



NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 16 June 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, 16 JUNE 2021 AT 9:00AM

CTRC BOARD ROOM, 12 MOSMAN STREET, CHARTERS TOWERS

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MEETING AGENDA.....

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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 Membership – Dalrymple Saleyards Master Plan Advisory Committee

EXECUTIVE SUMMARY

Council adopted the Dalrymple Saleyards Master Plan Advisory Committee Terms of Reference at the May 2021 General Meeting. Recommended membership following receipt of expressions of interest are now presented for Council consideration.

OFFICER'S RECOMMENDATION

That Council:

➤ *Endorse the membership of the Dalrymple Saleyards Master Plan Advisory Committee as follows:*

- *Peter Glenwright – Quadrant 1 representative;*
- *Josephine Heading – Quadrant 2 representative;*
- *Neil Angus – Quadrant 3 representative;*
- *Brian Smith – Transporter's representative;*
- *Shaun Flanagan – Selling Agents representative;*
- *Leanne Philipson – Saleyards Contractor representative; and*

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications in adopting the membership of the Dalrymple Saleyards Master Plan Advisory Committee. The committee will make recommendation to Council which will have future budget and resource implications as part of the master plan for the saleyards.

BACKGROUND

The Terms of Reference (TOR) for the Dalrymple Saleyards Master Plan Advisory Committee was adopted at the May 2021 General Meeting of Council.

Nominations were sought from stakeholders from the following groups:

- Charters Towers Region Quadrant 1 representatives
- Charters Towers Region Quadrant 2 representatives
- Charters Towers Region Quadrant 3 representatives
- Charters Towers Region Quadrant 4 representatives
- Cattle Exporters
- Cattle Transporters
- Combined Selling Agents
- Saleyards Contractor

The two existing quadrant 4 representatives were both unable to be part of the committee. No responses were received for the exporter's stakeholder group.

The purpose of the Committee is to act as an advisory body to Council for developing a master plan for the saleyards.

The first meeting is scheduled to commence in July 2021.

LINK TO CORPORATE PLAN

The recommendation links to the priority 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

External: Stakeholders via EOI

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.

Report Prepared by: KELIE STANDFAST Executive Assistant to the Director Infrastructure Services Date: 3 June 2021	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- P0154/IS Terms of Reference Dalrymple Saleyards Master Plan Advisory Committee Council Document No. 1440240
- Officer's Report Document No. 1459008

11.2 Amend the 2021/22 Recycled Water unit price in Council's Fees and Charges

EXECUTIVE SUMMARY

Recent changes to the energy tariff used for pumping recycled water have resulted in increased pumping costs that will have to be passed on to the organisations receiving the recycled water. To remain cost neutral, an adjustment to the 2021/22 Recycled Water unit price is required.

OFFICER'S RECOMMENDATION

That Council:

- ***Amend the 2021/22 Fees & Charges Schedule for the unit cost for Recycled Water from \$0.17 per kilolitre to \$0.19 per kilolitre.***

BUDGET & RESOURCE IMPLICATIONS

In May 2021 Ergon discontinued Tariff 20 and has replaced it with Tariff 44, resulting in an incremental increase in energy costs. This occurred after the 2021/22 Fees and Charges were approved by Council. To remain cost neutral, the 2021/22 unit charge for recycled water will be required to increase from \$0.17 per kilolitre to \$0.19 per kilolitre.

The unit charge has been calculated using the last two financial years as consumption data. To ensure accuracy, the charging rate should be reviewed after six months of operations under the new energy tariff.

BACKGROUND

An adjusted unit price of \$0.19 per kilolitre for all customers has been calculated using Tariff 44 applied to the last two years consumption data, which includes an allowance of \$0.02 per kilolitre to cover Council's asset management and administrative costs. As future demands are unknown at present with the inclusion of the Jockey Club, the unit rate should be reviewed and if necessary, updated after six months of operation.

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

Internal: Director Infrastructure Services - John Teague

External: N/A

LEGAL CONSIDERATIONS

The revised costs are intended to cover energy costs, operation and maintenance of the upgraded disinfection system to ensure achievement of Class C recycled water, and administrative overheads.

POLICY IMPLICATIONS

The policy framework for recycled water is addressed by the Queensland Health Guideline for Low-Exposure Recycled Water Schemes 2019 and the Public Health Act 2005.

RISK IMPLICATIONS

There is a risk that costs of supply may not be recovered in full if the increased energy costs are not passed on.

Report Prepared by: PETER CLARK Manager Water & Wastewater Date: 26 May 2021	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

Nil.

REFERENCE DOCUMENT

- Recycled Water Predicted Charges 2021/22 (based on last two years demands) ECM No. 1459005
 - Officer's Report Document No. 1458982
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12. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

12.1 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 May 2021.

OFFICER'S RECOMMENDATION

That Council:

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

BUDGET & RESOURCE IMPLICATIONS

A monthly report is presented to Council on its financial position as at 31 May 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 (YTD) 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 31 May 2021

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

Income Statement Summary as at 31 May 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 DRFA activities.

As May 2021 is the penultimate month of the 2020/21 financial year, it is reasonable to expect actual income and expenditure to be at approximately 92% of the total budget.

Total recurrent revenue, excluding DRFA, as at 31 May 2021 is \$33.4 million or 86% of the amended 2020/21 budget. This figure is below the YTD budget of 92% mainly due to the timing of the final 2020/21 Financial Assistance Grant (FAG) payment due for receipt in June 2021.

Total recurrent expenditure, excluding DRFA, as at 31 May 2021 is \$36.9 million or 86% of the amended 2020/21 budget. This figure is below the YTD budget of 92% mainly due to materials and services actual YTD expenditure at 77% of YTD budget. The current YTD underspend is a combination of roads maintenance and the RMPC contract. Roads maintenance actual expenditure is below YTD budget as road crews have been prioritising the completion of the DRFA works by 30 June 2021. The RMPC contract position at months end is indicative of the timing of the progress on the two-year contract.

