month reflects QRA reimbursement, for DRFA works, received during April
Property plant & equipment	\$465,669	<b>\$453,904</b>	\$454,039	All asset types including roads and water - minor movement
Receivables (Current)	\$5,998	<b>\$3,312</b>	\$4,163	Reasonable level of accounts receivable. Decrease from prior month reflects payment of monthly rate debtor instalments
Payables (Current)	\$12,335	<b>\$3,732</b>	\$4,260	Reasonable level of accounts payable
Contract assets	-	<b>\$20,319</b>	\$25,181	Decrease due to payment received from QRA for completed DRFA works
Contract liabilities	-	<b>\$4,582</b>	\$3,986	Increase from prior month due to treatment of LRCI grant funding received for capital works yet to be carried out

## Cash and Investments & Borrowings as at 30 April 2021

The cash and investments, and borrowings as at 30 April 2021 are summarised and presented with key financial stability ratios. These ratios provide a snapshot of the management cash and investments, and borrowing resources.

Cash & Investments	2020/21		Notes
	Amended Budget (\$'000s)	Apr 2021 YTD (\$'000s)	
Current account		\$157	Daily transaction management
Investment - QCCU		\$1,000	12 month matures 12/06/2021 – interest rate 1.30%
Investment - QTC		\$25,357	Daily cash fund – interest rate 0.64%
Total cash & investments	\$38,915	\$26,514	

Borrowings <sup>1</sup>			
Current - QTC	\$147	\$40	Quarterly payments payable in current financial year
Non-current - QTC	\$804	\$949	Payable over term– maturity date 15/06/2027
Total borrowings	\$951	\$989	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	Apr 21 YTD	Mar 21 YTD	Notes
Current ratio	>1.1	3.22	4.19	4.41	Well exceeds target.
Cash cover ratio	>1.1	2.75	2.16	1.90	Above target.
Cash capacity in months	>3 months	7.69	4.18	3.66	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	Apr 2021 YTD (\$'000s)	Notes
General rates	\$12,517	\$12,496	
Waste management	\$1,322	\$1,451	Reflects 1 <sup>st</sup> and 2 <sup>nd</sup> half-yearly rate notices raised for 2020/21
Water	\$6,210	\$5,219	
Sewerage	\$3,626	\$3,623	
Excess water	\$473	\$257	
Total rates & charges	\$24,148	\$23,046	YTD actual is 95% of amended budget

### 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	Apr 2021 YTD (\$'000s)	% of rates debtors	% of rates revenue	Notes
Rates debtors				Due date 8 March 2021
• Current (2020/21 rates)	\$880	56.3%	3.26%	Reduced by \$472k in Apr
• Overdue (2019/20 rates)	\$447	28.6%	1.69%	Increased by \$10k in Apr
• Overdue (pre-2019/20 rates)	\$236	15.1%	0.94%	Reduced by \$2k in Apr
Total rates debtors	\$1,563	100%		Reduced by \$466k in Apr
Prepaid Rates & Charges				
Prepaid rates (current liabilities)	\$1,146	Rates paid in advance, mostly via periodic planned payments. Increased by \$243k in April		

### 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.

<b>Report Prepared by:</b> SHANE CAGNEY <b>Chief Financial Officer</b> Date: 5 May 2021	<b>Report Authorised by:</b> KIM HARGREAVES <b>Director Corporate &amp; Community Services</b>
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## **ATTACHMENTS**

Council's position as at 30 April 2021:

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

## **REFERENCE DOCUMENT**

- Monthly Rating Model for April 2021 Document No. 1450714
  - Officer's Report Document No. 1449206
-

**INCOME STATEMENT**  
**As at 30 April 2021**  
**Year Ended 30 June 2021**



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD	2020/2021 Percentage Position 83%
<b>REVENUE</b>			
<b>Recurrent Revenue</b>			
<b>Nett Rate Levies &amp; Charges</b>			
General Levies	12,516,476	12,496,396	100%
Waste Management Levies	1,322,103	1,450,556	110%
Water Allocation Levies	6,209,493	5,218,958	84%
Sewerage Levies	3,626,332	3,623,248	100%
Excess Water Levies	473,252	256,996	54%
<b>Total Nett Rate Levies &amp; Charges</b>	<b>24,147,656</b>	<b>23,046,154</b>	
<b>Fees &amp; Charges</b>			
Water Fees & charges	45,000	44,464	99%
Sewerage Fees & charges	135,000	158,380	117%
Other Fees & charges	3,516,416	3,225,215	92%
<b>Total Fees &amp; Charges</b>	<b>3,696,416</b>	<b>3,428,059</b>	
Interest received (includes rates & community loans)	394,533	236,461	60%
Sales	160,000	174,468	109%
Contract Income - RMPC, RPC, PW	2,977,966	2,067,939	69%
Proceeds from Sale of Equipment	123,883	123,883	100%
Other recurrent income	94,047	63,318	67%
<b>Operating Grants &amp; Subsidies</b>			
Operating Grants & Subsidies	7,151,010	2,881,574	40%
Non Capital Flood Event Grants	42,555,319	37,776,036	89%
<b>Total Operating Grants &amp; Subsidies</b>	<b>49,706,329</b>	<b>40,657,610</b>	
<b>TOTAL Recurrent Revenue</b>	<b>81,300,830</b>	<b>69,797,892</b>	<b>86%</b>
<b>Capital revenue</b>			
Capital Grants & Subsidies	8,608,119	4,166,722	48%
Capital Flood Event Grants (DRFA)	1,660,000	-	0%
Capital Contributions	10,000	-	0%
Gain on Sale of Assets	316,895	316,895	100%
<b>Total Capital Revenue</b>	<b>10,595,014</b>	<b>4,483,617</b>	
<b>TOTAL INCOME</b>	<b>91,895,844</b>	<b>74,281,509</b>	<b>81%</b>
<b>EXPENSES</b>			
<b>Recurrent expenses</b>			
Materials, Services & Maintenance	(14,072,482)	(9,988,428)	71%
Flood Event Materials, Services & Maintenance (DRFA)	(41,991,748)	(37,229,658)	89%
Employee Benefits	(19,396,236)	(16,141,795)	83%
Flood Event Employee Benefits (DRFA)	(413,571)	(546,379)	132%
Audit Fees	(245,000)	(147,405)	60%
Finance Costs	(72,040)	(57,984)	80%
Depreciation & amortisation	(8,873,131)	(7,420,530)	84%
<b>TOTAL Recurrent Expenses</b>	<b>(85,064,208)</b>	<b>(71,532,179)</b>	<b>84%</b>
<b>Capital operating expenses</b>	<b>(132,232)</b>	<b>(132,232)</b>	<b>100%</b>
<b>TOTAL EXPENSES</b>	<b>(85,196,440)</b>	<b>(71,664,411)</b>	<b>84%</b>
<b>Notional result attributable to council (exc DRFA)</b>	<b>4,889,404</b>	<b>2,617,099</b>	
<b>Notional result attributable to council (inc DRFA)</b>	<b>6,699,404</b>	<b>2,617,098</b>	
<b>Notional Operating Position before Capital Income (exc DRFA)</b>	<b>(3,913,378)</b>	<b>(1,734,286)</b>	
<b>Notional Operating Position before Capital Income (inc DRFA)</b>	<b>(3,763,378)</b>	<b>(1,734,287)</b>	
<b>Notional Op Position before Capital Income &amp; Excess Water</b>	<b>(4,236,630)</b>	<b>(1,991,283)</b>	
<b>Notional Cash available for Capital including Grants</b>	<b>15,704,767</b>	<b>10,169,860</b>	
<b>Notional 'Council funded Cash' available for Capital</b>	<b>5,241,985</b>	<b>5,818,475</b>	

**BALANCE SHEET**  
**As at 30 April 2021**  
**Year Ended 30 June 2021**



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD
<b>CURRENT ASSETS</b>		
Cash at Bank & On-Call Investments	38,914,769	26,513,592
Cash Floats	6,500	6,500
Trade and Other Receivables	5,998,035	3,312,303
Contract Assets	-	20,318,529
Inventories	629,699	681,415
Accrued revenue & prepayments	-	532,981
<b>TOTAL CURRENT ASSETS</b>	<b>45,549,003</b>	<b>51,365,320</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	2,333	1,809
Property, plant and equipment	465,668,816	453,903,649
Internal Loan Receivables	184,000	184,000
<b>TOTAL NON-CURRENT ASSETS</b>	<b>465,855,149</b>	<b>454,089,458</b>
<b>TOTAL ASSETS</b>	<b>511,404,152</b>	<b>505,454,778</b>
<b>CURRENT LIABILITIES</b>		
Trade and other Payables	12,335,331	3,732,324
Contract Liabilities	-	4,581,541
Borrowings	147,000	39,662
Annual & LSL Provisions	1,661,417	3,909,968
<b>TOTAL CURRENT LIABILITIES</b>	<b>14,143,748</b>	<b>12,263,495</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	804,000	949,418
Non Current LSL Provision	1,702,597	1,702,598
Internal Loans Payable	184,000	184,000
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,690,597</b>	<b>2,836,016</b>
<b>TOTAL LIABILITIES</b>	<b>16,834,345</b>	<b>15,099,510</b>
<b>NET ASSETS</b>	<b>494,569,807</b>	<b>490,355,268</b>
<b>COMMUNITY EQUITY</b>		
Council Capital	312,673,447	312,673,445
Asset Revaluation Reserve	121,734,680	121,734,680
Retained Surplus/(Deficiency)	6,831,635	2,617,098
Cash Reserves	53,330,045	53,330,045
<b>TOTAL COMMUNITY EQUITY</b>	<b>494,569,807</b>	<b>490,355,268</b>



**CASH FLOW STATEMENT**  
**As at 30 April 2021**  
**Year Ended 30 June 2021**



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from customers	20,561,942	(4,236,852)
Payments to suppliers & employees benefits	(76,155,841)	(61,569,939)
	(55,593,899)	(65,806,791)
Interest Received	393,833	236,284
Non capital grants & contributions	7,151,010	2,881,574
Non capital NDRRA Event Grants	42,555,319	37,776,036
Borrowing costs	(30,040)	(24,275)
<b>Net Cash inflow (outflow) from operating activities</b>	<b>(5,523,777)</b>	<b>(24,937,172)</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
<b>Payments for property, plant &amp; equipment</b>		
Payments for property, plant & equipment	(19,345,926)	(7,038,633)
	(19,345,926)	(7,038,633)
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	4,166,722
<b>Net cash inflow (outflow) from investing activities</b>	<b>(8,657,013)</b>	<b>(1,682,875)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Repayment of Internal Loan Borrowings	(92,000)	(92,000)
Repayment of External Loan Borrowings	(143,086)	(105,006)
<b>Net cash flow from financial activities</b>	<b>(235,086)</b>	<b>(197,006)</b>
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(14,415,876)</b>	<b>(26,817,053)</b>
<b>Opening Cash</b>		
Beginning of Reporting Period - Cash at Bank	53,330,045	53,330,044
Beginning of Reporting Period - Cash Floats	7,100	7,100
<b>Cash at beginning of reporting period</b>	<b>53,337,145</b>	<b>53,337,144</b>
<b>Closing Cash</b>		
End of Reporting Period - Cash at Bank	38,914,769	26,513,592
End of Reporting Period - Cash Floats	6,500	6,500
<b>Cash at end of reporting period</b>	<b>38,921,269</b>	<b>26,520,092</b>
<b>Cash Movement</b>		
Net Increase/(Decrease) in Cash at Bank	(14,415,276)	(26,816,453)
Net Increase/(Decrease) in Cash Floats	(600)	(600)
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(14,415,876)</b>	<b>(26,817,053)</b>

**EXECUTIVE SUMMARY**

In accordance with s97 of the *Local Government Act 2009*, Council may fix a cost-recovery fee under a local law or by resolution. There are numerous fees and charges that Council apply; the attached schedule provides a listing of proposed fees and charges to be adopted for the 2021-2022 financial year.

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

- ***Adopt the attached schedule of Fees and Charges for the 2021-2022 financial year.***

**BUDGET & RESOURCE IMPLICATIONS**

The purpose of the report is to adopt the 2021-2022 Fees and Charges. All budget and resource implications have been considered.

**BACKGROUND**

Council's Fees and Charges cover a wide range of services to the community from photocopying at the library to landfill charges, and from venue hire to services at the saleyards. There are approximately 550 fees and charges across 50 categories.

The 2021-2022 Schedule of Fees and Charges forms part of Council's 2021-2022 Annual Budget however Council is adopting the 2021-2022 Fees and Charges prior to the 2021-2022 Annual Budget.

Of the 550 fees and charges, 40% remain the same as those fees in the last financial year while 48% will increase by an annual cost escalation of 2%. The remaining 12% represent new fees and charges for additional services or fees and charges that require an increase or decrease other than the 2% annual cost escalation for cost-recovery.

**LINK TO CORPORATE PLAN**

Our Priority Focus Areas for 2018-2023  
Priority Area 7 – Our Organisation

**CONSULTATION (Internal/External)**

Internal: Councillors  
Executive Leadership Team  
Chief Financial Officer - Shane Cagney  
Financial Services Coordinator - Belinda Blokland  
Management Leadership Team

**LEGAL CONSIDERATIONS**

There are no legal considerations in relation to the 2021-2022 Fees and Charges that would warrant the recommendation being declined.

**POLICY IMPLICATIONS**

There are no policy implications in relation to the 2021-2022 Fees and Charges that would warrant the recommendation being declined.

**RISK IMPLICATIONS**

There are no risk implications in relation to the 2021-2022 Fees and Charges that would warrant the recommendation being declined.

<b>Report Prepared by:</b> SHANE CAGNEY <b>Chief Financial Officer</b> Date: 5 May 2021	<b>Report Authorised by:</b> KIM HARGREAVES <b>Director Corporate and Community Services</b>
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**ATTACHMENTS**

- Schedule of Proposed 2021/2022 Fees and Charges – ECM Doc. No. 1451761

**REFERENCE DOCUMENT**

- Officer's Report Document No.1449205



# FEES & CHARGES 2021-2022



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**Note:** Right to Information (RTI) requests will be charged in accordance with fees as prescribed by Regulation at the time of the request.

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>AIRPORT</b>			
Hangar Rental per aircraft per annum (7505-1050-0001)	s262(3)(c)	909.00	Y
Landing Fees - All Aircraft per tonne (7505-1050-0002)	s262(3)(c)	10.00	Y
Annual landing fee, per Aircraft	s262(3)(c)	2,700.00	Y
Terminal Building Usage per week (7505-1050-0001)	s262(3)(c)	60.00	Y
With electricity		At Cost	Y
Airport Precinct Land Usage per annum (available for small storage container or building location and is subject to Council approvals)	s262(3)(c)	200.00	Y
Ticket Office Rental - per month	s262(3)(c)	170.00	Y
<b>BUILDINGS HIRE</b>			
<b>Arthur Titley Centre</b> (7800-1050)			
Security Deposit - Community Organisations (9000-5002 excluding EFTPOS / EFTPOS 1194-7104)	s262(3)(c)	No Charge	N
Security Deposit - all others (9000-5002 excluding EFTPOS / EFTPOS 1194-7104)	s262(3)(c)	732.00	N
Security Deposit Keys - only if full security deposit not paid (9000-5002 excluding EFTPOS / EFTPOS 1194-7104)	s262(3)(c)	55.00	N
<b>HALL ONLY (PER DAY)</b>			
(Paid when booking made and not refundable if cancelled within a 30 day period before the event.)			
Balls, weddings, cabarets, private function	s262(3)(c)	341.00	Y
Dances and socials (no alcohol)	s262(3)(c)	145.00	Y
Dinners, presentation nights, indoor sporting events	s262(3)(c)	253.00	Y
Free Childrens' shows, school displays	s262(3)(c)	No Charge	
Careers market	s262(3)(c)	83.00	Y
Travelling shows, commercial displays	s262(3)(c)	831.00	Y
Decorating/preparation	s262(3)(c)	45.00	Y
Meetings - Not for profit organisations	s262(3)(c)	No Charge	
Function - Not for profit organisations - Nil catering	s262(3)(c)	115.00	Y
Function - Not for profit organisations - With catering	s262(3)(c)	165.00	Y
Meetings/Conferences - Commercial Functions - Nil catering	s262(3)(c)	225.00	Y
Meetings/Conferences - Commercial Functions - With catering	s262(3)(c)	286.00	Y
Uses not otherwise defined	s262(3)(c)	286.00	Y
<b>FUNCTION ROOM ONLY (PER DAY)</b>			
Balls, weddings, cabarets, private function	s262(3)(c)	286.00	Y
Dances and socials (no alcohol)	s262(3)(c)	145.00	Y
Dinners, presentation nights, indoor sporting events	s262(3)(c)	253.00	Y
Free Childrens' shows, school displays		No Charge	
Careers market	s262(3)(c)	83.00	Y
Travelling shows, commercial displays	s262(3)(c)	341.00	Y
Decorating/preparation	s262(3)(c)	45.00	Y
Meetings - Not for profit organisations		No Charge	
Function - Not for profit organisations - Nil catering	s262(3)(c)	115.00	Y
Function - Not for profit organisations - With catering	s262(3)(c)	165.00	Y
Meetings/Conferences - Commercial Functions - Nil catering	s262(3)(c)	225.00	Y
Meetings/Conferences - Commercial Functions - With catering	s262(3)(c)	286.00	Y
Uses not otherwise defined	s262(3)(c)	286.00	Y
<b>HALL &amp; FUNCTION ROOM (PER DAY)</b>			
Balls, weddings, cabarets, private function	s262(3)(c)	564.00	Y

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
Dances and socials ( <i>no alcohol</i> )	s262(3)(c)	261.00	Y
Dinners, presentation nights, indoor sporting events	s262(3)(c)	455.00	Y
Free Childrens' shows, school displays		No Charge	
Careers market	s262(3)(c)	149.00	Y
Travelling shows, commercial displays	s262(3)(c)	1,055.00	Y
Decorating/preparation	s262(3)(c)	45.00	Y
Meetings - Not for profit organisations		No Charge	
Function - Not for profit organisations - Nil catering	s262(3)(c)	207.00	Y
Function - Not for profit organisations - With catering	s262(3)(c)	298.00	Y
Meetings/Conferences - Commercial Functions - Nil catering	s262(3)(c)	406.00	Y
Meetings/Conferences - Commercial Functions - With catering	s262(3)(c)	514.00	Y
Uses not otherwise defined	s262(3)(c)	514.00	Y
<b>Defiance Mill Park Meeting Rooms/ Offices / Playing Field</b> (7765-1050)			
Commercial Use (per day maximum amount)	s262(3)(c)	75.00	Y
Commercial Use (Hourly rate)	s262(3)(c)	12.00	Y
Not for profit Organisations	s262(3)(c)	Nil	Y
Playing field	s262(3)(c)	250.00	Y
Office Rental	s262(3)(c)	As per lease agreement	Y
<b>Other Public Halls</b> (7825-1100-0001)			
Commercial Use (per day maximum amount)	s262(3)(c)	145.00	Y
Commercial Use (Hourly rate)	s262(3)(c)	35.00	Y
Cleaning (if required)		At Cost	Y
<b>Ravenswood Church (per day)</b> (7825-1100-0002) Fees not collected by Council			
Weddings	s262(3)(c)	174.00	Y
Christening/Baptism/Confirmation	s262(3)(c)	58.00	Y
Funeral	s262(3)(c)	58.00	Y
Private Service	s262(3)(c)	58.00	Y
<b>Equestrian Centre</b> (7775-1100)			
<b>Classification 1 (Events being conducted whereon 85% of competitors are children)</b>			
Per day or part thereof	s262(3)(c)	150.00	Y
	s262(3)(c)	+ Elec	Y
Booking fee - Classification 1 - non refundable	s262(3)(c)	150.00	Y
<b>Classification 2 (All other events)</b>			
Per day or part thereof	s262(3)(c)	320.00	Y
	s262(3)(c)	+ Elec	Y
Booking fee - Classification 2 - non refundable	s262(3)(c)	256.00	Y
<b>Bond (All hirer's shall be required to pay a bond for the use of the venue to the applicable value)</b>			
Shoulder Period Fee - per day ( <i>access to the Equestrian Centre on the days prior and post the major event</i> )	s262(3)(c)	54.00	Y
Uncovered Arena	s262(3)(c)	447.00	Y
Covered Arena	s262(3)(c)	447.00	Y
<b>Equestrian Centre Access Fob Fees</b> (7775-1150)	s262(3)(c)	10.00	Y