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

Income Statement Summary	2020/21		Variance	Notes
	Amended Budget (\$'000s)	May 2021 YTD (\$'000s)		
Total recurrent revenue (excl DRFA)	\$38,746	\$33,374	86%	Variance reflects timing of final 20/21 FAGs payment.
Total recurrent expenses (excl DRFA)	(\$42,659)	(\$36,941)	86%	On target.
Operating result (excl DRFA)	(\$3,913)	(\$3,567)		
DRFA operating result (rev less exp below)	\$150	\$-		New Acc Standards matching timing of DRFA revenue to works carried out
DRFA revenue	\$42,555	\$38,716	91%	DRFA revenue recognised as CTRC work is carried out
DRFA expenses	(\$42,405)	(\$38,716)	91%	DRFA works carried out by CTRC
Capital revenue	\$10,595	\$5,161	49%	Reasonable variance reflects timing of 20/21 capital works funded projects.
Capital expenses	(\$132)	(\$193)		Loss on disposal of fleet assets at auction and land disposal.
Net result	\$6,699	\$1,401		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 \$38.7 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 31 May 2021 of \$3.6 million and a net result surplus of \$1.4 million (including capital revenue and expenses).

Balance Sheet Summary as at 31 May 2021

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

Balance Sheet Summary	Amended Budget (\$'000s)	2020/21		Notes
		May 2021 YTD (\$'000s)	Apr 2020 YTD (\$'000s)	
Cash & investments	\$38,915	\$29,458	\$26,514	Increase from prior month reflects QRA reimbursement for DRFA works received during May
Property plant & equipment	\$465,669	\$453,264	\$453,904	All asset types including roads and water - minor movement
Receivables (Current)	\$5,998	\$2,499	\$3,312	Reasonable level of accounts receivable. Decrease from prior month reflects payment of monthly rate debtor instalments and sundry debtors
Payables (Current)	\$3,542	\$3,073	\$3,732	Reasonable level of accounts payable, reviewed monthly. On target for year end
Accrued expenses & unearned revenue	\$6,544	\$-	\$-	Actuals are realised as part of end of year processing
Contract assets	-	\$17,588	\$20,319	Decrease due to payment received from QRA for completed DRFA works
Contract liabilities	-	\$5,922	\$4,582	Increase from prior month due to payment received from QRA for a minor number of Work Packages where actuals are yet to be recognised

Cash and Investments, & Borrowings as at 31 May 2021

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

Cash & Investments	2020/21		Notes
	Amended Budget (\$'000s)	May 2021 YTD (\$'000s)	
Current account		\$127	Daily transaction management
Investment – QCCU		\$1,000	12 month matures 12/06/2021 – interest rate 1.30%
Investment – QTC		\$28,331	Daily cash fund – interest rate 0.61%
Total cash & investments	\$38,915	\$29,458	

Borrowings			
Current – QTC	\$147	\$42	Quarterly payments payable in current financial year
Non-current – QTC	\$804	\$949	Payable over term– maturity date 15/06/2027
Total borrowings	\$951	\$991	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	May 21 YTD	Apr 21 YTD	Notes
Current ratio	>1.1	3.22	3.92	4.19	Well exceeds target.
Cash cover ratio	>1.1	2.75	2.28	2.16	Above target.
Cash capacity in months	>3 months	7.69	4.64	4.18	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	May 2021 YTD (\$'000s)	Notes
General rates	\$12,517	\$12,510	Reflects 1 st and 2 nd half-yearly rate notices raised for 2020/21.
Waste management	\$1,322	\$1,321	
Water	\$6,210	\$5,217	Water revenue is \$993k below budget. June will see water revenue close the gap as annual water meter reads are invoiced.
Sewerage	\$3,626	\$3,622	
Excess water	\$473	\$257	
Total rates & charges	\$24,148	\$22,927	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.
3. Water meter reads undertaken last week of May and first week of June 2021. Actual YTD water revenue for 2020/21 to be accrued by end of financial year.

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

Rates & Charges Debtors	May 2021 YTD (\$'000s)	% of rates debtors	% of rates revenue	Notes
Rates debtors				Due date 8 March 2021
• Current (2020/21 rates)	\$603	46.6%	2.23%	Reduced by \$277k in May
• Overdue (2019/20 rates)	\$465	35.8%	1.76%	Increased by \$19k in May
• Overdue (pre-2019/20 rates)	\$228	17.6%	0.91%	Reduced by \$7k in May
Total rates debtors	\$1,296	100%		Reduced by \$267k in May
Prepaid Rates & Charges				
Prepaid rates (current liabilities)	\$1,370			Rates paid in advance, mostly via periodic planned payments. Increased by \$224k in May

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

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

External: N/A

LEGAL CONSIDERATIONS

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

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: SHANE CAGNEY Chief Financial Officer Date: 4 June 2021	Report Authorised by: KIM HARGREAVES Director Corporate & Community Services
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ATTACHMENTS

- Council's position as at 31 May 2021 - Attachment A:
 - Consolidated Income Statement
 - Consolidated Balance Sheet
 - Consolidated Cashflow Statement

REFERENCE DOCUMENT

- Monthly Rating Model for May 2021 Document No. 1458479
 - Officer's Report Document No. 1458357
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INCOME STATEMENT
As at 31 May 2021
Year Ended 30 June 2021