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>CAMPING FEES</b> (7775-1051)			
<b>Ravenswood Camping Reserve</b>			
Per site per day (powered site)	s262(3)(c)	15.00	Y
Per vehicle per week (powered site)	s262(3)(c)	77.00	Y
Per person in a vehicle other than a private car per day, eg. Bus	s262(3)(c)	5.00	Y
Campers without vehicles per person per day	s262(3)(c)	5.00	Y
<b>CEMETERIES</b>			
<b>Lawn Section - Section 64 - Burial Fees</b> (7880-1050)			
Adult Grave	s262(3)(c)	1,553.00	Y
Child (Under 8 yrs) Grave	s262(3)(c)	867.00	Y
2nd Interment (Does not include additional desk top panel)	s262(3)(c)	917.00	Y
Sale of additional Desk Top Panel	s262(3)(c)	350.00	Y
<b>Outside of Working Hours - Weekends/public holiday (All Sections) or not concluded by 4 p.m. Weekdays - Up to 4 hrs</b>			
Adult Grave	s262(3)(c)	2,045.00	Y
Child (Under 8 yrs) Grave	s262(3)(c)	1,126.00	Y
Hourly charge over 4 hours	s262(3)(c)	350.00	Y
<b>Monumental Sections (All Other Sections) - Burial Fees</b> (7880-1050)			
Adult Grave	s262(3)(c)	1,216.00	Y
Child (Under 8 yrs) Grave	s262(3)(c)	635.00	Y
<b>Outside of Working Hours - Weekends/public holiday (All Sections) or not concluded by 4 p.m. Weekdays - Up to 4 hrs</b>			
Adult Grave	s262(3)(c)	1,592.00	Y
Child (Under 8 yrs) Grave	s262(3)(c)	1,011.00	Y
Hourly charge over 4 hours	s262(3)(c)	350.00	Y
<b>Note:</b> Installation of Plaque on existing monumental work no fee.		No Charge	
Plaque and engraving at Client's expense. Plaque to be installed by Cemetery Sexton.			
<b>Ashes - Interment Fees</b> (7880-1050)			
Columbarium	s262(3)(c)	115.00	Y
Rose Garden	s262(3)(c)	165.00	Y
Existing Grave (per container of ashes)	s262(3)(c)	126.00	Y
<b>Reservations</b> (7880-1050)			
All sections - per application	s262(3)(c)	63.00	Y
Columbarium - per application	s262(3)(c)	63.00	Y
<b>Exhumations</b> (7880-1050)			
Minimum 4 hours	s262(3)(c)	1,309.00	Y
Hourly Charge over 4 hours	s262(3)(c)	350.00	Y
<b>Monumental Works</b> (7880-1050)			
Work Permit	s262(3)(c)	51.00	Y
<b>Security Permit - Monumental Works</b> (9000-5002)		<b>140.00</b>	<b>N</b>
<b>Township Cemeteries - Burial Fees</b> (7880-1050)			
Ravenswood, Pentland & Greenvale Cemeteries - Adult Grave	s262(3)(c)	1,607.00	Y
Ravenswood, Pentland & Greenvale Cemeteries - Child (Under 8 yrs) Grave	s262(3)(c)	918.00	Y
<b>Outside of Working Hours - Weekends/public holiday (All Sections) or not concluded by 4 p.m. Weekdays - Up to 4 hrs</b>			

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
Adult Grave	s262(3)(c)	2,045.00	Y
Child (Under 8 yrs) Grave	s262(3)(c)	1,126.00	Y
Hourly charge over 4 hours	s262(3)(c)	350.00	Y
Mingela Cemetery - Adult Grave	s262(3)(c)	POA	Y
Mingela Cemetery - Child (Under 8 yrs) Grave	s262(3)(c)	POA	Y
<b>Outside of Working Hours - Weekends/public holiday (All Sections) or not concluded by 4 p.m. Weekdays - Up to 4 hrs</b>			
Adult Grave	s262(3)(c)	POA	Y
Child (Under 8 yrs) Grave	s262(3)(c)	POA	Y
Hourly charge over 4 hours	s262(3)(c)	POA	Y
<b>Records (Available free of charge on Council's website) (7880-1100)</b>			
Staff assistance in searching records - per 15 minute intervals	97(2)(c)	10.00	Y
Supply of hardcopy records	97(2)(c)	At cost	Y
<b>CTRC EVENT SITE FEE (7605-1100)</b>			
Site Fee: Market Stall - Commercial	97(2)(a)	15.00	Y
Site Fee: Market Stall - Demonstration/Not for Profit		No Charge	
Site Fee: Food Stall - Commercial	97(2)(a)	20.00	Y
Site Fee: Food Stall - Not for Profit	97(2)(a)	15.00	Y
Electrical Outlet	97(2)(a)	5.00	Y
Insurance - Stallholders, buskers & entertainers (Policy ATA172000PLB) per event	97(2)(a)	15.00	Y
<b>DISHONoured CHEQUE (BANK FEE) (1150-3096-0001)</b>			
		At Cost	N
<b>FOOD LICENCING (Fixed Premises, Mobile Premises &amp; Temporary) (2220-1300-0002)</b>			
Food licence application	97(2)(a)	250.00	N
Preparation of food at home for markets annual licence (such as jams and cakes)	97(2)(a)	150.00	N
Alteration to a Food Premise	97(2)(a)	200.00	N
Operator of a low risk business annual licence (such as a juice bar)	97(2)(a)	250.00	N
Operator of a medium risk business annual licence (such as a café or restaurant)	97(2)(a)	325.00	N
Operator of a high risk business annual licence (such as a child care centre or hospital)	97(2)(a)	400.00	N
Temporary food licence application for a food stall (per event)	97(2)(a)	50.00	N
Temporary food licence application for a food stall (annually - pro-rata)	97(2)(a)	125.00	N
Temporary food licence application for a food staff (annually for a community service provider)	97(2)(a)	No Charge	
Inspection outside of application and renewal assessment	97(2)(a)	150.00	N
Domestic water carrier	97(2)(a)	120.00	N
Food safety program accreditation application	97(2)(a)	400.00	N
Food safety program amendment	97(2)(a)	200.00	N
Health search (2220-1300-0020)	97(2)(a)	325.00	N
<b>GATES &amp; GRIDS (3015-1300-0002)</b>			
Approval to install	97(2)(a)	830.00	N
Approval to replace and/or remove	97(2)(a)	540.00	N
Search of Register (1100-1021)	97(2)(c)	70.00	N
Permanent signage available from Council Store		POA	N
Temporary traffic signage available from Council for use during grid repair works - time limit applies		No Charge	



Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>LIBRARY</b>			
<b>Joining Fees</b> (7650-1100-0001)			
Approved Full Time Member - Permanent Residents (upon proof of residency)		No Charge	
Tourist Member		No Charge	
<b>Library Bags - each</b> (7650-1100-0006)			
Three (3) bags	s262(3)(c)	6.00	Y
<b>Photocopying &amp; Printing Charges</b> (7650-1100-0001)			
A4 - B&W	s262(3)(c)	0.20	Y
A3 - B&W	s262(3)(c)	0.30	Y
A4 - Colour	s262(3)(c)	1.00	Y
A3 - Colour	s262(3)(c)	1.50	Y
A4 - B&W Double-sided	s262(3)(c)	0.40	Y
A3 - B&W Double-sided	s262(3)(c)	0.60	Y
A4 - Colour Double-sided	s262(3)(c)	2.00	Y
A3 - Colour Double-sided	s262(3)(c)	3.00	Y
<b>Meeting Rooms</b> (7650-1100-0004)			
Not for profit Organisations	s262(3)(c)	No Charge	
Not for profit Service Providers (Per day maximum amount)	s262(3)(c)	75.00	Y
Not for profit Service Providers (Hourly rate)	s262(3)(c)	12.00	Y
Commercial Use (Per day maximum amount)	s262(3)(c)	145.00	Y
Commercial Use (Hourly rate)	s262(3)(c)	35.00	Y
Cleaning (if required) per Council Cleaning Contract	s262(3)(c)	At Cost	Y
<b>MATERIALS - SALES &amp; HIRING</b> (4155-1100)			
Sale of used culverts	s262(3)(c)	20.00	Y
Hire of road sign per week	s262(3)(c)	18.00	Y
Hire of steel formwork per piece, per week	s262(3)(c)	48.00	Y
Hire of Bollards per week	s262(3)(c)	3.00	Y
Hire of Traffic Cones per week	s262(3)(c)	3.00	Y
Hire of Barrier Mesh per roll per week (50m roll)	s262(3)(c)	10.00	Y
Hire of Generator Power Board per day	s262(3)(c)	20.00	Y
Hire of Star Pickets with cap per week (each)	s262(3)(c)	2.00	Y
Sale of used 1,000 litre pods	s262(3)(c)	51.00	Y
<b>MISCELLANEOUS</b>			
Non-Allocated GST Receipts (1194-7103)			
Non-Allocated GST Free Receipts (1194-7104)			
Sale of Maps (2150-1050)	s262(3)(c)	POA	N
<b>PARKS</b>			
<b>Lissner Park/Centenary Park</b>			
Rental where electricity is read (7900-1050-0001)	s262(3)(c)	63.00	Y
Not for profit Organisations	s262(3)(c)	No Charge	
Security deposit for organised event (9000-5002)	s262(3)(c)	277.00	N

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>PERMITS</b>			
<b>Stock Route Travel Permits</b> (2610-1050-0008)			
<b>Permit to move or graze stock on the stock route network.</b> Application required for a stock route travel permit to move stock on foot on: Stock Routes; Reserves for travelling stock; Roads and other land under local government control; and Unallocated State Land adjoining any of these listed land types.			
Large stock (alpacas, camels, cattle, donkeys, horses, llamas, mules or vicunas)	97(2)(a)	\$0.02 per km per 20 head or part thereof	N
Small stock (goats and sheep)	97(2)(a)	\$0.02 per km per 100 head or part of 100 head	N
<b>Stock Route Agistment Permits</b> (2610-1050)			
<b>A stock route grazing (agistment) permit</b> is required to agist stock on: Stock routes; Reserves for travelling stock; Roads and other land under local government control			
Large stock (alpacas, camels, cattle, donkeys, horses, llamas, mules or vicunas)	97(2)(a)	\$1.20 per head per week	Y
Small stock (goats and sheep)	97(2)(a)	\$0.44 per head per week	Y
<b>Trustee Permit</b>			
Trustee Permit for agistment of stock on reserves over which Council is trustee	97(2)(a)	\$2.50 per head per week	Y
Stock Route Water Facility Agreement		Fees currently waived	
Stock route water facilities are established water points located along the stock route network and include artesian bores, sub-artesian bores, dams and wells			
<b>PRINTING &amp; PUBLICATIONS</b> (1150-3088)			
<b>Photocopying Charges</b>			
A4 - B&W	s262(3)(c)	0.20	Y
A3 - B&W	s262(3)(c)	0.30	Y
A4 - Colour	s262(3)(c)	1.00	Y
A3 - Colour	s262(3)(c)	1.50	Y
A4 - B&W Double-sided	s262(3)(c)	0.40	Y
A3 - B&W Double-sided	s262(3)(c)	0.60	Y
A4 - Colour Double-sided	s262(3)(c)	2.00	Y
A3 - Colour Double-sided	s262(3)(c)	3.00	Y
Plotter - A1 Copy	s262(3)(c)	33.00	Y
Plan Copier - A1 Copy	s262(3)(c)	5.00	Y
Road Map & Register	s262(3)(c)	19.00	Y
Financial Statements ( <i>Free from Council's website</i> )	s262(3)(c)	18.00	Y
Budget ( <i>Free from Council's website</i> )	s262(3)(c)	10.00	Y
Annual Report ( <i>Free from Council's website</i> )	s262(3)(c)	30.00	Y
Corporate Plan ( <i>Free from Council's website</i> )	s262(3)(c)	10.00	Y
Council Meetings Agenda, per meeting; 3 working days notice required ( <i>Free from Council's website</i> )	s262(3)(c)	10.00	Y
Council Meeting Minutes - per meeting ( <i>Free from Council's website</i> )	s262(3)(c)	10.00	Y
Sale of Local laws/Local law Policies - per local law/policy	s262(3)(c)	10.00	Y
Callcott Collection (7300-1100)	s262(3)(c)	15.00	Y
Ravenswood Booklet (7300-1100)	s262(3)(c)	4.00	Y
Peter Lawson Prints - per pair (7300-1100)	s262(3)(c)	94.00	Y
Within Living Memory - Soft Cover (7300-1100)	s262(3)(c)	26.00	Y

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
Within Living Memory - Hard Cover (7300-1100)	s262(3)(c)	47.00	Y
Around Charters Towers 5 Great Regional Drives (7300-1100)	s262(3)(c)	9.00	Y
Pest Management Plan (1150-3088) (Free from Council's website)	s262(3)(c)	6.00	Y
<b>PRIVATE WORKS</b>			
Jobs that have GST (1253-5601)	s262(3)(c)	As specified by Infrastructure /Finance	Y
Jobs that are GST Free (1253-5602)	s262(3)(c)	As specified by Infrastructure /Finance	N
Private Works Application Fee - INF Quoted works	s262(3)(c)	135.00	Y
<b>PROPERTY, RATING &amp; DEVELOPMENT SEARCHES (1100-1021)</b>			
Local Government Act			
Full property search (Financial plus Records) + Inspection - Commercial	97(2)(c)	197.00	N
Urgent Searches - 2 day turnaround + 50%			
Part Rate Search (property details only)	97(2)(c)	14.00	N
Part Rate Search (including rate levy)	97(2)(c)	20.00	N
Meter Reading (Utility Rating Groups 31 & 32 only)	97(2)(c)	54.00	N
Written Requests from Government Agencies stating purpose of information will be assessed by Council and released in accordance with legislative provisions.		No Charge	
Limited planning and development certificate	s262(3)(c)	153.00	N
Standard planning and development certificate	s262(3)(c)	510.00	N
Full planning and development certificate	s262(3)(c)	1,020.00	N
Full building and plumbing certificate (plans issued where available and owners consent provided)	s262(3)(c)	153.00	N
<b>RURAL ADDRESSING (3010-1050)</b>			
Replacement of Damaged Rural Address Post - goods available from Council Store	s262(3)(c)	POA	Y
<b>SERVICES/MAINS LOCATIONS (PRIVATE WORKS)</b>			
Service Call (Per Person) <b>within</b> Charters Towers and Environs area	s262(3)(c)	103.00	Y
(Service Call includes 1/2 hour travel only / additional travel at same rates as labour)			
Service Call (Per Person) <b>outside</b> of Charters Towers and Environs area	s262(3)(c)	At cost	Y
After Hours	s262(3)(c)	At cost	Y
Repairs required	s262(3)(c)	At cost	Y
Testing of Backflow Device (+ parts) <b>within</b> Charters Towers Environs area	s262(3)(c)	255.00	Y
Testing of Backflow Device (+ parts) <b>outside</b> of Charters Towers Environs area	s262(3)(c)	At cost	Y
<b>SEWERAGE/SEPTIC TANKS</b>			
Sewerage Main Tappings (Cut-in) (6115-1100)	s262(3)(c)	1,148.00	N
Construction of manhole (PRIVATE WORKS 1253-5601)	s262(3)(c)	POA	Y
Contractor Disposal at Sewage Treatment Plant (6115-1102)			
Per load of up to 3,000 litres	s262(3)(c)	300.00	N
Per 1,000 litres over 3,000 litres	s262(3)(c)	75.00	N
<b>SHARPS CONTAINERS (2200-1100-0001)</b>			
Sale of 1.0 Litre Sharps Container	s262(3)(c)	7.00	Y
<b>SHOWGROUNDS (7770-1050)</b>			
Major Events - per day	s262(3)(c)	275.00	Y

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>Note:</b> Water as per applicable Excess Water Rate & Electricity as per applicable electricity tariff	s262(3)(c)	+Elec; + Water	Y
Shoulder Period Fee - per day ( <i>access to the showground site on the days prior and post the major event</i> )	s262(3)(c)	110.00	Y
<b>Note:</b> Water as per applicable Excess Water Rate & Electricity as per applicable electricity tariff	s262(3)(c)	+Elec; + Water	Y
<b>Note:</b> Ensure electricity readings are done before and after the above events, arrangements to be made by Cashier. Also read the water meter before and after the event.			
<b>Other Facilities, per day (includes electricity and water unless otherwise noted)</b>			
Dining Hall	s262(3)(c)	218.00	Y
Stage	s262(3)(c)	218.00	Y
Poultry Pavilion	s262(3)(c)	110.00	Y
Salatina Hall	s262(3)(c)	110.00	Y
Food Stall (fee applicable only when power is used)	s262(3)(c)	103.00	Y
Markets (including use of Salatina Hall) Free of charge whilst conducted by TPA&M Assoc.	s262(3)(c)	No Charge	
Field Day - site fee (plus other facilities & electricity fees if applicable)	s262(3)(c)	51.00	Y
Dog Obedience Area (fee per occurrence - grassed area & light only) - not to conflict with Annual Show, other Significant Events or Markets, etc.	s262(3)(c)	60.00	Y
Ring lights associated with any of the above	s262(3)(c)	+Elec	Y
School Groups	s262(3)(c)	218.00	Y
Camping - Not for profit Groups, per vehicle per night (in accordance with the Charters Towers Overflow Facility Procedures & Guidelines and in line with current Commercial Van Rates in Charters Towers ) <i>Max 8 people per site. Site Fee - Up to 2 people.</i>	s262(3)(c)	30.00	Y
Site Fee extras per night per site	s262(3)(c)		
Adult	s262(3)(c)	8.00	Y
Child (16 yrs and under)	s262(3)(c)	5.00	Y
Child under 5 yrs	s262(3)(c)	No Charge	
Hire of camping area(s) associated with Showgrounds use where event not utilising entire venue - per area	s262(3)(c)	226.00	Y
Security Deposit - 20% of hire fee - minimum (9000-5002)	s262(3)(c)	473.00	N
Security Deposit Keys - only if full security deposit not paid	s262(3)(c)	50.00	N
<b>STREET WORKS</b> <i>(PRIVATE WORKS 1253-5601)</i>			
Standard Inverts in K&C (outside of standard will be individually quoted)	s262(3)(c)	POA	Y
Standard Crossovers of K&C (outside of standard will be individually quoted)	s262(3)(c)	POA	Y
Footbridge slab over K&C	s262(3)(c)	POA	Y
<b>KENNEDY REGIMENT MEMORIAL SWIMMING POOL</b> <i>(Paid at Pools)</i>			
Admission - Adults (16 years and over)	s262(3)(c)	4.00	Y
Children (15 years and under)	s262(3)(c)	3.00	Y
Pensioners	s262(3)(c)	3.00	Y
Spectator	s262(3)(c)	2.00	Y
Multi-visit Passes (10 visits)			
Adults (16 years and over)	s262(3)(c)	38.00	Y
Children (15 years and under)	s262(3)(c)	28.00	Y
Pensioners	s262(3)(c)	28.00	Y
Season Passes			
Full Season (52 weeks)			
Adults (16 years and over)	s262(3)(c)	318.00	Y
Children (15 years and under)	s262(3)(c)	238.00	Y
Pensioners	s262(3)(c)	238.00	Y
Summer Season (34 weeks 1 September - 31 March)			

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
Adults (16 years and over)	s262(3)(c)	208.00	Y
Children (15 years and under)	s262(3)(c)	156.00	Y
Pensioners	s262(3)(c)	156.00	Y
Winter Season (18 weeks 1 April - 31 August)			
Adults (16 years and over)	s262(3)(c)	110.00	Y
Children (15 years and under)	s262(3)(c)	82.00	Y
Pensioners	s262(3)(c)	82.00	Y
Lane Hiring Fee per hour ( Admission Charges remain applicable)	s262(3)(c)	30.00	Y
Facility Hire Fee per hour or part thereof (minimum 1 hour) (Admission Charges not applicable)	s262(3)(c)	100.00	Y
<b>SWIMMING POOLS</b> (5115-1050)			
Swimming Pool filling fee	s262(3)(c)	431.00	N
<b>THEATRES, PLACES OF AMUSEMENT</b> (2220-1300-0003)			
Annual Fee - halls	s262(3)(c)	72.00	N
Squash courts, skating rinks & others	s262(3)(c)	72.00	N
<b>VISITOR INFORMATION CENTRE</b>			
Printing [As per Library] (7200-1100-0001)	s262(3)(c)	As per Library	Y
Ghost of Gold Audio Self Drive Tour CD - Hire & Refundable Bond Deposit (7200-1100-0007)	s262(3)(c)	5.00 + 10.00 (bond)	Y
<b>Towers Hill Amphitheatre Movie Presentation</b> (7200-1100-0009)			
Individual Ticket Prices			
Adults (16 years and over)	s262(3)(c)	10.00	Y
Children (15 years and under)	s262(3)(c)	6.00	Y
Concession	s262(3)(c)	9.00	Y
Family (2 adults/2 children)	s262(3)(c)	22.00	Y
Group Ticket Prices (10-19 people)			
Adults	s262(3)(c)	9.00	Y
Students	s262(3)(c)	8.00	Y
Group Ticket Prices (20+ people)			
Adults	s262(3)(c)	8.00	Y
Students	s262(3)(c)	5.50	Y
<b>Orientation Room</b> (7200-1100-0004)			
Individual Ticket Prices	s262(3)(c)	Donation	
Group Ticket Prices			
Adults	s262(3)(c)	2.00	Y
Students	s262(3)(c)	1.00	Y
One free-of-charge admission for driver and/or tour guide for every 10 paying passengers applies to Towers Hill Amphitheatre Movie Presentaiton, Venus Gold Battery and Orientation Room			
Catering for groups can also be arranged at prices negotiated with food and beverage supplier and the group			