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD	2020/2021 Percentage Position 92%
REVENUE			
Recurrent Revenue			
Nett Rate Levies & Charges			
General Levies	12,516,476	12,509,816	100%
Waste Management Levies	1,322,103	1,320,774	100%
Water Allocation Levies	6,209,493	5,217,395	84%
Sewerage Levies	3,626,332	3,622,661	100%
Excess Water Levies	473,252	256,594	54%
Total Nett Rate Levies & Charges	24,147,656	22,927,240	
Fees & Charges			
Water Fees & charges	45,000	55,570	123%
Sewerage Fees & charges	135,000	163,190	121%
Other Fees & charges	3,516,416	3,852,860	110%
Total Fees & Charges	3,696,416	4,071,620	
Interest received (includes rates & community loans)	394,533	254,116	64%
Sales	160,000	192,236	120%
Contract Income - RMPC, RPC, PW	2,977,966	2,067,948	69%
Proceeds from Sale of Equipment	123,883	123,883	100%
Other recurrent income	94,047	69,070	73%
Operating Grants & Subsidies			
Operating Grants & Subsidies	7,151,010	3,667,827	51%
Non Capital Flood Event Grants	42,555,319	38,715,704	91%
Total Operating Grants & Subsidies	49,706,329	42,383,531	
TOTAL Recurrent Revenue	81,300,830	72,089,644	89%
Capital revenue			
Capital Grants & Subsidies	8,608,119	4,500,531	52%
Capital Flood Event Grants (DRFA)	1,660,000	-	0%
Capital Contributions	10,000	-	0%
Gain on Sale of Assets	316,895	660,138	208%
Total Capital Revenue	10,595,014	5,160,669	
TOTAL INCOME	91,895,844	77,250,313	84%
EXPENSES			
Recurrent expenses			
Materials, Services & Maintenance	(14,072,482)	(10,829,711)	77%
Flood Event Materials, Services & Maintenance (DRFA)	(41,991,748)	(38,267,326)	91%
Employee Benefits	(19,396,236)	(17,704,856)	91%
Flood Event Employee Benefits (DRFA)	(413,571)	(448,378)	108%
Audit Fees	(245,000)	(147,405)	60%
Finance Costs	(72,040)	(62,420)	87%
Depreciation & amortisation	(8,873,131)	(8,196,215)	92%
TOTAL Recurrent Expenses	(85,064,208)	(75,656,311)	89%
Capital operating expenses	(132,232)	(193,482)	100%
	(132,232)	(193,482)	
TOTAL EXPENSES	(85,196,440)	(75,849,793)	89%
Notional result attributable to council (exc DRFA)	4,889,404	1,400,520	
Notional result attributable to council (inc DRFA)	6,699,404	1,400,520	
Notional Operating Position before Capital Income (exc DRFA)	(3,913,378)	(3,566,667)	
Notional Operating Position before Capital Income (inc DRFA)	(3,763,378)	(3,566,667)	
Notional Op Position before Capital Income & Excess Water	(4,236,630)	(3,823,261)	
Notional Cash available for Capital including Grants	15,704,767	9,790,217	
Notional 'Council funded Cash' available for Capital	5,241,985	4,823,030	

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



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD
CURRENT ASSETS		
Cash at Bank & On-Call Investments	38,914,769	29,458,393
Cash Floats	6,500	6,500
Trade and Other Receivables	5,998,035	2,498,645
Contract Assets	-	17,588,560
Inventories	629,699	673,775
Accrued revenue & prepayments	-	533,002
TOTAL CURRENT ASSETS	45,549,003	50,758,875
NON-CURRENT ASSETS		
Receivables	2,333	1,809
Property, plant and equipment	465,668,816	453,264,339
Internal Loan Receivables	184,000	184,000
TOTAL NON-CURRENT ASSETS	465,855,149	453,450,148
TOTAL ASSETS	511,404,152	504,209,023
CURRENT LIABILITIES		
Trade and other Payables	3,542,354	3,072,733
Contract Liabilities	-	5,921,636
Borrowings	147,000	41,975
Annual & LSL Provisions	3,909,968	3,909,968
Accrued Expenses & Unearned Revenue	6,544,426	-
TOTAL CURRENT LIABILITIES	14,143,748	12,946,312
NON-CURRENT LIABILITIES		
Borrowings	804,000	949,418
Non Current LSL Provision	1,702,597	1,702,598
Internal Loans Payable	184,000	184,000
TOTAL NON-CURRENT LIABILITIES	2,690,597	2,836,016
TOTAL LIABILITIES	16,834,345	15,782,327
NET ASSETS	494,569,807	488,426,696
COMMUNITY EQUITY		
Council Capital	312,673,447	312,673,445
Asset Revaluation Reserve	121,734,680	121,022,686
Retained Surplus/(Deficiency)	6,831,635	1,400,520
Cash Reserves	53,330,045	53,330,045
TOTAL COMMUNITY EQUITY	494,569,807	488,426,696

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



	2020/2021 Final Amended Budget	2020/2021 Actuals YTD
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from customers	20,561,942	13,770,411
Payments to suppliers & employees benefits	(76,155,841)	(78,143,411)
	<u>(55,593,899)</u>	<u>(64,373,000)</u>
Interest Received	393,833	253,939
Non capital grants & contributions	7,151,010	3,667,827
Non capital NDRRA Event Grants	42,555,319	38,715,704
Borrowing costs	(30,040)	(26,587)
Net Cash inflow (outflow) from operating activities	<u>(5,523,777)</u>	<u>(21,762,117)</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Payments for property, plant & equipment		
Payments for property, plant & equipment	(19,345,926)	(7,605,008)
	<u>(19,345,926)</u>	<u>(7,605,008)</u>
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	4,500,531
Net cash inflow (outflow) from investing activities	<u>(8,657,013)</u>	<u>(1,915,441)</u>
CASH FLOW FROM FINANCING ACTIVITIES		
Repayment of Internal Loan Borrowings	(92,000)	(92,000)
Repayment of External Loan Borrowings	(143,086)	(102,694)
Net cash flow from financial activities	<u>(235,086)</u>	<u>(194,694)</u>
NET INCREASE (DECREASE) IN CASH	<u>(14,415,876)</u>	<u>(23,872,252)</u>
Opening Cash		
Beginning of Reporting Period - Cash at Bank	53,330,045	53,330,044
Beginning of Reporting Period - Cash Floats	7,100	7,100
Cash at beginning of reporting period	<u>53,337,145</u>	<u>53,337,144</u>
Closing Cash		
End of Reporting Period - Cash at Bank	38,914,769	29,458,393
End of Reporting Period - Cash Floats	6,500	6,500
Cash at end of reporting period	<u>38,921,269</u>	<u>29,464,893</u>
Cash Movement		
Net Increase/(Decrease) in Cash at Bank	(14,415,276)	(23,871,652)
Net Increase/(Decrease) in Cash Floats	(600)	(600)
NET INCREASE (DECREASE) IN CASH	<u>(14,415,876)</u>	<u>(23,872,252)</u>

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* provides exemptions for Council to enter medium or large-sized contracts without the need for written quotes or tenders. One such exemption requires Council to resolve that there are no other suppliers reasonably available. This report identifies suppliers and the rationale for recommending them for sole supplier exemption under the regulation.