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>Displays for distribution at Visitor Information Centre</b> (7200-1100-0012)			
Entities with the Charters Towers local government area	s262(3)(c)	No Charge	
Entities <b>external</b> to the Charters Towers local government area (per annum)	s262(3)(c)	55.00	Y
<b>WATER SUPPLY</b> (5115-1100)			
Provision of new standard 20mm service (direct connection to existing main, within 30 metres - otherwise at cost)	97(2)(e)	2,202.00	N
Provision of new standard 25mm service (direct connection to existing main, within 30 metres - otherwise at cost)	97(2)(e)	3,462.00	N
Non standard service (larger than 25mm)	97(2)(e)	POA	N
Provision of 20mm meter only	97(2)(e)	462.00	N
Provision of 25mm meter only	97(2)(e)	POA	N
Provision of meter only, larger than 25mm	97(2)(e)	POA	N
Provision of Recycled Treated Wastewater (per kilolitre)	97(2)(e)	0.17	N
Provision of Non-potable water (per kilolitre)	97(2)(e)	0.23	N
<b>REPLACEMENT WORKS</b> (5115-1100)			
Meter relocation	97(2)(e)	POA	N
Meter testing fee - 1st test	97(2)(e)	No Charge	
2nd and subsequent tests	97(2)(e)	131.00	N
Replacement of broken or damaged meter - 20mm	97(2)(e)	462.00	N
Repairs to partly damaged meter - 1st offence	97(2)(e)	170.00	N
2nd offence	97(2)(e)	313.00	N
Replacement Taggle/AMR Device due to damage or breakage	97(2)(e)	POA	
<b>Township Works</b> (5115-1100)			
Meter disconnection or reconnection	97(2)(e)	462.00	N
<b>Standpipe Supply</b> (5115-1050)			
Standpipe Registration Fee	97(2)(e)	100.00	N
Sale per kilolitre	97(2)(e)	10.00	N
<b>WHEELIE BINS</b> (2110-1100)			
New wheelie bin	s262(3)(c)	100.00	Y
Old damaged wheelie bin (specially marked as 'no pickup')	s262(3)(c)	20.00	Y
<b>Wheelie Bin Hire</b> (2110-1101)			
Wheelie bin hire fee - Approved events - per bin (minimum \$50.00) <b>Note:</b> dependant on availability	s262(3)(c)	5.00	Y
Wheelie bin hire fee - Approved events - Council delivered & collected (limit of 20 bins) <b>Note:</b> dependant on availability		250.00 flat fee	Y
Wheelie Bins commercial - outside collection area Commencement of service begins with purchase of bin		As per rates group charge plus 20%	Y
<b>WORLD THEATRE GALLERY</b> (7355-1100-0000)			
Commission on Sold Art Work - Amateur Artists	s262(3)(c)	10%	Y
Commission on Sold Art Work - Professional Artists	s262(3)(c)	20%	Y
Gallery Hire - Commercial use - day	s262(3)(c)	100.00	Y
Gallery Hire - Commercial use - week	s262(3)(c)	350.00	Y
Gallery Hire - Commercial use - month	s262(3)(c)	1,100.00	Y
Gallery Hire - by invitation	s262(3)(c)	No Charge	

Commercial, Regulatory Fees & Other Charges	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>WORLD THEATRE VENUE HIRE/TICKETS</b>			
<b>Cinema</b> (7610-1100-0001)			
Adults	s262(3)(c)	12.00	Y
Students (Secondary, TAFE, Uni with Student ID)	s262(3)(c)	10.00	Y
Pensioner	s262(3)(c)	10.00	Y
Children aged 3+ to primary	s262(3)(c)	8.00	Y
Family (max. 2 adults/4 persons in total)	s262(3)(c)	32.00	Y
One free-of-charge admission for on-duty Companions/Carers with ID		No Charge	
Cinema Room Hire (tech support mandatory) - BYO Film per day	s262(3)(c)	306.00	Y
Cinema Room Hire (tech support mandatory) - Forum per day	s262(3)(c)	612.00	Y
<b>Mt Leyshon Auditorium Hire fees [Tech Support Mandatory]</b> (7610-1050-0002)			
Commercial Hire - 1 Day	s262(3)(c)	1,136.00	Y
Local/ Not for Profit Group - 1 Day	s262(3)(c)	757.00	Y
Local/ Not for Profit Group Meeting/Presentation - up to 4 hours (more than 3 bookings per annum)	s262(3)(c)	375.00	Y
Contract Cleaning Fee minimum (subject to change)	s262(3)(c)	116.00	Y
Ticket Booking Fee - Local/ Not for Profit Group	s262(3)(c)	2.00	Y
Ticket Booking Fee - Commercial Hire: Ticket \$30 or less	s262(3)(c)	3.00	Y
Ticket Booking Fee - Commercial Hire: Ticket \$50 or less	s262(3)(c)	5.00	Y
Ticket Booking Fee - Commercial Hire: Ticket \$50 or more	s262(3)(c)	7.00	Y
Extra hours for outside usual operating hours/hire allocation - fee per hour	s262(3)(c)	52.00	Y
TV hire (when available) onsite only - per hour	s262(3)(c)	52.00	Y
Extra technical support - per hour	s262(3)(c)	52.00	Y
Orchestra Pit Cover - remove/re-install	s262(3)(c)	1,224.00	Y
Other fees and charges may be negotiated per booking		POA	
Merchandise sales commission (no food or drink sales permitted)	s262(3)(c)	10%	Y
School hire fees - 1 Day Hire - Awards	s262(3)(c)	757.00	Y
School hire fees - 2 Day Hire - Awards	s262(3)(c)	1,049.00	Y
School hire fees - 3 Day Hire	s262(3)(c)	1,747.00	Y
School hire fees - 7 Day Hire - 5 rehearsals / 2 performances	s262(3)(c)	2,330.00	Y
Ticket Booking Fee	s262(3)(c)	2.00	Y
<b>Woodburn Stevens Room Hire (Upstairs BANK) / VIP Room / Gallery Foyer</b> (7610-1050-0002)			
Commercial Hire - 1 Day - Meeting	s262(3)(c)	233.00	Y
Commercial Hire - 1/2 Day - Dinner/Meeting	s262(3)(c)	174.00	Y
Local/Not for Profit Group - 1/2 Day - Dinner/Meeting	s262(3)(c)	58.00	Y
Local/Not for Profit Group - Meeting - venue related	s262(3)(c)	No Charge	
Ghost Tours - Cleaning fee per month	s262(3)(c)	58.00	Y
<b>Tickets to attend LIVE performances - various prices depending on the show [please check with venue]</b> (7615-1100-0001)			<b>POA</b>
<b>Gateway Online per ticket booking fee</b> (7610-1100-0004)	s262(3)(c)	1.00	Y
<b>LEASES &amp; CONTRACTS</b>			
<b>Mining Leases</b> (1121-1100-0000)			
Mining Compensation Agreement (using CTCRC template)	s262(3)(c)	At Cost	Y

Saleyard Fees	Details	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>MISCELLANEOUS</b>				
Minimum charge for Saleyard service/s provided	Minimum Charge	s262(3)(c)	15.00	Y
Purchase of truck wash down bay key	Per Key		40.00	Y
Use of truck wash down bay	Per minute		1.00	Y
Pre-arranged overtime - To comply with this categorisation client requests for Saleyard staff to work overtime (outside the hours Monday – Friday 7:00am – 4:30pm) must be made to and approved by Council Management during the hours Monday – Friday 8:00am – 2:30pm.	Where there are multiple customers involved in a pre-arranged overtime engagement, the total pre-arranged overtime fee shall be apportioned accordingly across all customers involved.			
Pre-arranged overtime performed by Saleyard staff continuously following ordinary hours (Monday – Friday 7:00am – 4:30pm)	Fee per hour or part thereof.	s262(3)(c)	82.00	Y
Pre-arranged overtime performed by Saleyard staff required to return to work following completion of ordinary hours (Monday – Friday after 4:30pm).	A minimum of four (4) hours charged for service/s provided and \$82.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours.	s262(3)(c)	328.00	Y
<b>Call out</b> – To comply with this categorisation client requests for Saleyard staff to work overtime are made and approved by Council Management <b>outside the hours</b> Monday – Friday 8:00am – 2:30pm.	Where there are multiple customers involved in a single callout, the total callout fee shall be apportioned accordingly across all customers involved.			
Callout fee for Saleyard staff <b>outside of normal working hours</b> (Monday - Friday 7:00am - 4:30pm)	Fee per hour or part thereof. A minimum of four (4) hours charged for service/s provided.	s262(3)(c)	328.00	
Callout fee for Saleyard staff on Public Holidays and <b>outside</b> 7:00am - 4:30pm	Price available on negotiation	s262(3)(c)	POA	Y
Licence for stock feeding at Council's Saleyards	Per annum	s262(3)(c)	3,000.00	N
Livestock Contractors Licence		s262(3)(c)	3,000.00	N
Yard Dues - Standard	Yard Dues payable per head per day or part thereof. Cow with calf at foot charged as one unit.	s262(3)(c)	1.00	Y
Destruction of animals <b>within normal working hours</b> (Monday - Friday 7:00am - 4:30pm)	Per head, + any incidental costs incurred (ie. Veterinary fees)	s262(3)(c)	10.00	Y
Disposal of animals <b>within normal working hours</b> (Monday - Friday 7:00am - 4:30pm)	Per head	s262(3)(c)	90.00	Y
Disposal of animals that are not consigned to Dalrymple Saleyards <b>within normal workings hours</b> (Monday - Friday 7:00am - 4:30pm)	Per head	s262(3)(c)	220.00	Y
Destruction and/or disposal of animals that are not consigned to Dalrymple Saleyards and service rendered <b>outside of normal working hours</b> (Monday - Friday 7:00am - 4:30pm)	Outside or normal working hours (Monday to Friday 7:00am - 4:30pm) refer to the categories, pre-arranged overtime and callout fees. Per head + applicable minimum hourly rate. Where there are multiple customers involved in the service provided, the total callout fee or overtime fee shall be apportioned accordingly across all customers involved.			
Use of Head Bail	Per head	s262(3)(c)	0.75	Y
<b>NLIS CHARGES</b>				
Charges reflect costs of moving stock from holding pens to readers and return. Reading Fees do not include costs of unloading/loading stock.				
Public Auction Sale Cattle Read Fees	Per head	s262(3)(c)	2.00	Y
Private Treaty Cattle Read Fees	Per head, + standard Yard Dues	s262(3)(c)	1.00	Y
Wand Read Fee	Per head	s262(3)(c)	2.00	Y
Replacement of non-working device	Per device	s262(3)(c)	13.00	Y
Installation of device where no device is present, but evidence that a device has previously being fitted	Per device	s262(3)(c)	13.00	Y
Installation of device where no device is present and evidence that a device has never been installed, with the exception of calves born on the premises	Per device	s262(3)(c)	60.00	Y
Installation of device for calves born on the premises	Per device	s262(3)(c)	13.00	Y
Rollback Fee	Per hour	s262(3)(c)	45.00	Y



Saleyard Fees	Details	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>CATTLE SALES</b>				
Permit to Operate Public Auction Sales	Commission Component % of the Net Agent's Public Auction Sale Proceeds	s262(3)(c)	0.132%	Y
Special Sale Booking Fee. Includes Cattle, Stud Stock and Horse Sales (non refundable)	Per sale	s262(3)(c)	500.00	Y
Cleaning excess hay from sale pens following sale	Per pen	s262(3)(c)	300.00	Y
Cattle sold at a Public Auction Sale	Yard dues are payable per head per day, with the exception of the two (2) days before and four (4) days after the sale day.	s262(3)(c)	1.00	Y
	Plus % of Net Proceeds	s262(3)(c)	0.65%	Y
Cattle, horses and lots not sold (passed in)	Per head/lot	s262(3)(c)	3.00	Y
Yard Dues	Yard Dues are payable per head per day, with the exception of the two (2) days before and four (4) days after the sale day.	s262(3)(c)	1.00	Y
	Plus % of Net Proceeds	s262(3)(c)	0.75%	Y
	Minimum per sale	s262(3)(c)	296.00	Y
	Plus % of Net Proceeds	s262(3)(c)	0.75%	Y
	Minimum per sale	s262(3)(c)	296.00	Y
<b>CATTLE TICK CLEARANCE SERVICES DALRYMPLE SALEYARDS</b>				
Minimum Inspection Fee		s262(3)(c)	39.00	Y
Use of Dip	Per head. Standard Yard Dues apply.	s262(3)(c)	3.00	Y
Use of Dip - Pre-treatment for tick clearance	Yard Dues payable per head per day, with the exception of the four (4) days after a pre-treatment service is rendered at Dalrymple Saleyards.	s262(3)(c)	3.00	Y
Inspection fee - <b>normal working hours</b>	Per head	s262(3)(c)	0.90	Y
Inspection Fees - <b>outside of normal working hours</b> , weekends and public holidays	Inspection Fees - outside or normal working hours (Monday to Friday 7:00am - 4:30pm) refer to the categories, pre-arranged overtime and callout fees. Per head + applicable minimum hourly rate			
<b>INSPECTION &amp; SPRAY SERVICES AT DALRYMPLE SALEYARDS</b>				
Horses and large and small stock - <b>normal working hours</b>	First animal	s262(3)(c)	46.00	Y
	Each additional animal	s262(3)(c)	14.00	Y
Horses and large and small stock - <b>outside of normal working hours</b> , weekends and public holidays	Inspection Fee - outside or normal working hours (Monday to Friday 7:00am - 4:30pm) refer to the categories, pre-arranged overtime and callout fees. Per head + applicable minimum hourly rate. Where there are multiple customers involved in the service provided, the total callout fee or overtime fee shall be apportioned accordingly across all customers involved.			
<b>TICK CLEARANCE/INSPECTION OR SPRAYING SERVICE AT ANY LOCATION OUTSIDE DALRYMPLE SALEYARDS</b>				
<b>Normal Working Hours</b> (Monday - Friday 7:00am - 4:30pm)	Per hour or part thereof. Service rendered + travel time.	s262(3)(c)	114.00	Y
	Per kilometre vehicle hire	s262(3)(c)	1.27	Y
<b>Outside of Normal working hours</b> , weekends and public holidays	Tick Clearance/Inspection or Spraying fee - outside of normal working hours refer to the categories, pre-arranged overtime and callout fees. Per hour + applicable minimum hourly rate			
<b>WEIGHING OVER SCALES</b>				
Cattle sold at a Public Auction Sale	Weighing Fee (per head)	s262(3)(c)	1.50	Y
	Plus % of Net Proceeds	s262(3)(c)	0.65%	Y
Use of Scale (Private Treaty Cattle)	Weighing Fee (per head)	s262(3)(c)	3.00	Y

Saleyard Fees	Details	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
<b>WEIGHING OVER WEIGHBRIDGE</b>				
Weigh vehicles	Light Vehicle up to 3 tonne	s262(3)(c)	41.00	Y
	Light Trailers up to 3 tonne	s262(3)(c)	41.00	Y
	Body Truck	s262(3)(c)	41.00	Y
	Trailers un-hitched from body truck and weighed separate	s262(3)(c)	41.00	Y
	Prime mover hitched to one (1) trailer	s262(3)(c)	41.00	Y
	Trailers un-hitched from prime mover or configuration and weighed separate	s262(3)(c)	41.00	Y
<b>CATTLE WEIGHED ON VEHICLES</b>				
Export Cattle only - Use of weighbridge. No weighbridge operator or weight certificate supplied by Council	Arrangements must be made to and approved by Council Management during normal operating hours. Two (2) days notice is required			
	Per Deck	s262(3)(c)	36.00	Y
Weighbridge operated by Council and weight certificate supplied	Body Truck	s262(3)(c)	56.00	Y
	Per deck. Prime mover with trailer attached.	s262(3)(c)	61.00	Y
	Per deck. Trailers un-hitched from prime mover or configuration and weighed separate.	s262(3)(c)	69.00	Y
<b>EXPORT CATTLE PROCESSED AT DALRYMPLE FACILITY</b>				
Weigh (in/out) over cattle weighbridge	Per head	s262(3)(c)	3.00	Y
Dip	Per head	s262(3)(c)	3.00	Y
Individual weigh	Per head	s262(3)(c)	3.00	Y
Yard Dues - Export	Yard Dues payable per head per day, with exception of the two (2) days before and four (4) days after the first weighing service is rendered at Dalrymple Saleyards.	s262(3)(c)	1.00	Y

Animal Management & Compliance	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2021-2022 Cost \$	GST Inclusive Y / N
A 50% discount is applied to animal registrations and/or renewals received during the advertised discount period and animals registered for the first time between 1 January and 30 June each year. No discounts are offered for Permit Animals or Pensioners.				
<b>ANIMAL MANAGEMENT</b>				
<b>Dog Registration</b> (2210-1100-0001)				
Entire	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	120.00	N
Desexed	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	40.00	N
Pensioner (only applies to one dog and no discount applies)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	10.00	N
Working dog (written proof will be required by the responsible owner)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	No Charge	
Annual renewal of Permit for Animal Keeping	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	50.00	N
Declared Dangerous and/or Menacing and/or Restricted (no discount applies)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	306.00	N
Replacement registration tag (2210-1100-0004)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	5.00	N
<b>Animal Impounding &amp; Release</b> (2210-1050-0001)				
Release fee for first impoundment of cat and/or dog (where registered)	97(2)(d)	Local Government Act 2009 & Local Government Regulation 2012	40.00	N
Release fee for second and subsequent impoundment of cat and/or dog (where registered)	97(2)(d)	Local Government Act 2009 & Local Government Regulation 2012	150.00	N
Release fee where unregistered dog (payment of registration will also be required)	97(2)(d)	Local Government Act 2009 & Local Government Regulation 2012	170.00	N
Release fee for all other animals which includes total cost of impoundment and release	97(2)(d)	Local Government Act 2009 & Local Government Regulation 2012	At cost + 10%	N
Surrender of cat and/or dog (2210-1100-0005)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	51.00	N
Purchase of unclaimed animal (2210-1100-0005)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	40.00	N
Microchipping fee (2210-1100-0009)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	At cost	N
Microchipping transfer fee (2210-1100-0010)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	At cost	N
<b>Miscellaneous</b>				
Application for Prescribed Activity Permit for Animal Keeping (payment of the annual renewal and registration is also required) (2210-1100-0011)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	250.00	N
Application for Restricted Dog Permit under the <i>Animal Management (Cats and Dogs) Act 2008</i> (2210-1100-0011)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	153.00	N
Security Deposit for the hire of Cat and/or Dog Trap (9000-5002)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	35.00	N

Animal Management & Compliance	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2021-2022 Cost \$	GST Inclusive Y / N
<b>LOCAL LAWS AND COMPLIANCE</b>				
<b>Local Law Permits</b>				
Application for a Prescribed Activity Permit to Carry out Works on a Council Road (commercial work only) (3015-1300-0001)	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	107.00	N
Application for a Prescribed Activity Permit (where not otherwise specified). No fee applicable for a not-for-profit organisation (evidence of not-for-profit status must be provided such as constituent or governing documents, incorporation certificate) or gathering of less than 50 people or where increasing social activity within the Central Business District (2220-1300-0007)	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	204.00	N
Annual renewal for a Prescribed Activity Permit (where not otherwise specified). No fee applicable for a not-for-profit organisation (evidence of not-for-profit status must be provided such as constituent or governing documents, incorporation certificate) or gathering of less than 50 people or where increasing social activity within the Central Business District (2220-1300-0007)	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	204.00	N
Annual renewal for a Prescribed Activity Permit for Caravan Park up to 20 cabins and/or sites (2220-1300-0009)	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	204.00	N
Annual renewal for a Prescribed Activity Permit for Caravan Park 21-100 cabins and/or sites (2220-1300-0009)	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	306.00	N
Annual renewal for a Prescribed Activity Permit for Caravan Park 101+ cabins and/or sites (2220-1300-0009)	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	408.00	N
<b>Penalty Infringement Notice</b> (2210-1305-0001)				
Payment of Penalty Infringement Notice (otherwise known as a fine)		Local Government Act 2009 & Local Government Regulation 2012	As per Penalty Infringement Notice	N
<b>Overgrown, Unightly &amp; Community Safety Notices</b>				
Administration fee	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	204.00	N
Contractors fee	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	At cost	N
<b>Vehicle Impoundment</b> (2200-1100-0003)				
Administration fee	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	204.00	N
Contractors fee + vehicle registration search fee	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	At cost	N

Development Service Charges	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2021-2022 Cost \$	GST Inclusive Y / N
*A 100% discount applies where the applicant is Charters Towers Regional Council or a 50% discount applies where the applicant is a not for profit organisation.				
<b>BUILDING APPLICATIONS</b> (2300-1050-0000)				
<b>Class 1a</b>				
Floor area under 100m <sup>2</sup> <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,500.00	N
Floor area between 101-250m <sup>2</sup> <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	2,000.00	N
Floor area over 250m <sup>2</sup> <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	2,500.00	N
Additions and/or alterations - floor area under 100m <sup>2</sup> <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,000.00	N
Additions and/or alterations - floor area over 100m <sup>2</sup> <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,500.00	N
Restump, reroof and/or full or partial demolition <i>[includes 2 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	750.00	N
Security Deposit for the relocation of a Dwelling House <i>[repaid in full upon receipt of Final Certificate] (9000-5002-0000)</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	7,500.00	N
<b>Class 1b, 2, 3 and 4</b>				
Any class 1b-4 building <i>[inspection on application]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA	N
Any additions and/or alterations <i>[inspection on application]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA	N
Full or partial demolition <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	750.00	N
<b>Class 5-9</b>				
Any class 5-9 building or structure <i>[inspection on application]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA	N
Any additions and/or alterations <i>[inspection on application]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA	N
Full or partial demolition <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	750.00	N
<b>Class 10</b>				
All class 10a buildings and structures - floor area under 100m <sup>2</sup> <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	750.00	N
All class 10a buildings and structures - floor area over 100m <sup>2</sup> <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,000.00	N
All class 10a buildings and structures where using masonry block <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,500.00	N
Any class 10b swimming pool <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,000.00	N
Any class 10b or 10c structure other than a swimming pool <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	750.00	N
Full or partial demolition <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	750.00	N
<b>Refunds</b>				
Up to information request stage	s97(2)(e)	Building Act 1975 & Building Regulation 2006	100% of original fee	N
Up to decision stage	s97(2)(e)	Building Act 1975 & Building Regulation 2006	25% of original fee	N