OFFICER'S RECOMMENDATION**That Council:**

- ***In accordance with Section 235(a) of the Local Government Regulation 2012, resolve to apply sole supplier status to the following suppliers identified for the period 1 July 2021 to 30 June 2022.***

Supplier		
Ergon Energy	Peters Ice Cream	SAI Global
NQ Newspaper Company Ltd	Superpop Pty Ltd	Alliance Safety Equipment
Ravenswood Gold Pty Ltd	Pentland Service Station	Vendor Panel
Hanson Construction Materials Towers Concrete	Greenvale Roadhouse	Evoqua Water Technologies Australia and Trility Pty Ltd
Coca-Cola Amatil (Aust) Pty Ltd	Ravenswood Store	ESRI Australia
Asset Edge Pty Ltd	CR Kennedy Survey Solutions	Liquitech Pump & Power Equipment
QIT Plus Pty Ltd	Civica	Aleis
Ajax Systems Pty Ltd	Navman Wireless	RB Communications Pty Ltd
Edge Digital Technology	Chemicals Australia Operations (Ixom)	Belyando Crossing Service Station (Belyando Operations)
<ul style="list-style-type: none"> • OneMusic • Independent Cinemas Assoc • Narpaca Inc • Performing Arts Connections Aust. • Regional Galleries Assn Qld 	Resonate Broadcasting 4GC/Hot FM and The Bull FM88.	<ul style="list-style-type: none"> • Rocket Run • Killameter Couriers • Fastway Couriers • Westons Carrying • Gulf Western Followmont
<ul style="list-style-type: none"> • The Walt Disney Company (Australia) Pty Ltd. • Universal Pictures International Australasia Pty Ltd. • Roadshow Films Pty Ltd. • Aust National Theatre Live. • The Backlot Films Pty Ltd. • Bonsai Films Pty Ltd. • Cinema Live. • Sony Pictures Releasing Pty Ltd. • Entertainment One Films Australia Pty Ltd. • ICON. • Madman Entertainment Pty Ltd. • Park Circus Limited. • Sharmill Films. 	<ul style="list-style-type: none"> • Hastings Deering • Komatsu • CJD Equipment • Honeycombes • Tony Ireland • Superior Pak • Tracpower NQ • RGM Maintenance • Charters Towers Toyota • Bucher Municipal • Townsville Auto Group • Penske Power Systems • Towers Power Equipment • Gold City Motorcycles • McDonald Murphy • MAK Diesel • RDO Equipment • Haulmark Trailers • Toyota Manual Handling 	Gold City Mini Bins

Supplier		
<ul style="list-style-type: none"> • Studiocanal Pty Ltd. • Transmission Films Pty Ltd. • Umbrella Studios. • Paramount Pictures Pty Ltd. • R&R Films. • Becker Film Group. 	<ul style="list-style-type: none"> • Flocon • Conplant (Ammann) • Tutt Bryant (Bomag) • Wirtgen (Hamm) 	
Golden Link	Technology One	Quality Stone International
Plant Assessor	AvData	Invarion (RapidPlan)
Chemalert	Copyright Agency Limited	Redman Solutions
Pentland Rural Fire Brigade	Qld Water Directorate	12D
Pirtek Charters Towers	Aquatec Maxcon	Envisionware
Datafuel	Challenger Valves	Shirley Technical Services
Taggle Systems Pty Ltd	Gemu Australia Pty Ltd	North Queensland Cultural Heritage
LGAQ	KSB Australia	

BUDGET & RESOURCE IMPLICATIONS

There is no significant budget impact as any resulting contract in relation to these suppliers would be against existing budgets.

BACKGROUND

Council uses a variety of suppliers in carrying out its obligations and commitments to the community. Some of these suppliers are unique in the type of product or service they provide, and some are considered sole suppliers due to the availability of such supply to the Charters Towers region or compatibility with existing hardware and software owned and operated by Council.

Due to the expected expenditure over the upcoming financial year the following suppliers are recommended for sole supplier status in compliance with Section 235 of the *Local Government Regulation 2012*. It is recommended that Council resolves to apply sole supplier status to these suppliers until 30 June 2022, at which time a review will be conducted to ascertain whether sole supplier status should be recommended for a further 12-month period.

COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018 - 2023
Our Organisation

CONSULTATION (Internal/External)

Internal:

Manager Community Services - Hayley Thompson
 Chief Financial Officer - Shane Cagney
 Manager Fleet Services - Glenn Petersen
 Manager Governance and Communications - Camille Conaghan
 Manager Regional Development - Matthew Kelly
 Manager Operations - Nasir Shah
 Manager Water and Wastewater - Peter Clark
 Manager Council Facilities - Peter Watling
 Manager Workplace Health and Safety - Simon Faber
 Director Corporate and Community Services - Kim Hargreaves
 Procurement Team

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: PAUL WESTON Procurement & Depot Coordinator Date: 4 June 2021	Report Authorised by: KIM HARGREAVES Director Corporate & Community Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- *Local Government Regulation 2012*
- Officer's Report Document No. 1459412

12.3 Extension of Contract for Insurance Services

EXECUTIVE SUMMARY

Council approval is sought to extend the current contractual arrangements for insurance services for fifteen months from 1 July 2021 to 30 September 2022. This will move the insurance cover commencement date to 1 October each year and ensure a reasonable timeframe between completion of the annual review of the fixed asset register for year-end auditing purposes and the commencement date for annual insurance cover of Council's assets.

OFFICER'S RECOMMENDATION

That Council:

- ***Extend the current suppliers' contractual arrangements for insurance services for a period of fifteen months from 1 July 2021 to 30 September 2022.***
- ***Authorise the Chief Executive Officer to execute the contractual arrangements required to extend the insurance services for the fifteen-month period.***

BUDGET & RESOURCE IMPLICATIONS

Insurance coverage requirements for Councils 2021/22 financial year have been included in the draft budget preparations for 2021/22. The estimated cost of the insurance premiums for 2021/22 (current year costs were \$621,899.95) will be included in the final 2021/22 budget planned for adoption on 26 July 2021.

BACKGROUND

Council insurance policies include Industrial Special Risks, Motor Vehicle, Equipment Breakdown, Marine Hull, Statutory Liability & Personal Accident (Volunteers Cover). Over many years these insurance policies have provided cover for the period 1 July to 30 June each year and each year Council has gone to market via request for quotation and tender.

Given the period of cover, the procurement process for insurance services is undertaken in June each year as the insurance cover expires on 30 June for the respective year with this year no exception.

In June each year Council also undertakes an annual review of its fixed asset register in preparation for the financial year end and audit. Insurers require a copy of Council's annual review of its fixed asset register to enable them to provide correct and complete insurance coverage for the insured period.

COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

There is an operational risk to Council because of the limited timeframe between the completion of the annual review of the fixed asset register and the commencement date for the Council assets insurance cover. This risk relates to the real risk of having a period of no insurance cover where timeframes are not amenable to procuring insurance cover to commence by 1 July.