Development Service Charges	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2021-2022 Cost \$	GST Inclusive Y / N
<b>Miscellaneous</b>				
Council as concurrence agency	s97(2)(e)	Building Act 1975 & Building Regulation 2006	250.00	N
Additional inspection, reinspection and or inspection outside of those stated on the decision notice	s97(2)(e)	Building Act 1975 & Building Regulation 2006	150.00	N
Inspection, assessment and formal building advice	s97(2)(e)	Building Act 1975 & Building Regulation 2006	300.00	N
Change of building classification	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA	N
Change application (minor)	s97(2)(e)	Building Act 1975 & Building Regulation 2006	250.00	N
Finalisation of development permit	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA	N
Extension of time request	s97(2)(e)	Building Act 1975 & Building Regulation 2006	250.00	N
Archiving documents for a private building certifier	s97(2)(e)	Building Act 1975 & Building Regulation 2006	150.00	N
<b>PLUMBING APPLICATIONS</b> (6115-1300-0000)				
Up to five fixtures <i>[includes 4 inspections only]</i>	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	900.00	N
Per additional fixture over five	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	50.00	N
Per additional inspection (outside of the first four above)	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	150.00	N
Where a new on-site system is proposed (this is in addition to the up to five fixtures fee)	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	250.00	N
Where Council is designing an on-site sewerage system or minor work or other work not elsewhere described herein	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	POA	N
Replacement of on-site septic system (this is in addition to the up to five fixtures fee) <i>[includes 2 inspections only]</i>	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	450.00	N
<b>Refunds</b>				
Up to information request stage	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	100% of original fee	N
Up to decision stage	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	25% of original fee	N
<b>Miscellaneous</b>				
Additional inspection, reinspection and or inspection outside of those stated on the decision notice	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	150.00	N
Amendments to permit	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	250.00	N
Extension of time request	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	250.00	N

Development Service Charges	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2021-2022 Cost \$	GST Inclusive Y / N
<b>Trade Waste</b>				
Application for Category A	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	200.00	N
Application for Category B	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	750.00	N
Application for Category C	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	POA	N
Amendments to permit	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	250.00	N
Annual fee for Category A	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	100.00	N
Annual fee for Category B	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	250.00	N
Annual fee for Category C	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	As per individual agreement	N
<b>Backflow Prevention Devices &amp; Thermostatic Mixing Valves</b>				
Installation and/or annual lodgement of test results (per device)	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	70.00	N
<b>PLANNING APPLICATIONS</b> (2150-1050-0000)				
<b>Reconfiguration of a Lot</b>				
Creating one new lot	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	750.00	N
Per additional lot above one new lot (in addition to the creating one new lot fee)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	250.00	N
Boundary realignment, amalgamation, lease exceeding 10 years or access easement	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	750.00	N
Endorsement of survey plan, building format plan, community management statement or easement document	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	250.00	N
<b>Preliminary Approval</b>				
Variation request	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	3,000.00	N
Building works assessable against the planning scheme	s262(3)(c)	97(2)(e)	1,000.00	N
<b>Material Change of Use</b>				
Code assessment (per use) where animal husbandry, caretaker's accommodation, community residence, cropping, dual occupancy, dwelling house, dwelling unit, home-based business, landing, market, outstation, park, parking station, party house, rural workers accommodation, sales office, roadside stall or telecommunications facility or where involving no building work or where no increase in gross floor area or where triggered by a single overlay code	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	750.00	N
Code assessment where not listed above (per use)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	1,000.00	N
Impact assessment (per use) where animal husbandry, caretaker's accommodation, community residence, cropping, dual occupancy, dwelling house, dwelling unit, home-based business, landing, market, outstation, park, parking station, party house, rural workers accommodation, sales office, roadside stall or telecommunications facility or where involving no building work or where no increase in gross floor area or where triggered by a single overlay code	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	1,500.00	N
Impact assessment where not listed above (per use)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	3,000.00	N
<b>Operational Works</b>				
Civil works (water, sewer, stormwater, transport, filling and/or excavation or other works)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	3,000.00	N
Advertising devices	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	750.00	N
<b>Refunds</b>				
Up to information request stage	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	100% of original fee	N
Up to notification stage	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	50% of original fee	N
Up to decision stage	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	25% of original fee	N

Development Service Charges	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2021-2022 Cost \$	GST Inclusive Y / N
<b>Miscellaneous</b>				
Pre-lodgement meeting	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	No Charge	
Change application (minor)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	500.00	N
Change application (other)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	100% of application fee	N
Extension application	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	250.00	N
Generally in accordance to vary approved plans and/or documents of a development permit	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	250.00	N
Exemption certificate	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	No Charge	
Request to apply superseded planning scheme	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	250.00	N
Pre-request response notices	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	250.00	N
Council undertaking public notification on behalf of the applicant (inclusion of one public notification sign only)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	\$500 where within 20km Charters Towers City otherwise POA	N
Public notification signs	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	\$50 per sign	N
Inspection outside of permit	s262(3)(c)	97(2)(e)	150.00	N
<b>INFRASTRUCTURE CHARGES</b> (2150-1850-0000)				
Infrastructure Charges (applicable to Material Change of Use and Reconfiguration of a Lot Development Permits only)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	As per the Infrastructure Charges Resolution (No. 3) 2020	N



Refuse Landfill Charges	Details	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
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**PRIMARY LANDFILL FEES**

Effective 1 July 2021 the 2021 State Government Waste Levy is \$93.50 (GST inclusive) per tonne and applies to all waste disposed to landfill.

**STUBLEY STREET LANDFILL**

**Domestic Waste (Waste from the home - self haul)**

General Waste *	<100kg	s262(3)(c)	5.50	Y
	100kg to <250kg	s262(3)(c)	11.00	Y
	≥250kg	s262(3)(c)	\$55.00/t	Y
Green Waste *	<500kg	s262(3)(c)	5.50	Y
	≥500kg	s262(3)(c)	\$55.00/t	Y
Domestic Asbestos (Restriction: Maximum 250kg) *		s262(3)(c)	50.00	Y

**Commercial Waste**

General Commercial (CI) *	Any Vehicle	s262(3)(c)	\$153.50/t (\$20.00 minimum)	Y
General Commercial with State Approved Recycling Reduction (CI) *	Any Vehicle	s262(3)(c)	\$79.50/t (\$9.00 minimum)	Y
Construction and Demolition (CD)	Any Vehicle	s262(3)(c)	\$153.50/t (\$30.00 minimum)	Y
Commercial Green Waste *	Any Vehicle	s262(3)(c)	\$62.00/t (\$11.00 minimum)	Y
Commercial Asbestos (Conditions Apply) *	Any Vehicle	s262(3)(c)	\$165.50/t (\$50.00 minimum)	Y
Special Burial (Conditions Apply) *	Any Vehicle	s262(3)(c)	\$165.50/t (\$50.00 minimum)	Y
Shredded Tyres (Conditions Apply) *	Any Vehicle	s262(3)(c)	\$215.50/t (\$50.00 minimum)	Y
Commercial (Non CTRC Waste) *	Any Vehicle	s262(3)(c)	\$215.50/t (\$30.00 minimum)	Y
Charitable Recyclers (State Government fee exemption may apply upon successful application)	With Exemption	s262(3)(c)	No Charge	
Charitable Recyclers (State Government fee exemption may apply upon successful application) *	Without Exemption	s262(3)(c)	\$93.50/t (\$15.00 minimum)	Y

Payment Method - Domestic users disposing of waste are required to pay with cash or EFTPOS only. NO credit is given.

**Tyres**

Car Tyre	N/A	s262(3)(c)	5.00	Y
4x4, Light Truck	N/A	s262(3)(c)	10.00	Y
Truck Tyre	N/A	s262(3)(c)	22.00	Y

**Recyclables**

Scrap steel, aluminium, white goods, etc. Note: items containing refrigerant gases will not be accepted to landfill without a certificate of degasification.		s262(3)(c)	No Charge	
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**TOWNSHIP LANDFILLS - GREENVALE, RAVENSWOOD and PENTLAND**

Disposals free of charge - no full-time personnel	All Permitted Waste Types	s262(3)(c)	No Charge	
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**When Weighbridge is NOT operational**

Fees are calculated in accordance with the "Weight Measurement Criteria" outlined in Schedule 4 of the Waste Reduction and Recycling Regulation 2011 .

Calculated Fee = Deeming rate x Approved tonnage rate for each Waste Type.

Soils Tests	Description	Hours for Test	Paragraph of the Local Government Act under which fee is fixed	2021-2022 Cost \$	GST Inclusive Y / N
Q102A	Moisture Content	0.50	s262(3)(c)	63.00	Y
Q103A	Particle Size Distribution, Soil Aggregate (Wet Sieving)	1.50	s262(3)(c)	187.00	Y
Q103B	Particle Size Distribution, Soil Aggregate (Dry Sieving)	1.25	s262(3)(c)	155.00	Y
Q104-Q106	Liquid Limit And Linear Shrinkage	1.50	s262(3)(c)	187.00	Y
Q104-Q106-Q105	Liquid Limit And Plastic Index And Linear Shrinkage	2.50	s262(3)(c)	302.00	Y
Q142A	Moisture Density Relationship ( A Mould )	2.50	s262(3)(c)	302.00	Y
Q142A	Moisture Density Relationship ( B Mould )	2.75	s262(3)(c)	330.00	Y
Q113A	Cbr, Standard Unsoaked	7.00	s262(3)(c)	853.00	Y
Q113C	Cbr, Standard Soaked	7.50	s262(3)(c)	913.00	Y
Q141B	Insitu Dry Density (Sand Replacement)	0.85	s262(3)(c)	110.00	Y
Q141B	Insitu Dry Density (Sand Replacement) (2 Technicians)	1.70	s262(3)(c)	210.00	Y
Q111C	Dry Density Ratio	0.10	s262(3)(c)	13.00	Y
Q111D	Degree Of Saturation	0.40	s262(3)(c)	50.00	Y
Q115	Unconfined Compressive Strength	2.50	s262(3)(c)	302.00	Y
Q201A	Flakiness Index (General)	0.80	s262(3)(c)	105.00	Y
Q201B	Flakiness Index (Cover Aggregate)	0.80	s262(3)(c)	105.00	Y
Q202	Average Least Dimension	0.10	s262(3)(c)	13.00	Y
Q215	Crushed Particles	0.50	s262(3)(c)	60.00	Y
Q216	Degree Of Precoating	0.50	s262(3)(c)	60.00	Y
Q217	Weak Particles	0.50	s262(3)(c)	60.00	Y
Q221A	Loose Density	0.50	s262(3)(c)	60.00	Y
AS1012 PART3	Consistency Of Concrete (Slump)	0.40	s262(3)(c)	50.00	Y
AS1012 PART8	Making Concrete Test Cylinders (Minimum of 3 Test Cylinders)	0.50	s262(3)(c)	63.00	Y
AS1012 PART9	Curing and Compressive Strength of Concrete Test Cylinder	0.40	s262(3)(c)	51.00	Y
	Travelling and Sample Collection and Standby (Per Hour)	1.00	s262(3)(c)	131.00	Y
	Travelling and Sample Collection and Standby (Per Hour) (2 Technicians)	2.00	s262(3)(c)	265.00	Y

### **EXECUTIVE SUMMARY**

Council's Audit and Risk Committee met on 25 March 2021, a report and the unconfirmed minutes of that meeting are tabled for Council's information.

### **OFFICER'S RECOMMENDATION**

**That Council:**

- **Receive and note this report and the unconfirmed minutes of the CTRC Audit & Risk Committee meeting held on 25 March 2021.**

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### **BUDGET & RESOURCE IMPLICATIONS**

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

### **BACKGROUND**

In accordance with section 211 of the *Local Government Regulation 2012*, a report is tabled for Council on matters reviewed at its Audit & Risk Committee meeting held 25 March 2021.

The Audit & Risk Committee unconfirmed Minutes are tabled for Council's information, with the matters covered as per the Annual Work Plan, under the following subject headings:

- External Audit (An update on external audit recommendations and the draft External Audit Plan was tabled for the Committee's information with the final to be made available before the next meeting of the Committee)
- Internal Audit (An update on Council's progress to date was provided for the Committee's information)
- Financial Compliance and Internal Controls
- People, Performance and Work Health & Safety
- Governance and Risk Management
- Audit & Risk Committee Governance Matters

Since the Audit & Risk Committee meeting on 25 March 2021, an Annual Self-Assessment form has been distributed to members, advisors, and observers to gauge their assessment of the effectiveness of the Committee. The 2020/2021 self-assessment results will be tabled at the next meeting of the Audit & Risk Committee on 15 June 2021. Previous self-assessment of the Committee was undertaken in February 2020.

The Annual Work Plan for 2021 was also finalised with 2021 meetings scheduled as follows:

- Meeting 1 – 25 March 2021
- Meeting 2 – 15 June 2021
- Meeting 3 – 12 August 2021
- Meeting 4 – 14 October 2021

With these outcomes considered, it is recommended that Council receive and note the Audit & Risk Committee report on its 25 March 2021 meeting as documented through the tabled unconfirmed minutes.

### **LINK TO CORPORATE PLAN**

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

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

Internal:           Manager Governance & Communications - Camille Conaghan  
                          Director Corporate & Community Services - Kim Hargreaves

External:           Members of the Audit & Risk Committee

### **LEGAL CONSIDERATIONS**

The requirements of the Audit & Risk Committee function are set out in the *Local Government Act 2009*, Section 105 and the *Local Government Regulation 2012*; Subdivision 2, Section 208-211.

### **POLICY IMPLICATIONS**

This report complies with the requirements of the Audit & Risk Committee Policy, S0038 so there are no policy implications that warrant the recommendation being declined.

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> JASMINE ORWE <b>EA to Director Corporate &amp; Community Services</b> Date: 6 May 2021	<b>Report Authorised by:</b> CAMILLE CONAGHAN <b>Manager Governance &amp; Communications</b>
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### **ATTACHMENTS**

- Attachment 1 – Unconfirmed minutes of the Audit & Risk Committee meeting held 25 March 2021 – Document No. 1447043 **(Commercial in confidence)**

### **REFERENCE DOCUMENT**

- Audit & Risk Committee 2021 Annual Work Plan, Document No. 1372940
  - D0062, Audit & Risk Committee Terms of Reference, Document No. 1251606
  - Officer's Report, Document No. 1395976
-

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

### 13.1 Adoption of Delegations Register – Council to Chief Executive Officer

#### EXECUTIVE SUMMARY

Council is requested to adopt the 2021 Delegations Register – Council to Chief Executive Officer (CEO).

#### OFFICER'S RECOMMENDATION

##### *That Council:*

- **Adopt the 2021 Delegations Register – Council to Chief Executive Officer as tabled, and**
- **Delegate all powers referred to in the 2021 Delegations Register – Council to CEO to the Chief Executive Officer of Council pursuant to s257 of the Local Government Act 2009.**

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

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

#### **BACKGROUND**

The *Local Government Act 2009* (the Act) requires CEOs to establish a register of delegations which must record all delegations by the Council, Mayor or CEO. Pursuant to s257 of the Act, Council may, by resolution, delegate a power conferred upon Council to the CEO.

Powers that can be delegated are operational in nature and are not matters that Council must address through formal proceedings of Council. The purpose of providing the delegations is to ensure that services continue to be provided in a timely, efficient, and informed manner, by allowing powers to be exercised by the CEO (or Council employees through sub-delegation) as and when required. A list of powers which cannot be delegated is included at Attachment 2 to this report.

With the assistance of King & Company Solicitors, Local Government Association Queensland (LGAQ) has developed a delegations register based on a comprehensive review of State legislation impacting on Local Government. Council uses this template as its Council to CEO Delegations Register.

King & Company Solicitors generally update the Register during the two major Parliamentary Recess periods in June/July and December/January. This provides some confidence that there will be no changes to Acts and thereby allows a few weeks to work through legislative and related changes made in the previous 6 months. Special updates may be made between regular updates where there are high importance legislative changes. This allows councils to have appropriate delegations in place for the commencement of any key new legislation. Exceptions are also made when key legislation (LGA, EPA, PA, etc) have major or important amendments made with a special update prepared and notified to subscribers in those circumstances.

To comply with the *Local Government Act* s257(4), Council must review its register of delegations annually however the last review was adopted in May 2019. This is due to the significant changes in legislation that occurred, particularly with the 'Belcarra' legislation, which resulted in seven updates occurring since the adoption in May 2019. The presented version incorporates all the amendments contained within the seven updates. It is recommended that Council adopt the 2021 Delegations Register - Council to CEO.

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

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

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

External: LGAQ through King & Company Solicitors

Internal: Chief Executive Officer; Aaron Johansson  
Director Corporate and Community Services; Kim Hargreaves  
Manager Governance and Communications; Camille Conaghan  
Governance Officer; Melissa King

#### **LEGAL CONSIDERATIONS**

Resolution of Council required to delegate powers, as per s305(1)(c) of the *Local Government Regulation 2012*. Recommendations reflect legal requirements as set out in the *Local Government Act 2009 s257* and the *Local Government Regulation 2012 s305*.

### **POLICY IMPLICATIONS**

To enable local governments to focus on strategic issues and reduce operational delay, local governments can delegate many local government powers to the CEO to enable the organisation to respond more effectively to the community and provide for timely, consistent decisions to be made.

### **RISK IMPLICATIONS**

Lack of delegations to the CEO is likely to result in non-compliance with statutory reporting and timeframes due to a delay in operational decision making. This could further result in a dissatisfied community given delays in undertaking day-to-day operational functions.

<b>Report Prepared by:</b> CAMILLE CONAGHAN <b>Manager Governance and Communications</b> Date: 4 May 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
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### **ATTACHMENTS**

- Attachment 1 – Register of Delegations Council to CEO – Document No. 1259608 [CLICK HERE](#)
- Attachment 2 – List of powers that require Council resolution and cannot be delegated – Document No. 1450706

### **REFERENCE DOCUMENT**






- Officer's Report Document No. 1450709
-

# Matters that require a Resolution of Council

## CANNOT BE DELEGATED

(template checklist as at 24 February 2021)

### Contents

	Local Government Act & related	... page 2
	Planning Act & related	... page 11
	Environment Protection Act	... page 14
	Land Act	... page 15
	Waste Reduction and Recycling Act & related	... page 16

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECKED/DATE/SIGN
	<i>Local Government Act 2009</i>	
25C(1)	Approval of constitution for a joint local government	<input type="checkbox"/>
29(2)	Making of a local law	<input type="checkbox"/>
32(1)	Adoption of a consolidated version of a local law	<input type="checkbox"/>
46(6)(b)	Decision on whether to apply the competitive neutrality principle in relation to a new significant business activity identified in an annual report of the local government	<input type="checkbox"/>
47(7)	Decision on whether to apply the code of competitive conduct to a business activity prescribed under regulation	<input type="checkbox"/>
48(1)	Adoption of a process for resolving competitive neutrality complaints	<input type="checkbox"/>
74(4)	Decision to fix a fee for a person to obtain a copy of a road map or register of roads, or a signed certificate under section 74	<input type="checkbox"/>
80A(5)	Decision to pay compensation to a person because of the establishment, modification or closing of a mall by the local government	<input type="checkbox"/>
84(1)	Decision (of a trustee council) that a meeting relating to trust land be closed to the public	<input type="checkbox"/>



85(2)(c)	Decision (of a trustee indigenous regional council) that a proposal to make a decision must be dealt with as a trust change proposal	<input type="checkbox"/>
88(2)(a)	Appointment (by an indigenous regional council) of a member of a community forum, other than the chairperson	<input type="checkbox"/>
93(3)(h)(ii)	Exemption of land from rating that is primarily used for showgrounds or horseracing	<input type="checkbox"/>
93(3)(i)	Exemption of land from rating for charitable purposes	<input type="checkbox"/>
94(2)	Decision, at the budget meeting for a financial year, on what rates and charges are to be levied for that financial year	<input type="checkbox"/>
97(1)	Fixing of a cost-recovery fee	<input type="checkbox"/>
97(5)(b)	Decision that the purpose of a tax included in an application fee referred to in section 97(2)(a) (cost-recovery fees) benefits the local government area	<input type="checkbox"/>
99(3)	Decision to levy a fee on the occupier of a structure referred to in section 99 (fees on occupiers of land below the high-water mark) for the use of the local government's roads and other infrastructure	<input type="checkbox"/>
100(2)	Decision (by Aurukun Shire Council, Mornington Shire Council or an indigenous local government) to levy a fee on residents of its local government area	<input type="checkbox"/>
118A(1)	Setting for the 2020/2021 financial year, other than at a budget meeting for the financial year, what rates and charges are to be levied for the period remaining in the financial year.	<input type="checkbox"/>
134(1)	Approval of a systematic or selective inspection program	<input type="checkbox"/>

150G(1)	Adoption of the model procedures or other procedures for the conduct of the local government's meetings and meetings of its committees	<input type="checkbox"/>
150AE(1)	Adoption of an investigation policy about dealing with suspected inappropriate conduct of councillors referred by the assessor to the local government	<input type="checkbox"/>
150AF(2)(b)	Decision to investigate a councillor's conduct in another way than as provided in section 150AF(2)(a)	<input type="checkbox"/>
150ES(3)	Decision, where a councillor has a declarable conflict of interest, to allow the councillor to participate in a decision about the matter or to leave the place where the meeting is being held	
150EU(2)(b)	Decision, where there is no quorum for deciding matter because of prescribed conflicts of interest or declarable conflicts of interest, to defer the matter to a later meeting	<input type="checkbox"/>
150EU(2)(c)	Decision, where there is no quorum for deciding matter because of prescribed conflicts of interest or declarable conflicts of interest, not to decide the matter and take no further action in relation to the matter	<input type="checkbox"/>
164(b)	Decision to appoint a councillor to the office of mayor if the office becomes vacant during the final part of the local government's term	<input type="checkbox"/>
165(2)	Appointment of acting mayor	<input type="checkbox"/>
165(3)	Declaration that the office of deputy mayor is vacant	<input type="checkbox"/>
166(2)	Filling a vacancy in the office of a councillor (who is not the mayor) to which section 166(1) applies	<input type="checkbox"/>
166B(2)	Filling a vacancy in the office of a former councillor under section 166(1)(c)	<input type="checkbox"/>

## Local Government Act & related

170A(7)	Adoption of “acceptable requests guidelines”	<input type="checkbox"/>
175(2)	Appointment of a deputy mayor at a post-election meeting	<input type="checkbox"/>
196(1)	Adoption of an appropriate organisational structure	<input type="checkbox"/>
197A(1)	Allowing a councillor to appoint 1 or more appropriately qualified persons (each a councillor advisor) to assist the councillor in performing responsibilities under the Act.	<input type="checkbox"/>
202(3)(b)	Decision that authorised persons of another local government may be appointed as authorised persons of the local government (as the adopting local government)	<input type="checkbox"/>
257(1)	Delegation of local government powers	<input type="checkbox"/>
268	Adoption of a process for resolving administrative action complaints	<input type="checkbox"/>
276(4)	Adoption or making of a local law to which transitional provisions 276(3) and (4) apply	<input type="checkbox"/>
324(2)	Decision about the procedure for investigating a councillor’s inappropriate conduct if an investigation policy has not been adopted under section 150AE	<input type="checkbox"/>
324(4)	Decision to deal with a councillor’s inappropriate conduct in another way than as recommended by the assessor under section 150AC(3)	<input type="checkbox"/>

	<b>Local Government Regulation 2012</b>	
29(1)	Decision to convert a business unit to a commercial business unit	<input type="checkbox"/>
30(1)	Decision to create a commercial business unit	<input type="checkbox"/>
55(1)	Decision on whether to implement the recommendations in the Queensland Productivity Commission's report	<input type="checkbox"/>
74(3)	Decision to use the value of land averaged over a number of financial years for the purpose of calculating the land's rateable value	<input type="checkbox"/>
81(2)	Decision, at a local government's budget meeting, on categories of rateable land in the local government area	<input type="checkbox"/>
94(4)	Adoption of the overall plan referred to in section 94(3)	<input type="checkbox"/>
94(6)	Adoption of an annual implementation plan for an overall plan that is for more than 1 year	<input type="checkbox"/>
94(9)	Amendment to an overall plan or an annual implementation plan	<input type="checkbox"/>
97(3)(a)	Decision on the proportions in which the local government will pay current owners any surplus special rates or charges after an overall plan is cancelled	<input type="checkbox"/>
102(2)	Decision that a meter is taken to have been read during the period that starts from 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read	<input type="checkbox"/>
116(1)	Decision to limit the increase in rates or charges	<input type="checkbox"/>

## Local Government Act & related

118(3)	Decision at the budget meeting on the date by which, or the period within which, rates or charges must be paid	<input type="checkbox"/>
118A	Power to, at a meeting other than the local government's budget meeting for the 2020-2021 financial year, decide what rates and charges are to be levied.	<input type="checkbox"/>
122(1)(a)	Granting of a concession to a stated ratepayer	<input type="checkbox"/>
122(1)(b)	Granting of a concession referred to in section 121(a) or (b)	<input type="checkbox"/>
129(2)	Decision at the budget meeting to allow ratepayers to pay rates or charges by instalments under section 129(1)	<input type="checkbox"/>
130(4)	Decision at the budget meeting to allow a discount for payment of rates or charges before the end of the discount period under section 130(1)	<input type="checkbox"/>
130(7)	Change to the discount period for payment of rates or charges	<input type="checkbox"/>
130(8)	Change the due date for payment of rates and charges to a later day that is no earlier than the new discount day decided under section 130(7)	<input type="checkbox"/>
133(4)(b)	Decision about the rate of interest payable on overdue rates or charges under section 133(3)(b)	<input type="checkbox"/>
140(2)	Decision, in the circumstances prescribed by subsection 140(1), to sell land for overdue rates or charges	<input type="checkbox"/>
149(1)	Decision, in the circumstances prescribed by subsection 148, to acquire land for overdue rates or charges	<input type="checkbox"/>
165(2)	Adoption of a 5-year corporate plan	<input type="checkbox"/>
165(3)	Amendment of the 5-year corporate plan	<input type="checkbox"/>
167(1)	Adoption of a long-term asset management plan	<input type="checkbox"/>

## Local Government Act & related

170(1)	Adoption of budget for the financial year (NB For the contents of a budget, see section 169)	<input type="checkbox"/>
170(3)	Amendment to the budget	<input type="checkbox"/>
173(2)	Authorising unauthorised spending in circumstances of genuine emergency or hardship	<input type="checkbox"/>
173A	Adopting an annual budget amended in compliance with section 173A	<input type="checkbox"/>
174(1)	Adoption of an annual operational plan	<input type="checkbox"/>
174(4)	Amendment to the annual operational plan	<input type="checkbox"/>
182(2)	Adoption of an annual report	<input type="checkbox"/>
191(1)	Adoption of an investment policy	<input type="checkbox"/>
192(1)	Adoption of a debt policy	<input type="checkbox"/>
195	Adoption of a community grants policy	<input type="checkbox"/>
196(1)	Adoption of a entertainment and hospitality policy	<input type="checkbox"/>
197(1)	Adoption of an advertising spending policy	<input type="checkbox"/>
198(1)	Adoption of a procurement policy	<input type="checkbox"/>
201(3)	Resolution that a purpose for which an amount of trust money was credited to the trust fund no longer exists	<input type="checkbox"/>

## Local Government Act & related

206(2)	Valuation of non-current physical assets	<input type="checkbox"/>
218(1)	Decision to apply the strategic contracting procedures to local government contracts	<input type="checkbox"/>
219(6)	Decision that Chapter 6, Part 2 (strategic contracting procedures) no longer applies to local government contracts	<input type="checkbox"/>
220(2)	Adoption of a contracting plan	<input type="checkbox"/>
220(7)	Amendment to a contracting plan	<input type="checkbox"/>
221(5)	Amendment of a significant contracting plan	<input type="checkbox"/>
222(1)	Adoption of a contracting manual	<input type="checkbox"/>
228(3)(a)	Decision that it would be in the public interest to invite expressions of interest before inviting written tenders	<input type="checkbox"/>
230(1)(a)	Decision to prepare a quote or tender consideration plan	<input type="checkbox"/>
230(1)(b)	Adoption of a quote or tender consideration plan	<input type="checkbox"/>
235(a)	Resolution that local government is satisfied that there is only 1 supplier who is reasonably available	<input type="checkbox"/>
235(b)	Resolution that, because of the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders	<input type="checkbox"/>
236(2)	Decision that an exception referred to in sections 236(1)(a)-(e) may apply on the disposal of a valuable non-current asset other than by tender or auction	<input type="checkbox"/>

## Local Government Act & related

247(2)	Decision that the maximum amount of remuneration payable to a councillor is not payable to the councillor	<input type="checkbox"/>
247(3)	Decision on the amount payable to a councillor referred to in section 247(2)	<input type="checkbox"/>
250(1)	Adoption of an expenses reimbursement policy	<input type="checkbox"/>
250(2)	Amendment of an expenses reimbursement policy	<input type="checkbox"/>
254G	Decision to exempt an advisory committee from the requirement to take minutes of its proceedings	<input type="checkbox"/>
254J(1)	Decision to close a local government meeting to the public	
257(3)(b)	Decision to fix a place for a particular local government meeting at a place other than the local government's public offices	<input type="checkbox"/>
306(2)	Adoption of a complaints management process and written policies and procedures supporting the complaints management process	<input type="checkbox"/>



SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	<b><i>Planning Act 2016</i></b>	
9(4)	Resolution that the local government give a temporary local planning instrument, or amendment, and the request for an earlier effective day, to the Minister for approval	<input type="checkbox"/>
24(1)	Repeal of a temporary local planning instrument or planning scheme policy	<input type="checkbox"/>
113(1)	Adoption of charges for providing trunk infrastructure for development (a charges resolution)	<input type="checkbox"/>
	<b><i>Planning Regulation 2017</i></b>	
11(3)	Setting of a fee for considering a superseded planning scheme request made under section 29 of the Planning Act	<input type="checkbox"/>
68D(1)	Adopt an economic support instrument for its local government area	<input type="checkbox"/>

## Planning Act & related

68G(1)	Revoke an economic support instrument for its local government area	<input type="checkbox"/>
Schedule 6, Part 2, 2(3)(b)(ii)	Decision to apply sub-section 2(3)(b)(ii) to premises for a material change of use for a class 1 or 2 building, if the use is providing support services and temporary accommodation for persons escaping domestic violence.	<input type="checkbox"/>
Schedule 9, Part 3, Division 2, Table 1, Item 1, Column 2, paragraph (b)	Declaration that the form of a certain development may have an extremely adverse effect on the amenity, or likely amenity, of a locality, or would be in extreme conflict with the character of a locality (Building Work under Building Act, Referral agency assessment, Particular class 1 and 10 buildings and structures involving possible amenity and aesthetic impacts)	<input type="checkbox"/>
<b>Minister's Guidelines and Rules</b>		
Chapter 2, Part 1, 3.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed administrative amendment to a planning scheme	<input type="checkbox"/>
Chapter 2, Part 2, 6.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed minor amendment to a planning scheme	<input type="checkbox"/>
Chapter 2, Part 3, 14.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed qualified state interest amendment to a planning scheme approved and notified by the Minister under section 13.5	<input type="checkbox"/>

## Planning Act & related

Chapter 2, Part 4, 22.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed major amendment to a planning scheme approved and notified by the Minister under section 21.5	<input type="checkbox"/>
Chapter 3, Part 1, 5.1	For the purposes of section 22 of the Planning Act (Making or amending planning scheme policies), adoption of a proposed planning scheme policy or planning scheme policy amendment	<input type="checkbox"/>
Chapter 3, Part 2, 9.1	For the purposes of section 23 of the Planning Act (Making or amending temporary local planning instruments), adoption of a proposed temporary local planning instrument or temporary local planning instrument amendment approved and notified by the Minister under section 8.5	<input type="checkbox"/>
Chapter 5, Part 2, 10.1	For the purposes of sections 25(3) and (4) of the Planning Act (Reviewing a local government infrastructure plan) and making or amending an LGIP, or making an interim LGIP amendment, adoption of a proposed LGIP or amendment approved and notified by the Minister under section 7.9	<input type="checkbox"/>

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	<i>Environmental Protection Act 1994</i>	
514(5)(a)	Setting of fees payable to the local government for a matter devolved to it	<input type="checkbox"/>
518(1)(b)	Delegation of the local government's powers under the <i>Environmental Protection Act</i> to an appropriately qualified entity	<input type="checkbox"/>

# Land Act 1994

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	<i>Land Act 1994</i>	
56(4)	Decide where the local government is trustee of trust land to adopt a model by-law.	<input type="checkbox"/>

# Waste Reduction and Recycling Act & related

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
<i>Waste Reduction and Recycling Act 2011</i>		
125(1)	Adoption of a waste reduction and recycling plan	<input type="checkbox"/>
127(1)	Amendment of a waste reduction and recycling plan	<input type="checkbox"/>
<i>Waste Reduction and Recycling Regulation 2011</i>		
7(a)	Designation of areas within the local government area in which the local government may conduct general waste or green waste collection	<input type="checkbox"/>

If you have additional questions regarding Matters that require a Resolution of Council and CANNOT be delegated, contact the LGAQ Member Services team on:

Phone: 1300 542 700

Email: [ask@lgaq.asn.au](mailto:ask@lgaq.asn.au)

[councilassist.lgaq.asn.au](mailto:councilassist.lgaq.asn.au)



### **EXECUTIVE SUMMARY**

Council adopted the Charters Towers Tourism Advisory Committee terms of Reference at the January 2021 General Meeting. Recommended nominations are now presented for Council for consideration.

### **OFFICER'S RECOMMENDATION**

*That Council:*

➤ ***Endorse the membership of the Charters Towers Tourism Advisory Committee as follows:***

- ***Lorrae Strahorn – Hospitality representative***
- ***Raylea Thomson – Accommodation representative***
- ***Tracy Maff – Tourism representative***
- ***Rebecca McLennan – Ravenswood representative***
- ***Tania Ault – Community representative***
- ***Michael Bethel – Edu Tourism representative***

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### **BUDGET & RESOURCE IMPLICATIONS**

There are no budget and resource implications in adopting the membership of the Charters Towers Tourism Advisory Committee. The working group will make recommendations to Council which will have future budget and resource implications.

### **BACKGROUND**

The Terms of Reference (TOR) for the Charters Towers Tourism Advisory Committee was adopted at the January 2021 General Meeting of Council.

In line with a strategic action from the Charters Towers Destination Management Plan 2020 – 2025, Council invited expressions of interest from the Region's community to become members of the Charters Towers Tourism Advisory Committee.

Nominations were encouraged from community members who attended Council's Destination Community Sessions in 2020 and who have experience and/or expertise in business, tourism and increasing visitation.

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

The first meeting is scheduled to commence in June 2021.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2018-2023

Priority Areas: Tourism

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

Internal: Councillor Workshop  
Chief Executive Officer – Aaron Johansson  
Tourism, Trade and Investment Advisor - Melanie Lavelle-Maloney

External: Community members via EOI  
Tourism Consultant - Linda Tillman

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

In line with Charters Towers Regional Council Policy requirements, Expressions of Interests for the Tourism Advisory Committee were advertised.

### **RISK IMPLICATIONS**

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

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

<b>Report Prepared by:</b> MELANIE LAVELLE-MALONEY <b>Tourism, Trade &amp; Investment Advisor</b> Date: 7 May 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
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### **ATTACHMENTS**

- Nil

### **REFERENCE DOCUMENT**

- P0151/OCEO Terms of Reference Charters Towers Tourism Advisory Committee Council Document No. 1401538
- Officer's Report Document No. 1452351

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## **13.3 2021 Charters Towers Regional Council Advocacy Plan**

### **EXECUTIVE SUMMARY**

The Charters Towers Regional Council 2021 Advocacy Plan, as compiled by the Advocacy Committee, is tabled for Council's consideration.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- ***Endorse the 2021 Charters Towers Regional Council Advocacy Plan, as tabled.***

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### **BUDGET & RESOURCE IMPLICATIONS**

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

### **BACKGROUND**

Council's 2018-2023 Corporate Plan lists Advocacy as a strategic focus area, 'To be a strong and respected regional Local Government voice to promote and facilitate growth on behalf of our community.'

During this period, Council has developed a Federal Election Priorities document, State Election Priorities document and a 2019 Advocacy Plan.

Council's 2020 – 2021 Operational Plan established an objective, A1.2, to 'Produce an Advocacy Plan that provides a strong and respected regional local government voice to promote and facilitate growth on behalf of the community.'

Council's Advocacy Committee has developed the 2021 Advocacy Plan that identifies objectives that require "outside" support for State & Federal Government.

This Advocacy Plan mirrors content in the previously released priorities and plans however, will inevitably evolve over time in accordance with the challenges and opportunities facing the region.

Council has identified nine (9) priorities for the Charters Towers Region:

1. Transport Infrastructure
2. Improved Health Services
3. Drought Assistance
4. Defence Opportunities
5. Improved Telecommunications
6. Our Fair Share
7. Weed Management
8. Flying Fox Management
9. Waste Levy



This publication will be sent to all State & Federal Ministers, made available on Council's Website, a Media Release and a copy available at the Administration Centre and Excelsior Library.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2018-2023 – Priority No.6 - Advocacy

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

Internal: Advocacy Committee Members:  
Mayor Frank Beveridge  
Cr Sonia Bennetto  
Cr Julie Mathews  
Chief Executive Officer – Aaron Johansson  
Councillor Workshop – 5 May 2021  
Council staff:  
Director Infrastructure Services – John Teague  
Administration Officer – Annabelle Tindall  
Environment Services Coordinator – Mic Langburne

External: Nil

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> AMY RUSSELL <b>Executive Assistant to the CEO</b> Date: 7 May 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
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### **ATTACHMENTS**

- Charters Towers Regional Council Advocacy Plan Document No. 1452195 [Click Here](#)

### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1452204
-

## EXECUTIVE SUMMARY

Council has developed a new Corporate Plan for 2021-2025 through consultation with community and staff and underpinned by our Council values. The new Vision & Mission Statements were developed through consultation with the community, Councillors and staff.

## OFFICER'S RECOMMENDATION

*That Council:*

- **Adopt the Corporate Plan 2021-2025 as tabled in accordance with S165(2) of the Local Government Regulation 2012, to take effect from 1 July 2021; and**
- **Adopt Council's new Vision & Mission Statements below:**
  - **Our Shared Vision:**  
*We will be a prosperous, innovative and forward-looking region that celebrates our cultural past while looking towards an environmentally friendly and economically exciting future. The Charters Towers Region will be a vibrant inclusive place to live, connected to nature and full of opportunity.*
  - **Our Mission:**  
*We will listen to, empower, uplift and benefit our community with high quality services, infrastructure and policy. We will continuously improve our internal skills, transparency, efficiency and planning to ensure we offer the best possible leadership for our region.*

---

## **BUDGET & RESOURCE IMPLICATIONS**

Budget and resource implications of the strategies included in the Plan will be determined when included in annual Operational Plans. This underpins the development of Council's annual budget.

## **BACKGROUND**

In accordance with S165(2) of the *Local Government Regulation 2012* Councils must prepare a 5 year Corporate Plan and adopt its Plan in time for a budget and operational plan and the plan must outline the strategic direction of Council together with stating its performance indicators; and including information for each business unit's objectives and the extent of the business units' significant activities.

Council has identified key principles that we will apply across the organisation and in our communications with the community.

The new plan now has our direction and priorities divided into community and organisational focus areas. This will allow Council to target our strategy for delivering value to our community, while improving the organisation itself to support our community. Our community focus areas identify programs, services and policies that support community needs. Our organisational focus areas identify systems, processes and structural changes that allow us to deliver high-quality services.

Drafting of the plan commenced in September 2020 with a number community online workshops held. A community survey was also advertised with Council receiving 47 responses. The plan was further developed in consultation with Councillors, staff and community feedback.

Council engaged with the community on the draft plan through a survey from 29 April to 13 May 2021.

Consultation was advertised through:

- Council's website
- Social media
- Council Media Release
- Townsville Bulletin
- Administration Centre
- Excelsior Library
- Visitor Information Centre

Council received 8 responses and reviewed the final plan in line with any community feedback.

The Corporate Plan is guided by our vision and mission statements, developed through consultation with community and staff and are underpinned by our Council values.

Council's new Vision & Mission Statements are tabled below:

OUR SHARED VISION	OUR MISSION
<p>We will be a prosperous, innovative and forward-looking region that celebrates our cultural past while looking towards an environmentally friendly and economically exciting future. The Charters Towers Region will be a vibrant inclusive place to live, connected to nature and full of opportunity.</p> <hr/> <p><b>Our Community will benefit from:</b></p> <ul style="list-style-type: none"><li>&gt; A diverse, sustainable and innovative economy that grows sectors such as the visitor economy</li><li>&gt; A highly engaged and liveable community with health, wellbeing, inclusive and vibrant spaces as priorities</li><li>&gt; A focus on our historical, cultural and natural heritage</li><li>&gt; A forward-thinking powerhouse of innovation, upskilling and adapting to future change</li></ul>	<p>We will listen to, empower, uplift and benefit our community with high quality services, infrastructure and policy. We will continuously improve our internal skills, transparency, efficiency and planning to ensure we offer the best possible leadership for our region.</p> <hr/> <p><b>Our Community will benefit from:</b></p> <ul style="list-style-type: none"><li>&gt; Engaging, empowering and enabling our community and advocating for the region</li><li>&gt; Improving Council service delivery with talented staff, accountable practices and ongoing opportunities to upskill</li><li>&gt; Delivering efficient services with service review, innovative practices and future driven planning</li></ul>

### **LINK TO CORPORATE PLAN**

This document represents Council's Corporate Planning strategy for the next five years

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

Internal: Mayor Frank Beveridge  
Deputy Mayor Sonia Bennetto  
Cr Alan Barr  
Cr Kate Hastie  
Cr Graham Lohmann  
Cr Julie Mathews  
Cr Bernie Robertson  
Executive Leadership Team  
Management Leadership Team  
Councillor Officers

External: Delos Delta  
Charters Towers Regional community consultation

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

In practice, to enable local governments to focus on strategic issues and reduce the amount of meeting time required, local governments can delegate many of those decisions, to respond more effectively to the community and provide for timely, consistent decisions to be made.

### **RISK IMPLICATIONS**

Significant enterprise and financial risks would arise from failure to develop and monitor adequate strategic planning documents. Non-compliance with statutory planning requirements carries significant risk for local governments. The development of strategic planning documents in the manner undertaken minimises the risks outlined above.