To mitigate this operational risk, it is recommended Council amend the annual insurance commencement date from 1 July to 1 October each year to enable a greater period to undertake procurement activity to acquire insurance cover.

The transition to 1 October can be achieved by either extending the contract with the existing supplier by either 3 months or 15 months. The preferred option is an extension of 15 months to provide the time required to review and implement insurance process improvements, including a plan to go to market for a 3-year contractual arrangement for insurance services.

LINK TO CORPORATE PLAN

Organisation Focus Area –

- Assets and Infrastructure – Maintaining our assets
- Governance & Structures – Efficient and clear Council processes.

CONSULTATION (Internal/External)

Internal: Director Corporate & Community Services – Kim Hargreaves
Chief Executive Officer – Aaron Johansson
Chief Financial Officer – Shane Cagney
Corporate Compliance Advisor – Ted Harrington
Procurement Coordinator – Paul Weston

External: Current insurance supplier to confirm possibility of extension timeframes

LEGAL CONSIDERATIONS

Sound contracting principles as prescribed by Section 104 *Local Government Act 2009*. The current supplier was selected by applying these sound contracting principles, in particular value for money, open and effective competition and ethical behaviour and fair dealing.

POLICY IMPLICATIONS

Procurement Policy S0010 applies and the current supplier was selected under the provisions of that policy.

RISK IMPLICATIONS

The extension of the contract with the current supplier affords Council the opportunity to mitigate the operational risk inherent in current insurance processes, namely, the insufficient timeframe between the completion of the annual review of the fixed asset register and the commencement date for the Council assets insurance coverage.

Report Prepared by: SHANE CAGNEY Chief Financial Officer Date: 9 June 2021	Report Authorised by: KIM HARGREAVES Director Corporate & Community Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 123456

EXECUTIVE SUMMARY

The *Local Government Act 2009* and *Local Government Regulation 2012* require Council to maintain an efficient and effective internal audit function. This report recommends engaging an experienced and qualified contractor to carry out this service for Council.

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

- ***Accept the tender from KPMG in accordance with the specifications submitted for PSA006/21, Internal Audit Services, for a period of three years commencing 1 July 2021 and concluding 30 June 2024.***

BUDGET & RESOURCE IMPLICATIONS

The contract of engagement for Council's current internal auditor BDO Qld Pty Ltd (BDO) expires on 30 June 2021. Council is required to procure an internal audit provider commencing 1 July 2021 for a three-year period to 30 June 2024. The internal audit function of Council is therefore a budgeted item within the 2021/22 FY.

BACKGROUND

The internal audit function is established to provide independent, objective assurance and consulting services that are designed to add value and improve the organisation's operations. This is achieved through a systematic, disciplined approach to evaluating and improving the effectiveness of Council's risk management, control, and governance processes.

Previously Council had undertaken a Request for Quote (RFQ) process through a Local Buy arrangement for the selection of the internal audit provider. In this instance it was decided that Council would approach the open market to better meet the sound contracting principles of open and effective competition and demonstrate that Council maintains objectivity and fair dealing when conducting procurement activity.

The market approach was undertaken through a public tender process that was advertised via Council's website, Vendor Panel, Facebook, and the Townsville Bulletin and Council received 11 complying submissions in response.

These submissions were evaluated against the following Weighted Criteria:

- | | |
|--|-----|
| 1. Experience – local government | 15% |
| 2. Experience – regional / rural | 15% |
| 3. Experience – of the firm | 10% |
| 4. Experience – of the key staff | 10% |
| 5. Internal Audit methodology | 25% |
| 6. Recommendations methodology – assist in building capacity | 25% |

Note: Price was evaluated independently of the above criteria.

COMMERCIAL IN CONFIDENCE**END COMMERCIAL IN CONFIDENCE**

The evaluation demonstrated that KPMG and Pacifica are very much on par, and that the key decider would be price. The difference between Pacifica's price and KPMG's price is \$6,142.20 based on the provision of the standard internal audit function and 45 Internal Audit days per year. As a result, Pacifica is 12% more expensive than KPMG therefore KPMG is the recommended provider.

LINK TO CORPORATE PLAN

Organisation Focus Area 1 – Transparency and Accountability – Open and accessible Council decision-making

CONSULTATION (Internal/External)

Internal: Evaluation Panel Members:
Procurement Coordinator – Paul Weston
Chief Financial Officer – Shane Cagney
Manager Governance and Communications - Camille Conaghan

External: N/A

LEGAL CONSIDERATIONS

Under s104 of the *Local Government Act 2009* Council must ensure regard is had to the sound contracting principles when entering into a contract for the supply of goods and services. The sound contracting principles are as follows:

- (a) Value for money
- (b) Open and effective competition
- (c) The development of competitive local business and industry
- (d) Environmental protection
- (e) Ethical behaviour and fair dealing

Under s105 of the *Local Government Act 2009* Council must establish an efficient and effective internal audit function.

Section 207 of the *Local Government Regulation 2012* sets out the specific requirements the internal audit function is to achieve each financial year.

POLICY IMPLICATIONS

Council's Internal Audit Function is governed by an Audit Committee Policy (S0038), an Internal Audit Policy (S0040) and an Internal Audit Charter (D0062).

RISK IMPLICATIONS

There are nil implications that warrant the recommendation being declined as the report seeks Council's endorsement of the procurement of the internal audit function required by legislation.

Report Prepared by: PAUL WESTON Procurement Coordinator Date: 8 June 2021	Report Authorised by: SHANE CAGNEY Chief Financial Officer
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ATTACHMENTS

- NIL

REFERENCE DOCUMENT

- Officer's Report to Council for awarding of Internal Audit Services 2016 Document No. 1024842
- Council Resolution No. 2058 from General Meeting of Council on 21 September 2016
- Officer's Report Document No. 1458079

EXECUTIVE SUMMARY

Council is requested to endorse the adoption of the Towers Hill Master Plan (the Master Plan). The Master Plan provides a vision for future improvements with the purpose to increase visitation and tourist spend across Charters Towers City and the greater Region.

OFFICER’S RECOMMENDATION

That Council:

- ***Adopt the Towers Hill Master Plan.***

BUDGET & RESOURCE IMPLICATIONS

The delivery of the Master Plan has been undertaken through the allocated budget of \$19,464.50 in the 2020/2021 financial year. As of 11 May 2021, a total of \$11,625 has been spent with the project now completed on time and under budget.