<b>Report Prepared by:</b> AMY RUSSELL Executive Assistant to the CEO Date: 7 May 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
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### **ATTACHMENTS**

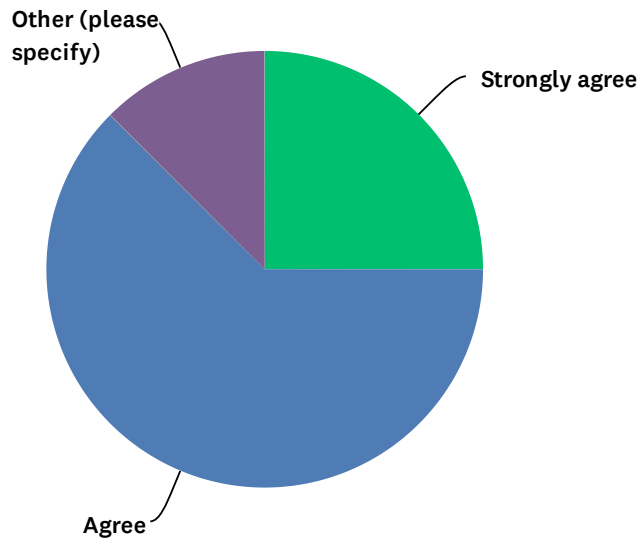
- Corporate Plan 2021-2025 STRAT0076 Document No. 1450882 [Click Here](#)
- Community Consultation Survey Results Document No. 1453978

### **REFERENCE DOCUMENT**

- Officer's Report Document No 1452335
-

**Q1 The following strategic priorities address the broad range of services that Council provides to deliver a sustainable future: - Economic Prosperity- Environmental Health- Social Cohesion- Culture & Heritage- Transparency & Accountability- Governance & Structure- Assets & Infrastructure- Customer Service- People First- Innovation & Transformation**

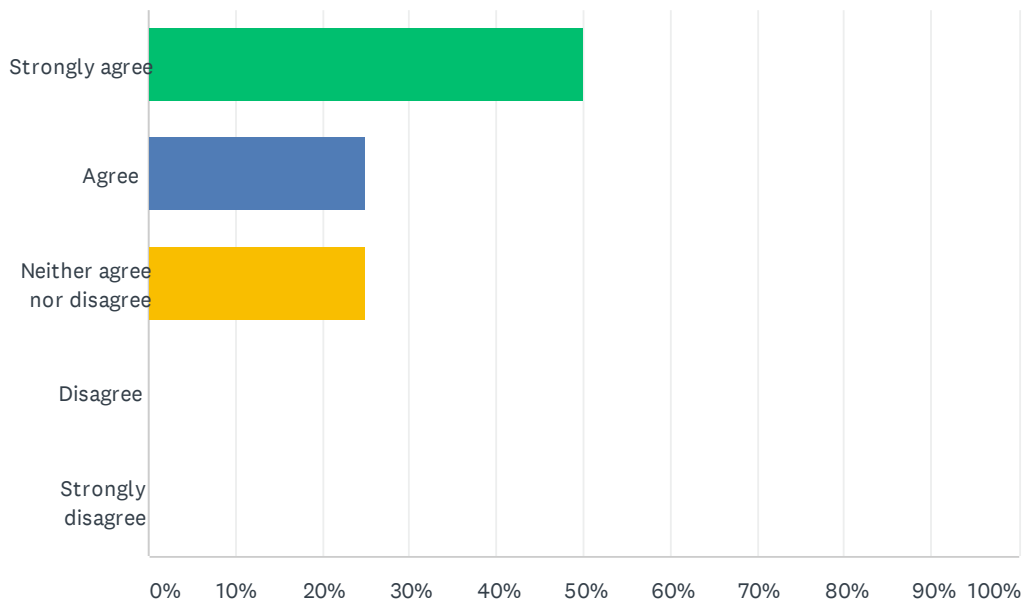
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	25.00%	2
Agree	62.50%	5
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
Other (please specify)	12.50%	1
<b>TOTAL</b>		<b>8</b>

**Q2 Does the Vision statement best reflect the aspirations of the community?Our Shared Vision We will be a prosperous, innovative and forward-looking region that celebrates our cultural past while looking towards an environmentally friendly and economically exciting future. The Charters Towers Region will be a vibrant inclusive place to live, connected to nature and full of opportunity.**

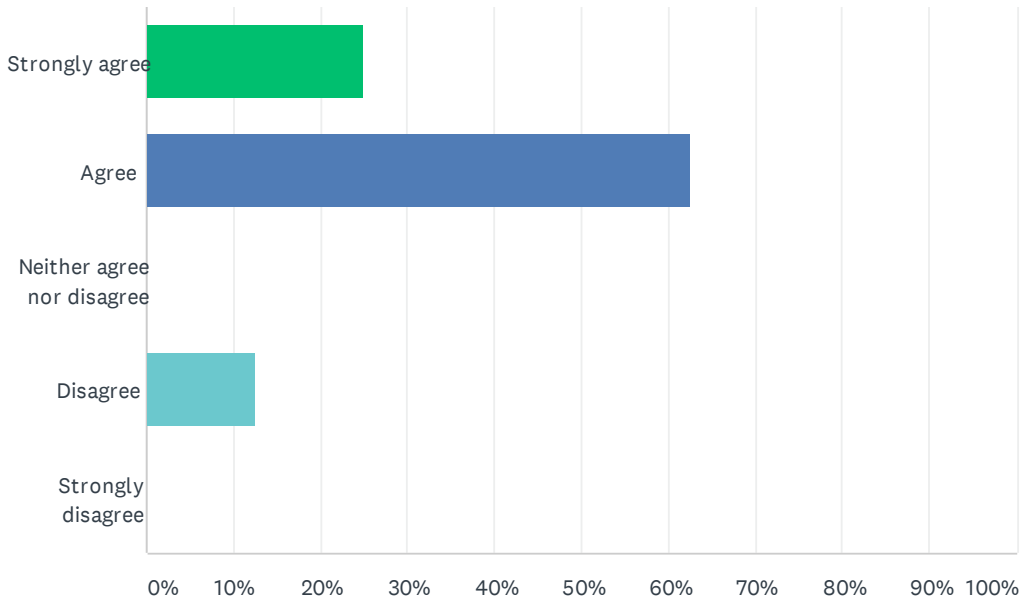
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	4
Agree	25.00%	2
Neither agree nor disagree	25.00%	2
Disagree	0.00%	0
Strongly disagree	0.00%	0
<b>TOTAL</b>		<b>8</b>

**Q3 Does the Mission statement best reflect the aspirations of the community?Our MissionWe will listen to, empower, uplift and benefit our community with high quality services, infrastructure and policy. We will continuously improve our internal skills, transparency, efficiency and planning to ensure we offer the best possible leadership for our region.**

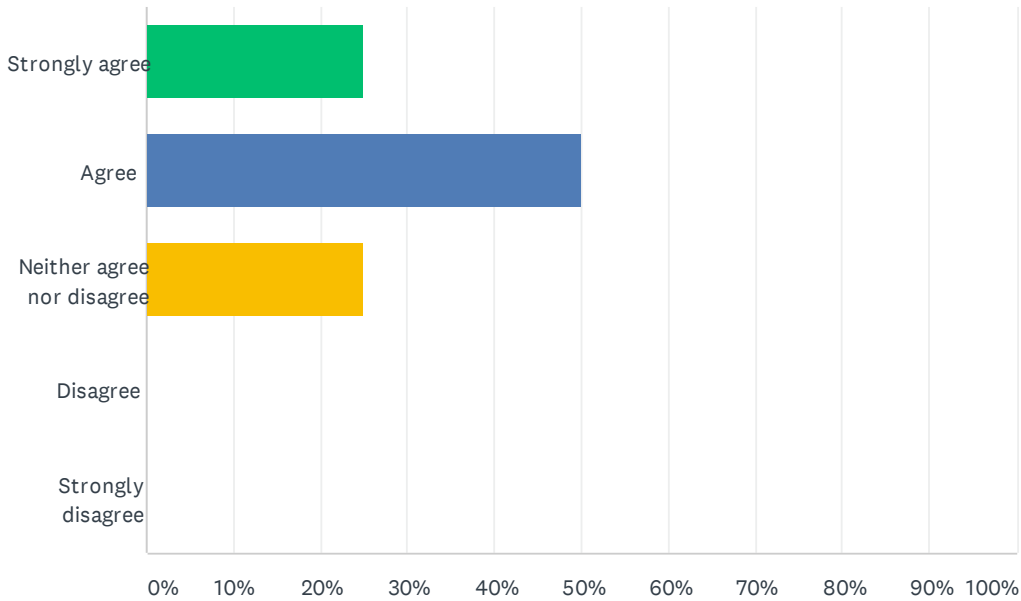
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	25.00%	2
Agree	62.50%	5
Neither agree nor disagree	0.00%	0
Disagree	12.50%	1
Strongly disagree	0.00%	0
<b>TOTAL</b>		<b>8</b>

### Q4 The strategic opportunities and actions respond to the needs of the region for the next five (5) years?

Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	25.00%	2
Agree	50.00%	4
Neither agree nor disagree	25.00%	2
Disagree	0.00%	0
Strongly disagree	0.00%	0
<b>TOTAL</b>		<b>8</b>

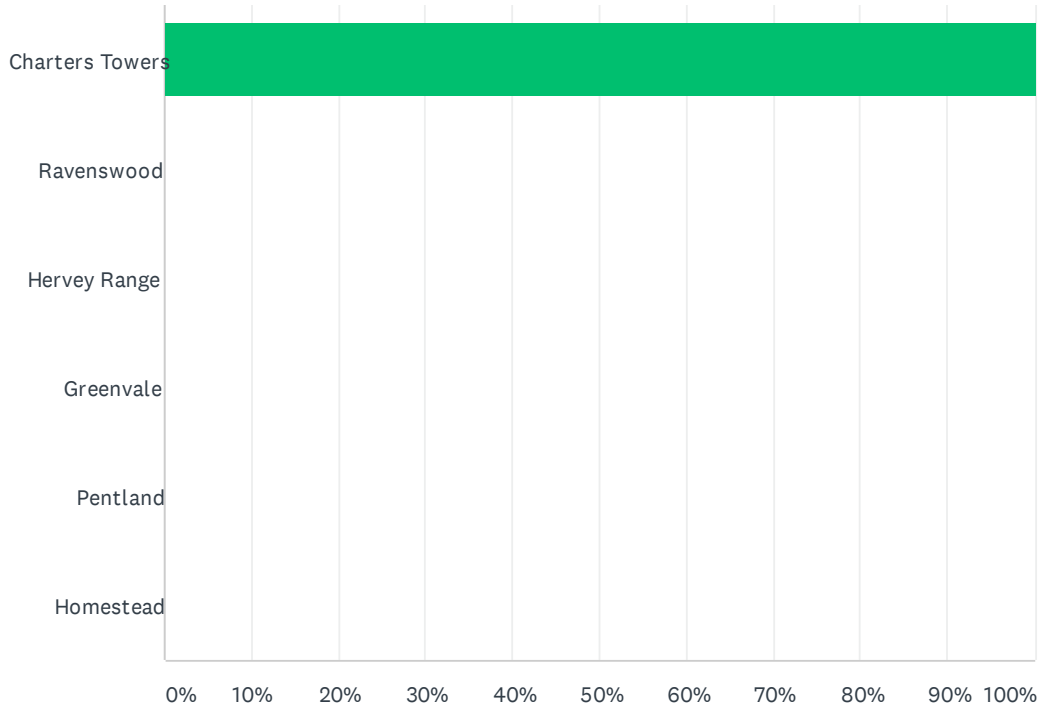
### Q5 Are there any key priorities missing from the draft Corporate Plan?

Answered: 5 Skipped: 3

### Q6 What is your closest town in the region?

Answered: 8 Skipped: 0

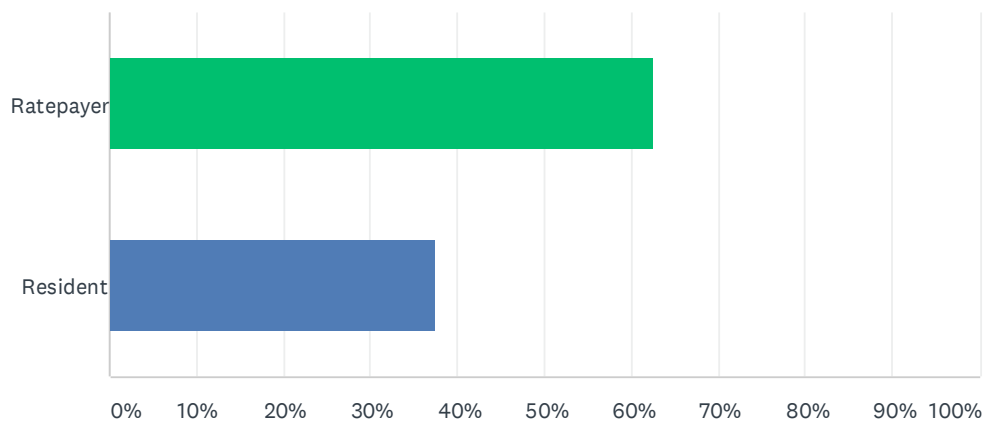




ANSWER CHOICES	RESPONSES	Count
Charters Towers	100.00%	8
Ravenswood	0.00%	0
Hervey Range	0.00%	0
Greenvale	0.00%	0
Pentland	0.00%	0
Homestead	0.00%	0
<b>TOTAL</b>		<b>8</b>

### Q7 Which of the below options best describes you:

Answered: 8 Skipped: 0



Community Feedback: Charters Towers Regional Council - Corporate Plan 2021-2025

ANSWER CHOICES	RESPONSES	
Ratepayer	62.50%	5
Resident	37.50%	3
TOTAL		8

### **EXECUTIVE SUMMARY**

In accordance with the *Local Government Regulation 2012* section 235(a) a resolution must be adopted by Council to appoint a sole supplier. This report seeks to appoint Ngrragoonda Aboriginal Corporation as the sole source supplier for all cultural heritage services on land occupied by or cared for by the Gudjala People.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- ***In accordance with the Local Government Regulation 2012 section 235(a) resolve to apply sole supplier status to Ngrragoonda Aboriginal Corporation.***

---

### **BUDGET & RESOURCE IMPLICATIONS**

The services to be provided by this supplier are to be budgeted and paid for by individual projects which require cultural heritage clearances.

### **BACKGROUND**

The Gudjala People are the traditional owners of significant areas of land within the Charters Towers Regional Council area. Council has entered into an Indigenous Land Use Agreement (ILUA) with the Gudjala People. The ILUA specifies that the Ngrragoonda Aboriginal Corporation engages in various activities for and on behalf of the Gudjala People and is the registered Native Title Body Corporate for the Gudjala People.

The ILUA specifies in Schedule 14 that:

*The Parties acknowledge that representatives of the Gudjala People will need to expend time and effort, and apply their expertise and traditional knowledge when assisting with the implementation of the Clearance Procedure.*

*Where a Local Government requests assistance of that kind for a particular High Cultural Heritage Impact Activity, it will provide remuneration and meet the expenses involved in undertaking the Clearance Procedure, in the way set out in this schedule.*

*The Parties agree that: -*

- (a) Any person undertaking a site inspection, monitoring or coordination work in accordance with the clearance procedure will be employed by the Ngrragoonda Aboriginal Corporation ICN 7982 or its successor.*
- (c) A Local Government will pay directly to Ngrragoonda Aboriginal Corporation or its successor the remuneration and additional expenses set out in this Schedule.*

The Cultural Heritage Act 2003 (Qld) specifies situations whereby a high cultural heritage impact activity may trigger the requirement to establish a Cultural Heritage Management Agreement (CHMA) with the relevant native title holder. This agreement may contain specific remuneration requirements for cultural heritage services for the project. An example of this is that GHD, on behalf of Council, have established a CHMA with Ngrragoonda Aboriginal Corporation for the pre-construction phase of the Big Rocks Weir project.

Under this agreement It will be necessary to periodically make payments to Ngrragoonda Aboriginal Corporation for culture heritage services, at rates set out in the agreement.

Acting under the ILUA or a CHMA, Council will be required to make payments for services to Ngrragoonda Aboriginal Corporation without being able to seek competitive quotations.

The *Local Government Regulation 2012*: S.235 states:

*A local government may enter into a medium sized contractual arrangement without first inviting written quotations if:*

- (b) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.*

## **LINK TO CORPORATE PLAN**

CTRC Corporate Plan 2018-2023

- Priority Focus Area 1 – Economic Development

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

Internal: Chief Executive Officer – Aaron Johansson  
Water Projects Manager - Mark Harvey  
External: GHD - Nick Thomas-Kinsella

## **LEGAL CONSIDERATIONS**

*Local Government Regulation 2012*

## **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

<b>Report Prepared by:</b> MARK HARVEY <b>Water Projects Manager</b> Date: 7 May 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
--	---

## **ATTACHMENTS**

- Nil

## **REFERENCE DOCUMENT**

- Gudjala People and Local Government Indigenous Land Use Agreement – Document No. 1204582
- Officer's Report Document No. 1452343

## **13.6 Big Rocks Weir Project Governance Framework**

### **EXECUTIVE SUMMARY**

Charters Towers Regional Council is the proponent, developer, owner and operator of Big Rocks Weir. The project will be overseen by a Project Steering Committee made up of members from a range of stakeholder parties. The project governance framework sets the Steering Committee roles, responsibilities, processes and boundaries.

The project governance framework is presented to Council for endorsement.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- ***Endorse the Big Rocks Weir Governance Framework, as tabled.***

### **BUDGET & RESOURCE IMPLICATIONS**

Big Rocks Weir is being fully funded by grants from the State and Federal Governments.

### **BACKGROUND**

At Council's General Meeting on 18 June 2020, Council resolved to be the proponent, developer, owner and operator of the Big Rocks Weir facility subject to a favourable business case.

At the General Meeting on 9 December 2020, Council endorsed the proposed project governance structure, with the key groups managing the project on behalf of Council being the Project Steering Committee and the Project Leadership Team.

The member appointments for the Steering Committee and the Leadership Team have now been finalised.

In order to operate effectively, the Steering Committee needs a framework which identifies roles, responsibilities, decision making processes and boundaries.

The framework was drafted by Clayton Utz Lawyers and circulated for comment by the parties listed in the Document Reviewers section. Following endorsement of the document by Council, the framework is to be endorsed by the members of the committee.

### **LINK TO CORPORATE PLAN**

CTRC Corporate Plan 2018-2023

- Priority Focus Area 1 – Economic Development

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

Internal: Chief Executive Officer – Aaron Johansson  
Water Projects Manager – Mark Harvey

External: Clayton Utz Lawyers  
Steering Committee Document Reviewers

### **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

<b>Report Prepared by:</b> MARK HARVEY <b>Water Projects Manager</b> Date: 7 May 2021	<b>Report Authorised by:</b> AARON JOHANSSON <b>Chief Executive Officer</b>
--	---

### **ATTACHMENTS**

Big Rocks Weir Project Governance Framework Document No. 1452995

### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1452397
-

# Big Rocks Weir Project

**Project Governance Framework**

**Version 1.1**

**May 2021**

## Document Controls

### Document Approver(s)

The following person is required to review and **approve** this document.

Name	Role / Title	Version Reviewed	Attached E-mail Approval (or signature below)
Charters Towers Regional Council	Proponent/ Owner/ Operator		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Document Endorser(s)

The following people are required to review and **endorse** this document.

Name	Role / Title	Version Reviewed	Attached E-mail Endorsement (or signature below)
Matthew Squire NQWIA	Project Steering Committee Member		
Linda Dobe, DRDMW	Project Steering Committee Member		
Christine Ip, QTC	Project Steering Committee Member		
Frank Beveridge, CTRC	Project Steering Committee Chair		
Aaron Johansson, CTRC	Project Steering Committee Member		
Mal Shepherd	Project Steering Committee Member		
Rob Saunders, GHD	Project Steering Committee Member		

Matthew Squire

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Linda Dobe

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Christine Ip

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Frank Beveridge

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Aaron Johansson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mal Shepherd

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Rob Saunders

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Document Reviewer(s)

The following people are required to review and **provide feedback** on this document.

Name	Role / Title	Version Reviewed
Shannon Orr	GHD Project Manager (Project Leadership Team)	
Mark Harvey	Water Projects Manager, CTRC (Project Manager)	
Matthew Squire	Chief Operating Officer NQWIA (Steering Committee Member)	
Linda Dobe	Deputy Director-General, DRDMW, (Steering Committee Member)	
Christine Ip	Director, QTC (Steering Committee Member)	
Aaron Johansson	CEO CTRC (Steering Committee Member)	
Mal Shepherd	Chief Development Officer, Sunwater (Steering Committee Member)	

## Document Distribution List

The following people will receive approved versions of this document **for information purposes only**.

Name	Role / Title	Version Reviewed

## Document History

Version	Version Date	Author	Version Update Details
1.0	21 April 2021	Clayton Utz/Johansson/Harvey	Initial draft
1.1	11 May 2021	Clayton Utz/Johansson/Harvey	Review comments incorporated

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## **1. Introduction**

### **1.1 Project Background**

Big Rocks Weir is a proposed new weir on the Burdekin River with a storage capacity of approximately 10,000 megalitres (ML).

The proposed weir will be located within the Charters Towers Regional Local Government Area (LGA) approximately 26 kilometres (km) north of Charters Towers and 23km upstream from the existing Charters Towers Weir.

The project will more than double the water storage capacity for the Region and create hundreds of jobs.

The Region is heavily reliant on seasonal cycles and inflows from the Burdekin River to resupply the Charters Towers Weir. A combination of late starts to the wet season, low yielding wet seasons and extended period of low inflow has led to increased water restrictions.

Big Rocks Weir will help the Charters Towers Region to not only survive but thrive.

The Weir will increase water storage capacity, improve water security and provide new economic gains for the State and Federal economy while making the Region less reliant on government support during prolonged periods of drought.

Once build it will help to deliver adequate and reliable water supply for high-value agricultural production opportunities in the North. Currently, the inability to access reliable water is constraining economic investment and interest in the Charters Towers Region. Being able to open the irrigated agricultural potential of the region will deliver greater economic benefits for the Region, State and Nation.

### **1.2 Purpose of this document**

This document:

- (a) identifies CTRC's role as proponent, owner and operator of the Project;
- (b) outlines the governance framework for the Project, including the relative membership, roles and responsibilities of the Project Steering Committee and Project Leadership Team;
- (c) identifies the various roles and responsibilities of the various members of the Project Delivery Team;
- (d) supports and facilitates compliance with the Funding Agreement entered into between the State and CTRC.