BACKGROUND

As part of Council’s 2020/2021 Operational Plan, Item T1.1 seeks that ‘Towers Hill is well utilised and opportunities for use are realised’. As part of drafting, the Master Plan was informed by the:

- 1) Towers Hill Conservation Management Plan with respect to its State Heritage significance
- 2) Destination Management Plan 2020-2025, and
- 3) Economic Development and Innovation Strategy 2020.

In considering the content of the above documents, Council Officers took a ‘less is more’ approach when preparing the Master Plan noting that future items can be included where the community and organisation’s priorities change, or grants become available.

LINK TO CORPORATE PLAN

Priority Area 1 – Economic Development

CONSULTATION (Internal/External)

Internal: Executive Leadership Team
 Manager Regional Development - Matthew Kelly
 Manager Community Services - Hayley Thompson
 Tourism, Trade and Investment Advisor - Melanie Lavelle-Maloney
 Executive Assistant to the Mayor - Jenny Brown

External: Charters Towers Community

Feedback was sought from the community across a two-week period from Thursday 29 April to Friday 14 May 2021 via the Townsville Bulletin, Council’s social media page and hard copies placed at the Library, Visitor Information and Administration Centres.

A total of 13 formal submissions were received as part of the consultation. The matters raised in the submissions and Council’s response to these are listed in Table One below:

Table One: Summary of Submissions and Council’s Response

Matter Raised in Submission	Council’s Response
Support Item 1 as it provides an authentic experience for tourists wanting to know more about the sorts of mining that was carried out in Charters Towers.	Item 1 to remain unchanged.
Item 5, as described, is historically incorrect.	Amend the heading and description of Item 5 to ensure historical accuracy of the site as a former World War II Mess Hall and Gatehouse.
Item 6 requires maintenance and repair works due to weed infestation.	Item 6 is proposed to remain as is with maintenance works carried out where required and in accordance with Council’s ordinary budget.

Matter Raised in Submission	Council's Response
Support the proposal of mountain bike tracks as this provides additional educational and recreational opportunities.	Item 3 to remain as is.
Support the proposal for Item 12 being a new mural over the water reservoir however include 'the world'. Submitter raised the costs of maintaining a new mural as opposed to the existing.	Item 12 being new mural over water reservoir to remain. Should Item 12 proceed, investigations will need to be carried out to ensure that the initial cost and costs associated with maintenance are taken into consideration prior to the project proceeding.
Additional seating with shade and barbecue facilities to be provided at the top of Towers Hill.	Amend Item 8 to include additional shade structures over picnic tables and barbecue facilities.
There is no mention of the Seismograph Station or Pugh's Adit and their significance.	Include a new Item 13 which includes new interpretive signage to be located at this location.
There is an existing rail line and ruins located to the south-west of Towers Hill. This should include some signage and new paths.	Include a new Item 14 which includes new interpretive signage at this location.
Support the proposed shared path linking the existing walking track at the rear of Towers Hill through Buchanan Road to Rainbow Road.	New shared path to remain.
Support creating additional access to Items 3, 4, 5 and 11.	New shared paths to remain.
Support Items 3, 4, 9, 10 and 11.	Items 3, 4, 9, 10 and 11 to remain as is.
Recommend including an elevated viewing platform at the old Pyrites Works site.	An elevated viewing platform would be a positive improvement to the site, the costs to construct and maintain such a structure is unsustainable at present. However, where future grants support such an improvement, Council will investigate this at that time.
Whilst an interpretive underground center has merit, there is no need to create a replica tunnel. There exists three gold mining tunnels in various locations across Towers Hill which could be used for this proposal.	Item 2 as proposed is indicative only and subject to ongoing investigation for building design and construction costs. Where this item and/or its location are not suitable, alternative options may be considered.
A significant portion of the Master Plan area is either located in road reserve or unallocated state land of which Council has no control of.	As each item of the Master Plan is delivered, matters relating to tenure will be formalised between Council and the Department of Resources.
Suggest investigating whether L12-15/AP5088 could be used as a local indigenous community use or cultural facility.	Council is unaware of any requests for this land to be used for local indigenous community or cultural activities. These lots are unallocated state land of which Council has no tenure.
The rear of Towers Hill behind the existing footpath leading to Buchanan Road is suitable for mountain bike riding.	Item 3 was developed for mountain bike riding due to the undulating landform and established tracks. Whilst the rear of Towers Hill may be suitable, the construction and maintenance of new tracks is avoidable given the existence of the tracks located at Item 3.
Provide an established pedestrian footpath from the first carpark located on Mosman Street through to the intersection at Gill and Mosman Streets.	Include new shared path starting at the first carpark located on Mosman Street linking the existing shared path at the Royal Hotel.
Consider an outdoor presentation space which could be used by local schools and other community groups.	Seating and a presentation space already exists at the top of Towers Hill. It is recommended that this remain as the main facility used for such purposes.

Matter Raised in Submission	Council's Response
There is little commentary about local traditional groups. Suggest using local artists and community members to create indigenous artwork at each of the proposed items.	A future stage of the Master Plan project includes new interpretive signage. It is recommended that once this stage occurs, investigations into how this signage is designed take place which could include local indigenous artworks.
Any future development of Towers Hill should be undertaken in accordance with the Towers Hill Conservation Management Plan and liaising with the Department of Environment and Science.	Council agrees with this recommendation. Any future works will be assessed by the Department of Environment and Science as to whether this triggers assessable development under the <i>Planning Act 2016</i> .
Suggest providing links to other sites within Towers Hill.	Existing paths to be used as there exists an abundance of hazards which could be safety issues for visitors.
Submitter suggests linking the Master Plan to the Ghosts of Gold.	Whilst the draft Master Plan does not inherently reflect the Ghosts of Gold, future works will consider these former strategic documents to ensure all matters are considered.
Submitter raised several construction matters relating to interactions with the Seismograph Station.	Technical details regarding construction techniques are unknown however, once and when construction commences near the Seismograph Station, consultation will occur with Geoscience Australia.
Various parts of the Master Planned area are covered in regulated vegetation, mine shafts and exploration permits. This needs to be considered at each stage.	As each item of the Master Plan is delivered, matters relating to regulated vegetation, mine shafts and exploration permits will be understood to ensure public safety.