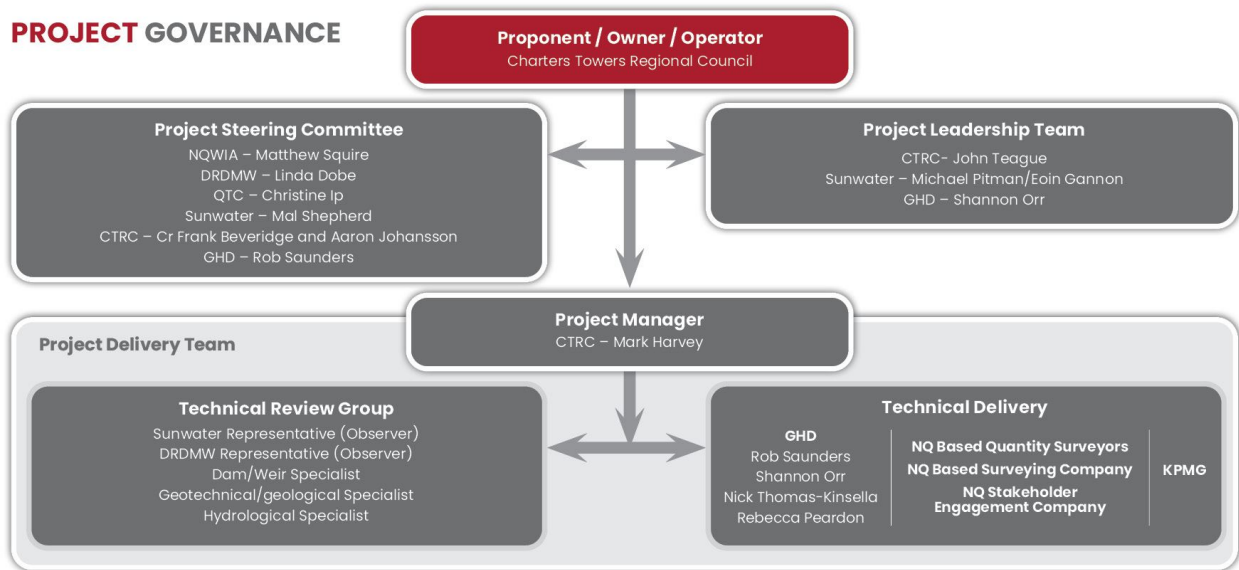
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## **2. Governance Framework**

### **2.1 Project Governance**

The following diagram summarises the overall governance structure for the Project.

## PROJECT GOVERNANCE



### 3. Roles and Responsibilities

#### 3.1 Project Steering Committee

The Project Steering Committee will provide guidance and direction to the project, will oversee and monitor the Project's delivery and will provide progress status reports to the Council.

Other responsibilities of the Project Steering Committee are set out in Appendix C (Detailed Project Steering Committee Responsibilities).

Departmental Members of the Project Steering Committee are accountable to their respective responsible ministers for Project. The responsible ministers are:

- for the NQWIA representatives, the Hon Michael McCormack, Deputy Prime Minister, Minister for Infrastructure, Transport and Regional Development;
- for the DRDMW representative, Hon Glenn Butcher MP, Minister for Regional Development and Manufacturing and Minister for Water;
- for the QTC representative, Rachael Hunter, Under Treasurer;
- for Sunwater, Hon Cameron Dick MP, Queensland Treasurer and Minister for Investment and Hon Glenn Butcher MP, Minister for Regional Development and Manufacturing and Minister for Water.

The Project Steering Committee is also responsible for information exchange between CTRC, NQWIA, DRDMW, QTC and/or external stakeholders.

The Project Steering Committee comprises the following representatives, or their replacements as may be required:

Name	Title, Organisation	Role on Project Steering Committee
Frank Beveridge	Mayor, CTRC	Chair
Matthew Squire	Chief Operating Officer NQWIA	Member

Name	Title, Organisation	Role on Project Steering Committee
Linda Dobe	Deputy Director-General, DRDMW	Member
Sarah Webster	Director, QTC	Member
Mal Shepherd	Chief Development Officer, Sunwater	Member
Aaron Johansson	Chief Executive Officer, CTRC	Member
Rob Saunders	Project Director, GHD	Member

More detail on the role and operation of the Project Steering Committee is in the Terms of Reference at [Attachment A](#).

### 3.2 Project Leadership Team

The Project Leadership Team is responsible for keeping the Project Steering Committee informed of the progress of the Project through a direct liaison with CTRC's Project Manager. It will provide key Government officers with project progress updates and seek to mitigate/manage/resolve issues and risks to minimise the need for further escalation. The Project Steering Committee may issue follow up action items to Project Leadership Team members where appropriate. Project Leadership Team members will also be responsible for briefing their respective departments/entities on project progress.

The Project Leadership Team will be chaired by the Shannon Orr, GHD and comprises of the following representatives, or their replacements as may be required:

Name	Title, Organisation	Role on Project Leadership Team
Shannon Orr	Project Manager, GHD	Chair
John Teague	Director Infrastructure Services, CTRC	Member
Michael Pitman Eoin Gannon (Alt)	General Manager Corporate Development, Sunwater Project Director, Sunwater	Member

### 3.3 Project Leadership Team Terms of Reference

The Project Leadership will meet monthly (one (1) week prior to each Project Steering Committee meeting) and will be available to convene between regular meetings to resolve urgent matters. A formal standing agenda will be issued prior to each Project Leadership Team meeting.

The key objective of the Project Leadership Team is to provide a forum for the key project stakeholders to be provided with an update of project progress, briefed on emerging issues/risks and to manage the interface between respective stakeholders.

The Project Manager, via the Project Leadership Team chair, will provide an update on the status of work within each work stream. Information will be provided on the following areas:

- (a) progress against agreed project plan,
- (b) budget and expenditure update,
- (c) key risks and mitigation strategy,
- (d) current critical path with estimate of resolution, and
- (e) activities for the month ahead.

The Project Manager will also use this forum to update the Project Leadership Team members on any matters of relevance including an update on Project Steering Committee meeting outcomes.

---

## **4. Project deliverables and tolerances**

### **4.1 Deliverables to Project Steering Committee**

The Project Steering Committee will approve the following Deliverables (and any major variations to these Deliverables) consistent with the tolerances established by this Governance Framework:

- (a) Project Management Plan including:
  - (i) Procurement Strategy,
  - (ii) Project Schedule,
  - (iii) Project Financial Model,
  - (iv) Project Performance Requirements,
  - (v) Stakeholder Engagement Plan,
  - (vi) Risk Management Plan,
  - (vii) Benefits Realisation Plan, and
  - (viii) Asset Valuation Strategy.
- (b) In addition, the following documents (at a minimum, and together with such other additional information as the Project Steering Committee may reasonably require) will be made available to the Project Steering Committee to assist it in overseeing the Project and approving a Deliverable or a major variation to a Deliverable:
  - (i) construction, operations and maintenance plans;
  - (ii) environmental management plan;
  - (iii) regulatory approval and compliance plan;
  - (iv) detailed project schedule;
  - (v) risk register;
  - (vi) quality management plan;
  - (vii) configuration management plan; and

(viii) benefits management plan.

The Project Management Plan will be delivered to the Project Steering Committee for consideration prior to submission to the funding authority.

## 4.2 Tolerances for escalation to Project Steering Committee

The below table identifies the overall tolerances for the Project. As soon as the Project Leadership Team becomes aware of any possibility of breaching these tolerances, it must escalate the matter to the Project Steering Committee for direction, accompanied by either a mitigation strategy for agreement, or proposing a variation to a Deliverable for the Project Steering Committee's approval.

Factor	Tolerance
Cost	Any budget component which is likely to exceed its contingency value.
Time	During pre-construction, any milestone delay which has the potential to cause the final report date to shift by more than 2 weeks must be escalated to the Project Steering Committee  During construction any change to the practical completion date must be escalated to the Project Steering Committee.
Performance Requirements	The Performance Requirements outline the agreed activities and assets for the Project.  Any movement from the Project Specification that results in a quality, safety or financial variation or a delay must be escalated to the Project Steering Committee for approval.
Risk	The tolerance for risks/issues is where the proposed treatment options for a risk or the proposed corrective actions for an issue will not breach any of the other agreed tolerances.  Escalation to the Project Steering Committee for direction in respect of risks/issues will occur when proposed mitigations/corrective actions would result in the above tolerances for Cost, Revenue, Time, and Performance Requirements, being exceeded.  Risk includes the risk of disputes

Consistent with the Project Steering Committee Terms of Reference, Project Steering Committee members are responsible for keeping their respective responsible ministers informed of any Project risks or issues, such as might arise from tolerances being breached or variations to Deliverables being considered and/or agreed.

# Appendix A – Project Steering Committee Terms of Reference

The purpose of these terms of reference is to formally detail the role and responsibilities of all members of the Project Steering Committee. All members of the Project Steering Committee are required to review these terms of reference and familiarise themselves with all the requirements and roles as defined.

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## 1. Purpose of Project Steering Committee

The Project Steering Committee will provide guidance and direction to the Project Leadership Team and will oversee and monitor the Project’s delivery and report on this to CTRC.

Members of the Project Steering Committee are accountable to their respective responsible ministers and to Council for the Project. The Project Steering Committee, through CTRC, has the responsibility and authority to oversee delivery of the Project.

It is also responsible for information exchange between Council, the State of Queensland, the Commonwealth and/or external stakeholders as set out herein.

The role of the Project Steering Committee will be subject to these Terms of Reference, Queensland Government Policies and Standards, and Australian Government Policies and Standards.

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## 2. Membership and attendance

The Project Steering Committee comprises the following representatives, or their replacements as may be required:

Name	Title, Organisation	Role on Project Steering Committee
Frank Beveridge	Mayor, CTRC	Chair
Matthew Squire	Chief Operating Officer NQWIA	Member
Linda Dobe	Deputy Director-General, DRDMW	Member
Christine Ip	Director, QTC	Member
Mal Shepherd	Chief Development Officer, Sunwater	Member
Aaron Johansson	Chief Executive Officer, CTRC	Member
Rob Saunders	Project Director, GHD	Member

Project Steering Committee members may delegate their attendance at Project Steering Committee meetings. A delegate will be responsible for debriefing the Project Steering Committee member represented. Observers from NQWIA, DRDMW, QTC, CTRC and GHD may also attend Project Steering Committee meetings to support the Project Steering Committee members.

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## 3. Meetings

The Project Steering Committee will, generally, meet monthly and be available for special meetings as necessary, noting the frequency of meetings may decrease as the Project progresses. The Project Steering Committee may agree to review monthly progress reports



and provide comments out of session in lieu of a meeting. Meetings will generally be conducted electronically and be scheduled for 1 hour.

The Project Steering Committee will, at a minimum, review progress against Deliverables, the monthly progress report provided by the Project Manager, and other project documentation as necessary.

A formal agenda and papers will be circulated prior to each meeting. Minutes will be ratified at the subsequent meeting, following their out of session circulation.

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## **4. Responsibilities of the Project Steering Committee**

The responsibilities of the Project Steering Committee at different stages of the project include the following:

### **4.1 During start-up and initiation:**

- (a) approve the Project Governance Framework and Project Steering Committee Terms of Reference or vary by agreement;
- (b) approve the Deliverables and major variations to Deliverables, consistent with the Tolerances established by the Project Governance Framework specifically approve the pre-construction final report;
- (c) review other documents made available by the Project Leadership Team and provide comment consistent with the Project Governance Framework;
- (d) ensure the Project scope is clear and aligns with the Project Outcomes and Objectives, as described in the Funding Agreement;
- (e) review monthly reports, including endorsing the format and level of information supplied; and
- (f) review the Stakeholder Engagement Plan, ensuring that all key stakeholders are identified and that the planned communications will meet their needs.

### **4.2 During project delivery:**

- (a) At the completion of the pre-construction phase, make a recommendation to the proponent and government on the viability of the project moving into the construction phase;
- (b) set measures, including performance measures, for the achievement of Project milestones and Deliverables;
- (c) provide comment on the Project (including to the Project Manager and the Project Leadership Team), with the aim it remains viable and within any specified constraints;
- (d) ensure continued focus on the Project's Outcomes, Deliverables and milestones throughout the Project;
- (e) monitor project, budget and revenue risks and note whether the Project Manager is tracking and managing risks as effectively and efficiently as possible;
- (f) monitor project management, including expenditure, through monthly Project Manager reporting;

- (g) consider and agree, where appropriate, variations to project milestones and/or Deliverables consistent with the agreed tolerances;
- (h) consider and endorse, where appropriate, exception plans when project-level tolerances are forecast to be breached, or performance measures not met;
- (i) ensure adequate information is available to the CTRC, the State of Queensland and the Commonwealth to ensure respective government support for the project direction and outcomes;
- (j) respond to the Project Manager's requests for advice or direction;
- (k) reconcile differences in opinion and approach, and resolve any disputes arising between CTRC, the State of Queensland and the Commonwealth; and
- (l) make decisions on escalated issues and escalate further for direction/decision where necessary.

#### **4.3 At the end of the project:**

- (a) endorse the Project Reports and ensure that any issues, lessons and risks are documented and passed on to the appropriate body; and
- (b) endorse follow-on actions, recommendations and lessons (from the Project Report).

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## **5. Chair's Specific Responsibilities**

In addition to their Project Steering Committee responsibilities, the Project Steering Committee Chair will:

- (a) organise and chair Project Steering Committee meetings and reviews;
- (b) [link to funding arrangements]
- (c) monitor the progress of the Project at a strategic level;
- (d) ensure that risks associated with the Project are identified, assessed and controlled;
- (e) endorse variations to scope or budget;
- (f) endorse exception plans;
- (g) endorse the Project Report;
- (h) assess and confirm the viability of the project approach;
- (i) ensure that resources required for the Project are made available, to ensure the Project's objectives are met in a timely and effective manner;
- (j) provide advice and guidance on escalated issues, with particular focus on safeguarding the integrity of the complete solution;

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## 6. Project Steering Committee Boundaries

The Project Steering Committee will conduct its role and ensure the Project is delivered within the context of:

- (a) the Funding Agreement;
- (b) this Governance Framework;
- (c) Queensland Government Policies and Standards, including the:
  - (i) *Workplace Health and Safety Act 2011*;
  - (ii) *Worker's Compensation and Rehabilitation Act 2003*;
  - (iii) *Building Act 1975*;
  - (iv) *Planning Act 2016*;
  - (v) *Electrical Safety Act 2002*; and
  - (vi) Queensland Procurement Policy 2018 (including application of the Best Practice Principles, Local Benefits Test, Quality and safe workplaces);
- (d) Australian Government Policies and Standards, including the:
  - (i) *Fair Work Act 2009*;
  - (ii) *Building Construction Industry (Improving Productivity) Act 2016*;
  - (iii) *Public Governance, Performance and Accountability Act 2013* and associated Rule;
  - (iv) *Public Service Act 1999* and associated Code of Conduct;
  - (v) National Guide to Alliance Contracting: September 2015
  - (vi) Building Code 2016;
  - (vii) Australian Industry Participation (AIP) National Framework;
  - (viii) Indigenous Procurement Policy; and
  - (ix) National Water Initiative.

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## 7. Decisions

Decisions required of the Project Steering Committee are to be made by consensus in accordance with meeting protocols. The Project Steering Committee Chair may elect to:

- (a) have matters investigated outside the meeting (e.g. by the formation of a working party to be headed by one of the Project Steering Committee Members);
- (b) escalate matters to the Responsible Ministers or Council (as applicable, for advice or decision) through the respective Project Steering Committee Members; and
- (c) invite non-Members having specialist knowledge to attend a Project Steering Committee meeting as guests.

Decisions of the Project Steering Committee will be formally minuted, distributed to all Project Steering Committee members and agreed, as from the applicable date outlined in the minutes. CTRC will endeavour to implement the Project Steering Committee's decisions.

Documentation and issues referred to the Project Steering Committee will need to be actioned as quickly as possible.

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## **8. Escalation Protocol**

Where the Project Steering Committee cannot reach agreement, Project Steering Committee members are required to escalate the issue to be considered to the respective agency senior executive and/or Responsible Ministers/Council. If the senior executives are unable to reach a consensus after escalation, CTRC will make the decision on the Project Steering Committee's behalf. Once an outcome has been agreed, the Project Steering Committee members will note the outcome through a flying minute.

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## **9. Reporting**

CTRRC's Project Manager will provide monthly progress reports to the Project Steering Committee. At a minimum, the monthly progress report provided by the Project Manager will outline progress against the Project Management Plan and the Project Schedule (including critical path issues). The monthly progress report will also provide a briefing on stakeholder consultation, progress in procurement, design, construction, progress in implementing the Project Management Plan, and an overview of key and emerging project risks and corresponding mitigation measures and otherwise be in form and substance as reasonably required by the Project Steering Committee.

Monthly progress reports will appear as a standing item on the Project Steering Committee's agenda.

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## **10. Conflict of Interest**

Project Steering Committee members are to declare to the Project Steering Committee Chair any actual or perceived conflict of interest as soon as these conflicts or perceived conflicts arise.

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## **11. Meeting Protocols**

All meetings of the Project Steering Committee will be held under the following arrangements:

### **11.1 Frequency**

Meetings will generally be held monthly and/or at the discretion of the Project Steering Committee Chair, in consultation with members.

### **11.2 Chair**

The Project Steering Committee will be chaired by Mayor Frank Beveridge or their replacement as may be required.

The Chair will:

- (a) ensure scheduling of meetings and notification to Project Steering Committee members of meeting times;
- (b) determine the agenda for Project Steering Committee consideration;

- (c) invite specialists to attend meetings when required by the Project Steering Committee;
- (d) chair each meeting;
- (e) ensure all discussion items end with an action or definite outcome, and that actions are completed;
- (f) advise Project Steering Committee Members they are required to escalate matters to Council, departmental or Council senior executives or responsible ministers where consensus cannot be reached by the Project Steering Committee, either for advice or decision; and
- (g) review and approve the draft minutes before distribution.

### **11.3 Secretariat**

The Project Steering Committee Chair will facilitate secretariat services to the Project Steering Committee. The Secretariat will:

- (a) organise meetings and notify Project Steering Committee Members of meeting times;
- (b) prepare agenda papers and issue notices for meetings, ensuring all necessary documentation requiring discussion or comment are provided to Project Steering Committee members in accordance with the agreed timelines. outlined in (d) below;
- (c) ensure that all relevant agenda items have the necessary supporting documentation requiring discussion or comment during the meeting; and
- (d) take notes of proceedings and prepare a record of each meeting.

### **11.4 Agenda**

Project Steering Committee members should notify agenda items to the Secretariat no later than three (3) working days prior to a scheduled meeting and lodge papers to the Secretariat no later than two (2) working days prior to a meeting.

The agenda and papers will be distributed by the secretariat via email to the Project Steering Committee members no later than two (2) working days prior to the scheduled meeting.

### **11.5 Records of Meeting**

Records of each Project Steering meeting will be distributed to the Project Steering members and observers by the Secretariat no later than five (5) working days following a meeting.

Actions and decisions may be recorded in the minutes and/or separate Actions and Decision Logs.

### **11.6 Proxy**

Project Steering Committee members may nominate a proxy who may attend in their absence. Proxy members have full authority.

### **11.7 Quorum**

Five members out of seven (or their proxy) from each of the entities represented on the Project Steering Committee must be present to constitute a quorum (the number of members of a group required to be present to transact business).

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## **12. Documentation**

The following meeting-related documents at a minimum will be made available to members of the Project Steering Committee:

- (a) minutes from the last Project Steering Committee meeting;
- (b) agenda for the next Project Steering Committee meeting; and
- (c) other documents as deemed necessary by the Project Manager or as requested by the Project Steering Committee.

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## **13. Amendments**

These terms of reference may be reviewed if circumstances require. They may be altered to meet the changing needs of Project Steering Committee members and must be approved by the Project Steering Committee members and the Chair.

The Project Steering Committee will be dissolved at the completion of the pre-construction activities, subject to the governance requirements for future stages of the project.

## Appendix B – Detailed Project Responsibilities - Products

Responsibilities of the delivery and approval of products are outlined below:

Activity description	Responsibilities of...					
	Project Delivery Team	Project Manager	CTRC	Project Leadership Team	Project Steering Committee	Responsible Ministers/Council
Project Management Plan	Prepare	Review and recommend	Review and authorise	Review, comment and recommend	Approve	
Design documentation	Prepare	Review and recommend	Review and authorise	Review, comment and recommend	Approve	
Construction procurement plan and construction tender documentation	Prepare	Review and recommend	Review and authorise	Review, comment and recommend	Approve	
Construction contract	Prepare	Review and recommend	Review and authorise	Review, comment and recommend	Approve	
Asset Valuation Strategy	Prepare	Review and recommend	Review and authorise	Review, comment and recommend	Approve	
Stakeholder Engagement Strategy	Prepare	Review and recommend	Review and authorise	Review, comment and recommend	Approve	

## Appendix C – Detailed Project Responsibilities – Monitoring/Reporting

Responsibilities monitoring and reporting are outlined below:

Activity description	Responsibilities of...					
	Project Delivery Team	Project Manager	CTRC	Project Leadership Team	Project Steering Committee	Responsible Ministers/Council
Monthly meeting of Project Steering Committee	Prepare meeting material	Contribute to agenda and review meeting material	Authorise circulation of meeting material, attend meeting and issue action items	Review and comment	Monitor stage and Project progress tolerances Provide relevant departmental contacts with Project updates	
Monthly progress reports (agenda item of monthly Project Steering Committee meeting)	Prepare	Prepare and review	Review and authorise	Review and comment	Monitor stage and Project progress tolerances Provide relevant departmental contacts with Project updates	
Monthly Project Leadership Team meetings	Prepare material	Review material, attend meetings as required	Optional attendance at meetings	Review material, attend meetings and action designated follow up items		
Communicate with stakeholders as defined in the Stakeholder Management Plan						



Activity description	Responsibilities of...					
	Project Delivery Team	Project Manager	CTRC	Project Leadership Team	Project Steering Committee	Responsible Ministers/Council
Ongoing assessment of impacts of risks/issues on the Project	Identify and assess risks/issues and maintain the Risk Register and the Issues Register	Ensure risks/issues are captured and promptly resolved Review registers/logs associated with risks/issues of the Project (including risk register, daily log and decisions log) Escalate risks/issues that threaten tolerances	Assess risks/issues that threaten tolerances and escalate where appropriate	Review risks/issues that threaten tolerances and escalate where appropriate	Make decisions on escalated risks/issues within project tolerances Escalate risks/issues to the Responsible Ministers where project tolerances are forecast to be exceeded	Decision/direction on material risks/issues
Ongoing assessment of benefits of the Project	Identify benefits and maintain the Benefits Register	Review Benefits Register periodically			Ensure realisation of the benefits defined in the Benefits Register	

## Appendix D – Draft Project Steering Committee Meeting Agenda

Project Steering Committee - Meeting Agenda		
<b>Date / Time</b>		
<b>Venue</b>		
<b>Attendees</b>		
<b>Project Steering Committee</b>		
<b>Observers</b>		
<b>No.</b>	<b>Agenda</b>	<b>Lead</b>
<b>1</b>	<b>Welcome</b>	<b>Chair</b>
<b>1b</b>	<b>Minutes of the last meeting</b>	<b>Chair/ All</b>
<b>2</b>	<b>Monthly Progress Report</b>	<b>Chair - Project Leadership Team</b>
<b>3</b>	<b>Key Risks and Issues</b>	
<b>4</b>	<b>Critical Path issues</b>	
<b>5</b>	<b>Budget and expenditure</b>	
<b>6</b>	<b>Longer-term activities</b>	
<b>7</b>	<b>Next Meeting</b>	

## Appendix E – Draft Project Steering Committee Meeting Minutes

Project Steering Committee - Meeting Minutes			
<b>Date / Time</b>			
<b>Venue</b>			
Attendees			
<b>Project Steering Committee</b>			
<b>Observers</b>			
No.	Record of Discussion, Decisions and Actions		
1	Welcome and Project Steering Committee Terms of Reference		
2	Monthly Progress Report		
3	Key Risks and Issues		
4	Critical Path issues		
5	Funding		
6	Longer-term activities		
No.	Actions	Whom	Status
1	Welcome	Chair	Open/Closed
2	Monthly Progress Report		
3	Key Risks and Issues		
4	Critical path Issues		
5	Budget and expenditure		
6	Longer-term activities		
7	Next Meeting		

**14. REPORTS FOR CONSIDERATION - CONFIDENTIAL**

**CLOSE OF MEETING FOR CONFIDENTIAL REPORTS**

In accordance with the *Local Government Regulation 2012 254*, (d) rating concessions; the meeting will be closed to discuss the following confidential reports:

Item 14.1 Notice of Intention to sell land for overdue rates or charges as prescribed by s140 *Local Government Regulations 2012*

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

Item 14.2 Work Health & Safety Report – April 2021

In accordance with the *Local Government Regulation 2012 254*, (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government; the meeting will be closed to discuss the following confidential reports:

Item 14.3 AEC Group Ltd H.M. Clarke (Dalrymple) Saleyards Financial & Operational Model Review

**CORPORATE & COMMUNITY SERVICES**

**14.1 Notice of Intention to sell land for overdue rates or charges as prescribed by s140 *Local Government Regulations 2012***

**14.2 Work Health & Safety Report – April 2021**

**OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**14.3 AEC Group Ltd H.M. Clarke (Dalrymple) Saleyards Financial & Operational Model Review**

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

**15. CLOSE OF MEETING**



**CHARTERS TOWERS  
REGIONAL COUNCIL**

**MINUTES  
of the  
GENERAL MEETING  
of  
CHARTERS TOWERS REGIONAL COUNCIL  
held  
Wednesday 21 April 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 AP Barr  
Cr GJ Lohmann  
Cr KF Hastie  
Cr JD Mathews  
Cr BP Robertson

Officers:

Mr A Johansson - Chief Executive Officer  
Ms K Hargreaves - Director Corporate & Community Services  
Mr J Teague - Director Infrastructure Services  
Mrs A Russell - Executive Assistant to the Chief Executive Officer  
Mrs Hayley Thompson - Manager Community Services  
Mr Matt Kelly – Manager Regional Development  
Mr Shane Cagney – Chief Financial Officer  
Ms Camille Conaghan – Manager Governance & Communications  
Mr Peter Watling – Manager Council Facilities

Ms Colleen Brown, of the Anglican Church, attended on behalf of the Ministers' Fraternal.

Apologies:

Nil

Members of the Gallery:

Malcolm Macdonald  
Trudy Brown, Townsville Bulletin

## **3. PRAYER**

Ms Colleen Brown delivered an opening prayer. Ms Colleen Brown departed the meeting at **9:02am**.

## **4. CONDOLENCES**

Condolences were offered for:

Marie Stewart  
Dulcie Beauchamp  
Nell Sturges  
Allan Santo  
Maree Manly  
Marie Laneyrie  
Robyn Hick  
Lui George  
Alan Archer  
Richard De Leon  
David Steele  
Neville Huxley  
Amanda Weatherley

## 5. DECLARATIONS OF INTEREST

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

### **Item 11.4 Regional Development Quarterly Update January-March 2021**

I, Cr KF Hastie, inform the meeting I have a prescribed conflict of interest as a result of my position as Chairperson of the All Souls & St Gabriels School (ASSG) Building & Grounds Committee. This report has listed a development application in relation to ASSG.

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

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

I, Cr S Bennetto, inform the meeting I have a prescribed conflict of interest as my family members, Matt and Ben Bennetto have a business relationship with a member of the Carney Group, who are the Landowners of the site in question.

B & M Bennetto Partnership leases a parcel of grazing land from Chris Carney, and the partnership has also been engaged to provide rural contracting services for the landowner.

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

### **Item 11.6 Trustee Lease for Lots 157 and 158 on Plan SP118958 (Towers Jockey Club)**

I, Cr S Bennetto, inform the meeting I have a prescribed conflict of interest as my husband is the director of RJG Builders Pty Ltd, the company that has won the tender for the Jockey Club's impending community centre development.

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

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## **ATTENDANCE**

Mr Matt Kelly, Manager Regional Development entered the meeting at **9:04am**.

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## 6. DEPUTATIONS

9:05am – 9:15am Mr Malcolm Macdonald Re: Heritage of the Queenton Post Office which is subject to a development application.

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## ATTENDANCE

Mr M Kelly, Manager Regional Development departed the meeting at **9:15am**.

Mr Malcolm Macdonald departed the meeting at **9:15am**.

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## 7. CONFIRMATION OF MINUTES

❖ Minutes of General Meeting held 17 March 2021.

Resolution No.: 3570

Moved: Cr AP Barr

Seconded: Cr JD Mathews

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

**CARRIED**

## 8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

There was no business arising.

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<b>9. MAYOR'S AND COUNCILLORS' REPORTS</b>
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Mayor FC Beveridge reported on:

<b>Date</b>	<b>Details</b>
17/03/2021	Chaired March General Meeting
17/03/2021	Participated in Councillor Workshops
17/03/2021	Mayoral Minute recording with Media team
17/03/2021	Dinner with Medical Superintendent, Officer in Charge QPS and Deputy Mayor
18/03/2021	Participated in Burdekin Falls Dam Community Reference Group
18/03/2021	Meeting with Elder – Gudjal Traditional Owners
19/03/2021	Chaired Youth Council Meeting
19/03/2021	RDA Chair duties in Townsville
22/03/2021	Meeting with film crew and Mayor of Richmond, John Wharton – Overlanders Way
23/03/2021	Participated in photo with Media team, Chief Executive Officer and new estate owners
23/03/2021	Meeting with Queensland Health Representatives – Charters Towers Health Service Renal Development
23/03/2021	Telephone appointment with Federal Member
24/03/2021	Meeting with building industry business owner
24/03/2021	RDA Chair duties
25/03/2021	Photograph with Media team and Deputy Mayor & Easter Bunny
25/03/2021	Participated in Audit and Risk Committee Meeting
25/03/2021	Meeting with Police Inspector Damian Irvine and Acting Officer in Charge, Tony Hosie
25/03/2021	Participated in Careers Day Committee Planning Meeting
24/03/2021	Meeting with building industry business owner
24/03/2021	RDA Chair duties
25/03/2021	Photograph with Media team and Deputy Mayor & Easter Bunny
25/03/2021	Participated in Audit and Risk Committee Meeting
25/03/2021	Meeting with Police Inspector Damian Irvine and Acting Officer in Charge, Tony Hosie
25/03/2021	Participated in Careers Day Committee Planning Meeting
25/03/2021	Media Interview – ABC Radio
26/03/2021	Meeting with constituents
27/03/2021	Opened new storage shed – Charters Towers Women of the Outback Shed Inc.
28/03/2021	Attended Centenary Park Markets
28/03/2021	Meeting with constituent
28/03/2021	Led NNWQ Regional Community Forum Bus Tour of Charters Towers
28/03/2021	Participated in NNWQ Regional Community Forum Networking Dinner
29/03/2021	Presented at NNWQ Regional Community Forum held at the Charters Towers RSL
29/03/2021	Contacted Government Agency to exhibit at Careers Expo
30/03/2021	Participated in Premier Teleconference – COVID-19 Update for Mayors
31/03/2021	Informal meeting with Chamber of Commerce and Mines representatives
31/03/2021	Attended funeral service for Maree Manly
31/03/2021	Participated in Premier Teleconference – COVID-19 Update for Mayors
31/03/2021	Meeting with constituent
31/03/2021	Attended Defence Community Engagement at the Excelsior Library
31/03/2021	Dinner meeting with business agency, Deputy Mayor and Trade and Investment Advisor
01/04/2021	Participated in Premier Teleconference – COVID-19 – Update for Mayors
02/04/2021	<b>Good Friday</b>
05/04/2021	<b>Easter Monday</b>
06/04/2021	RDA Chair duties – Townsville
06/04/2021	Meeting with representative from Australian Bureau of Statistics, Tourism, Trade and Investment Advisor and Executive Assistant. Information regarding roll out update for Census in Charters Towers Region
07/04/2021	Media Interview – Channel 7

07/04/2021	Participated in discussions with Councillors and Executive Leadership team regarding W4Q (Works for Queensland) funding
07/04/2021	Participated in discussions with Councillors, Chief Executive Officer and representative from Townsville Enterprise Limited
07/04/2021	Participated in Townsville Area Palliative Care Plan 2020-2024 Working Group Meeting
08/04/2021	RDA Chair Duties – Townsville
09/04/2021	Meeting with constituent
09/04/2021	Inspection of road infrastructure
12/04/2021	Meeting with Director of Nursing, Charters Towers
14/04/2021	Meeting with constituent regarding road
14/04/2021	Participated in Townsville DDMG Meeting
14/04/2021	Participated in monthly Advocacy Meeting
15/04/2021	RDA Chair Duties – Townsville
15/04/2021	Chaired 150 years Working Group Meeting
15/04/2021	Meeting with business representative
15/04/2021	Participated in NQROC online meeting

Cr S Bennetto reported on:

Date	Details
18/03/2021	Trade Training Centre – Careers Day planning
19/03/2021	Youth Council Meeting
25/03/2021	Easter Media with the Mayor
28/03/2021	Easter Markets – Easter hunt Regional Forum Official tour
29/03/2021	Regional Forum + Agripower tour
31/03/2021	Easter Colouring comp Project meeting with mayor & constituents
06/04/2021	Visitor Guide launch with Cr Matthews
07/04/2021	Workshops re Works 4 QLD funding and Hells Gate Dam updated
14/04/2021	Meeting with Manager Regional Development re LGMA Propellor program Advocacy Committee Meeting
15/04/2021	Deputy Mayor and Jenny - Meeting to discuss Live Export Forum
16/04/2021	NQSF Development Committee meeting – feedback about our team's proactivity in Sportstar Awards planning
19/04/2021	CT Show Committee Meeting
21/04/2021	General Meeting

Cr AP Barr reported on:

Date	Details
07/04/2021	W4Q Councillor Workshop Meeting with Townsville Enterprise Re: Hells Gate Dam

Cr KF Hastie reported on:

Date	Details
17/03/2021	Monthly Council Meeting/Workshops
18/03/2021	NQSF Meeting/NQ Sportstars Awards Meeting
19/03/2021	Women in Leadership Module
20/03/2021	Ravenswood Gran Fondo 100km ride
22/03/2021	Women in Leadership Module – Panel Discussion
23/03/2021	Top 10 Priorities itemised
23/03/2021	Discussions with Andrew Briggs – Access Group
25/03/2021	Audit & Risk Committee Meeting
7/04/2021	WQ4 Discussion around list of Projects for 21/24
7/04/2021	Hells Gate Dam Update
9/04/2021	Women in Leadership Webinar

13/04/2021	Audit & Risk Self-Assessment
14/04/2021	NQSF Webinar/NQ Sportstar Awards monthly Meeting
18/04/2021	Centenary Markets

Cr GJ Lohmann reported on:

Date	Details
18/3/2021	Community Advisory Network meeting
23/3/2021	Charters Towers HS Renal Development - Lobby Group update
27/3/2021	Opening of Women of the Outback Shed
28/3/2021	Centenary Markets / Easter Egg Hunt NNWQ Regional Community Forum – bus tour and dinner
29/3/2021	NNWQ Regional Community Forum
31/3/2021	Easter colouring competition judging Constituent meeting
4/4/2021	Consumer Advisory Council Townsville Hells Gate update
15/4/2021	Community Advisory Network meeting 150 Year Celebrations Working Group
16/4/2021	Constituent meeting
18/4/2021	Centenary Markets

Cr JD Mathews reported on:

Date	Details
17/03/2021	General Meeting of Council
19/03/2021	NQ Tourism Futures Forum
27/03/2021	Opening of the new shed for the Women's Shed
06/04/2021	Photo with Cr Bennetto for the launch of the new Visitor Guide Ratepayer Inquiries
06/04/2021	Webinar – Women Leading in Government
06/04/2021	Overlander's Way Meeting
14/04/2021	Advocacy Committee Meeting
15/04/2021	Overlanders Way business case: David Herman
18/04/2021	Centenary Markets

Cr BP Robertson reported on:

Date	Details
24/03/2021	Attendance at weekly Sale
28/03/2021	Centenary Park Markets
31/03/2021	Attendance at weekly Sale
14/04/2021	Attendance at weekly Sale

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## ATTENDANCE

Mr Peter Watling, Manager Council Facilities entered the meeting at **9:29am**

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## 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 \$6,575.00 (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.*

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Resolution No.: 3571

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

##### *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 \$6,575.00 (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.*

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1434809
-

## 10.2 PSA002/21 Provision of Security Services

### 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.***

Resolution No.: 3572

Moved: Cr BP Robertson

Seconded: Cr KF Hastie

#### *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.***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1443186

### ATTENDANCE

Mr Peter Watling, Manager Council Facilities departed the meeting at **9:43am**

## 10.3 Q007/21 Disaster Recovery Funding Arrangements Project Management Services

### EXECUTIVE SUMMARY

This report details Council's 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).***

Resolution No.: 3573

Moved: Cr GJ Lohmann  
Seconded: Cr JD Mathews

**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).**

**CARRIED**

**REFERENCE DOCUMENT**

- 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).**

Resolution No.: 3574

Moved: Cr S Bennetto  
Seconded: Cr JD Mathews

**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).**

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1443232

Resolution No.: 3575

Moved: Cr GJ Lohmann  
Seconded: Cr S Bennetto

**That Council:**

- **Adjourn the meeting for morning tea at 10:00am**

**CARRIED**

Resolution No.: 3576

Moved: Cr S Bennetto  
Seconded: Cr AP Barr

**That Council:**

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

**CARRIED**

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**ATTENDANCE**

Mrs Hayley Thompson, Manager Community Services entered the meeting at **10:14am**.

---

**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.**
-



Resolution No.: 3577

Moved: Cr AP Barr  
Seconded: Cr S Bennetto

**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.**

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1441520

**ATTENDANCE**

Mr Shane Cagney, Chief Financial Officer entered the meeting at **10:17am**.

**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.**

Resolution No.: 3578

Moved: Cr AP Barr  
Seconded: Cr S Bennetto

**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.**

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1437888

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## ATTENDANCE

Mrs Hayley Thompson, Manager Community Services departed the meeting at **10:19am**.

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## 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***

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Resolution No.: 3579

Moved: Cr S Bennetto  
Seconded: Cr JD Mathews

#### *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***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1433605
- 

## ATTENDANCE

Mr Matt Kelly, Manager Regional Development entered the meeting at **10:21am**.

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**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.***

<b>TENDERER</b>	<b>TIER 1 OR 2</b>	<b>TENDERER</b>	<b>TIER 1 OR 2</b>
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		

Resolution No.: 3580

Moved: Cr BP Robertson  
Seconded: Cr GJ Lohmann

**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		

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1420569

**ATTENDANCE**

Mr Shane Cagney, Chief Financial Officer departed the meeting at **10:23am**.

In accordance with the Declaration of Interest at Item 11.4, Cr KF Hastie departed the meeting at **10:24am**.

**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.**

Resolution No.: 3581

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

***That Council:***

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

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1441674

**ATTENDANCE**

Ms Camille Conaghan, Manager Governance & Communications entered the meeting at **10:27am**.

Cr KF Hastie returned to the meeting at **10:27am**.

In accordance with the Declaration of Interest at Item 11.5 & 11.6, Cr S Bennetto departed the meeting at **10:27am**.

**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).***

Resolution No.: 3582

Moved: Cr AP Barr  
Seconded: Cr GJ Lohmann

**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).**

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1431991

**ATTENDANCE**

Mr Matt Kelly, Manager Regional Development departed the meeting at **10:36am**.

**11.6 Trustee Lease for Lots 157 and 158 on Plan SP118958**

**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.**

Resolution No.: 3583

Moved: Cr GJ Lohmann  
Seconded: Cr JD Mathews

**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.**

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1438274

**ATTENDANCE**

Cr S Bennetto returned to the meeting at **10:40am**.

Ms Camille Conaghan, Manager Governance & Communications departed the meeting at **10:40am**.

**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.**

Resolution No.: 3584

Moved: Cr KF Hastie  
Seconded: Cr AP Barr

**That Council:**

- **Receive and note the Third Quarter Progress Report, covering the quarter January - March 2021, against the 2020/2021 CTRC Operational Plan.**

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1441158

## 12.2 Amended Statutory Policy S0028 Entertainment & Hospitality Expenditure

### 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.*

Resolution No.: 3585

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

#### *That Council:*

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

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1438743

## 12.3 Works for Queensland Project Submission for 2021-24

### 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.*

Resolution No.: 3586

Moved: Cr BP Robertson

Seconded: Cr S Bennetto

#### *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.*

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1442661



## 12.4 Consideration to change the 2021 Statutory Budget Meeting date

### 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.*

Resolution No.: 3587

Moved: Cr KF Hastie  
Seconded: Cr GJ Lohmann

#### *That Council:*

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

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1442678

## 12.5 Consideration to change the September 2021 General Meeting date

### 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.*

Resolution No.: 3588

Moved: Cr AP Barr  
Seconded: Cr JD Mathews

#### *That Council:*

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

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1443257

## 12.6 Provision of Superannuation for Councillors

### 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.*

Resolution No.: 3589

Moved: Cr BP Robertson

Seconded: Cr AP Barr

#### *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.*

**CARRIED**

### REFERENCE DOCUMENT

- 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.*

Resolution No.: 3590

Moved: Cr GJ Lohmann  
Seconded: Cr S Bennetto

**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.**

**CARRIED**

**REFERENCE DOCUMENT**

- 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.**

Resolution No.: 3591

Moved: Cr BP Robertson  
Seconded: Cr JD Mathews

**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.**

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1436231

**ATTENDANCE**

Ms Camille Conaghan, Manager Governance & Communications entered the meeting at **11:01am**.

## 13. CONFIDENTIAL REPORTS

### CLOSE OF MEETING

Resolution No.: 3592

Moved: Cr KF Hastie  
Seconded: Cr GJ Lohmann

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the General Meeting be closed to the public at **11:10am** for discussion of the following matters:

- 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; (Item 13.1)
- f) matters that may directly affect the health and safety of an individual or a group of individuals; (Item 13.2)

**CARRIED**

### ATTENDANCE

Trudy Brown, Townsville Bulletin departed the meeting at **11:10am**.

Ms Camille Conaghan, Manager Governance & Communications departed the meeting at **11:16am**.

### OPENING OF MEETING

Resolution No.: 3593

Moved: Cr S Bennetto  
Seconded: Cr BP Robertson

That the meeting be opened at **11:21am** the taking of resolutions.

**CARRIED**

### CORPORATE & COMMUNITY SERVICES

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

##### EXECUTIVE SUMMARY

This report seeks agreement of the Council to the proposed consent order for the Warrgamay People.

##### OFFICER'S RECOMMENDATION

***That Council:***

- ***Consent to a determination substantially in the terms of the draft order attached to this report formally recognising that the Warrgamay People hold native title; and***
- ***Authorise the Chief Executive Officer to agree to any changes that are agreed by all the parties or may be required by the Court to make the final determination order.***

Resolution No.: 3594

Moved: Cr GJ Lohmann  
Seconded: Cr S Bennetto

***That Council:***

- ***Consent to a determination substantially in the terms of the draft order attached to this report formally recognising that the Warrgamay People hold native title; and***
- ***Authorise the Chief Executive Officer to agree to any changes that are agreed by all the parties or may be required by the Court to make the final determination order.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1442398

**13.2 Work Health & Safety Report – March 2021**

**EXECUTIVE SUMMARY**

The Work Health and Safety Report for March 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 March 2021.***

Resolution No.: 3595

Moved: Cr AP Barr  
Seconded: Cr KF Hastie

***That Council:***

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

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1442533

**14. MAYORAL MINUTE**

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**15. CLOSE OF MEETING**

There being no further business, the General Meeting closed at **11:22am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 19 MAY 2021.

Mayor

Date

UNCONFIRMED