After consideration of the above, the following projects are included within the Master Plan:

- 1) Proposed mine shaft viewing platform and miner's memorial
- 2) Proposed underground Mine Experience Centre
- 3) Proposed mountain bike tracks adjacent old brewery site
- 4) Existing old brewery site with a venue hire space, new deck and viewing platform
- 5) Existing WWII Mess Hall and Gatehouse transformed into a public destination
- 6) Existing bushcare garden revegetation and rehabilitation project
- 7) Existing WWII bunkers audio visual display with additional landscape embellishment works
- 8) Existing Towers Hill lookout with a venue hire space as well as a new 'scenic frame'
- 9) Existing old Rainbow Battery site to include interpretive information signage and shared path
- 10) Existing old Pyrites Works site to include interpretive information signage and shared path,
- 11) Existing Old Clarke's Mine and Battery site to include interpretive information signage and shared path
- 12) Existing water reservoir to include new mural,
- 13) Existing Seismograph Station site and Pugh's Adit to include interpretive information signage, and
- 14) Existing former rail line connection to Pyrites Works to include interpretive information signage.

As well as:

- 1) Proposed new roadworks and carparking
- 2) Proposed new shared and boardwalk paths, and
- 3) Proposed new and refurbished bush walking tracks

It is therefore recommended that Council endorse the adoption of the Towers Hill Master Plan.

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

The delivery of the items listed in the Master Plan will be undertaken through the receipt of grant funds and Council's ordinary budget planning with a focus on financial sustainability. To ensure that this occurs, the delivery of the Master Plan items may not occur in order or exactly as described within the Master Plan.

Report Prepared by: MATTHEW KELLY Manager Regional Development Date: 25 May 2021	Report Authorised by: KIM HARGREAVES Director Corporate and Community Services
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ATTACHMENTS

- Towers Hill Master Plan Document No. 1433662

REFERENCE DOCUMENT

- Officer's Report Document No. 1453279
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TOWERS HILL MASTER PLAN





MAYOR'S MESSAGE

COUNCILLOR FRANK BEVERIDGE

Towers Hill is an iconic natural beauty in the Charters Towers Region.

It's a treasure-trove of remnants and relics of the Region's rich goldrush heritage and involvement in the second World War, tastefully complemented by innovative and exciting tourism experiences which bring them and surrounding views to life.

'The Hill' is also equal parts challenge for the Monday - Friday fitness-fanatics and leisurely setting for the Sunday drivers, with its combination of built and natural walking tracks and road access to its summit.

It's also home to an abundance of native fauna and flora which are best viewed against a backdrop of golden sunrises or colourful sunsets.

ABOUT THIS PLAN

Charters Towers Regional Council has developed this Towers Hill Master Plan to better understand the opportunities and considerations of this much loved landmark to help our community prosper, increase visitor attraction, celebrate its historical significance and enable more active and passive land uses in a financially sustainable manner.

This Towers Hill Master Plan has been developed utilising previously gathered data from the recently developed Destination Tourism Management Plan (DMP) and Economic Development and Innovation Strategy (EDIS).

Both strategic documents were informed by broad consultation with the community, local business and economic and/or tourism industry stakeholders. The engagement process included digital community surveys, general public workshops, Councillor and staff roundtable discussions, and interviews.

Some of the projects within this Plan will, of course, be refined and amended over time to meet the ever-changing needs of our community. However, this Plan is about creating a clear vision of our desired outcomes, what Council can sustainably deliver now and what we want to seek funding for to convert its potential into reality.

MASTER PLAN OVERVIEW

Charters Towers Regional Council has identified Towers Hill as an asset with further potential for cultural, tourism, health and economic opportunities.

It is envisaged future projects will have the potential to increase visitation to the Region and encourage longer stays, as well as improve health and lifestyle opportunities; while preserving Towers Hill's rich heritage, beauty and environment.

The Master Plan is outlined on the maps overleaf. It details the potential project opportunities in relation to proposed and existing assets, as summarised on the right.

The intention is this Plan will help define our community's aspirations in relation to this asset, and become our guiding light for funding applications and development decision-making.

SUMMARY OF PROJECTS ON THE MAP

1. Proposed Mine Shaft Viewing Platform and Miner's Memorial
2. Proposed Underground Mine Experience Centre
3. Proposed Mountain Bike Tracks adjacent Old Brewery Site
4. Existing Old Brewery Site with a venue hire space, new deck and viewing platform
5. Existing WWII Mess Hall & Gatehouse transformed into a public destination
6. Existing Bushcare Garden revegetation and rehabilitation project
7. Existing WWII Bunkers Audio Visual Display with additional landscape embellishment works
8. Existing Towers Hill Lookout with a venue hire space as well as a new 'Scenic Frame'
9. Existing Old Rainbow Battery Site to include interpretive information signage and shared path
10. Existing Old Pyrites Works Site to include interpretive information signage and shared path
11. Existing Old Clarke's Mine & Battery Site to include interpretive information signage and shared path
12. Existing Water Reservoir to include new mural
13. Existing Seismograph Station and Pugh's Adit to include new interpretive information signage
14. Existing Rail line connection to Pyrites Works to include new interpretive information signage

As well as:








- Proposed New Roadworks and Carparking
- Existing Concrete Walking Tracks
- Proposed New Shared Paths
- Proposed New Boardwalk Paths
- Proposed New / Refurbished Bush Walking Tracks
- Proposed Mountain Bike Tracks














LEGEND

- ① **Proposed Mine Shaft Viewing Platform and Miner's Memorial**
Proposed works to include new boardwalk linking Mosman St to Stubbley St with new carparking along Stubbley St, new deck structure with a glass viewing platform over an existing mine shaft, miner's memorial and interpretive information signage.
 - ② **Proposed Underground Mine Experience Centre**
Proposed works to include the construction of a New Underground Mine Experience Centre buried into the side of Towers Hill, with information signage and audio visual media, including new carpark facilities.
 - ③ **Proposed Mountain Bike Tracks**
Investigate potential uses for the existing Unallocated State Land to become a destination for activities such as Mountain Biking (with skills tracks and pump tracks, etc) which could attract users and events from all across Queensland and Australia generally.
 - ④ **Existing Old Brewery Site**
An opportunity exists to create a venue hire space for locals and visitors on the site of the original Charters Towers first brewery, with a new deck / viewing platform, with shaded seating and interpretive information signage.
 - ⑤ **Existing Old WWII Mess Hall & Gatehouse**
An opportunity exists to transform this place into a public destination. Works may include significant renovations to the existing buildings as well as associated carparking for vehicles and buses. It is envisaged that this could become a valued destination for overseas visitors given the historic links to WWII.
 - ⑥ **Existing Bushcare Garden**
With the number of visitors to Towers Hill from across the country and from overseas, an opportunity exists to further enhance the existing Bushcare Garden site with revegetation and rehabilitation as well as for renewed signage to provide information on the local flora and fauna that inhabits the local area.
 - ⑦ **Existing WWII Bunkers Audio Visual Display**
Additional landscape embellishment works and associated facilities to be incorporated as budgets become available for items such as seating, drinking fountain, shaded picnic settings and rubbish bins.
 - ⑧ **Existing Towers Hill Lookout**
Proposed works to include safer pedestrian path access linking the existing shelter and public toilets, new picnic settings and seating, additional shade structures over picnic tables and barbecue facilities. Proposed new venue hire space for private functions and commercial opportunities as well as a new 'Scenic Frame' for creating a new visitor and tourist photographic opportunity.
 - ⑨ **Existing Old Rainbow Battery Site**
Proposed works to include new interpretive information signage to be located along edge of new shared path.
 - ⑩ **Existing Old Pyrites Works Site**
Proposed works to include new interpretive information signage to be located along edge of new shared path.
 - ⑪ **Existing Old Clarke's Mine & Battery Site**
Proposed works to include new interpretive information signage to be located along edge of new shared path.
 - ⑫ **Existing Water Reservoir**
Proposed works to include new historic / artistic mural to replace the already existing 'The World' mural.
 - ⑬ **Existing Seismograph Station and Pugh's Adit**
Proposed works to include new interpretive information signage.
 - ⑭ **Existing Rail line connection to Pyrites Works**
Proposed works to include new interpretive information signage.
- Proposed Lighting**
Develop a lighting strategy to provide lighting of existing features and ruins so they become visible at night when viewed from surrounding areas including major roads and railway line.
-  **Proposed New Roadworks and Carparking**
-  **Existing Concrete Walking Tracks**
-  **Proposed New Shared Paths**
-  **Proposed New Pedestrian Paths**
-  **Proposed New Boardwalk Paths**
-  **Proposed New / Refurbished Bush Walking Tracks**
-  **Proposed Mountain Bike Tracks**



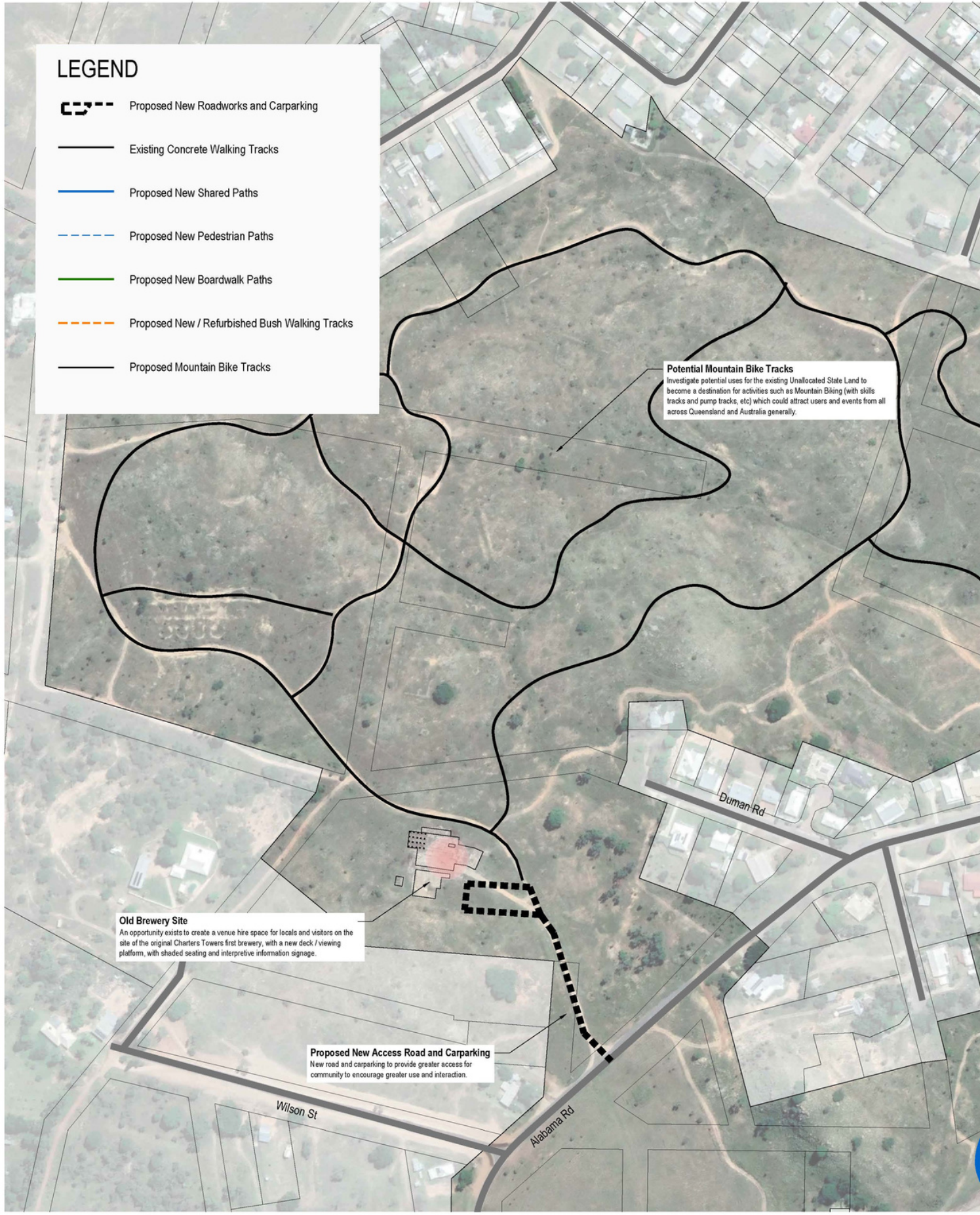
LEGEND

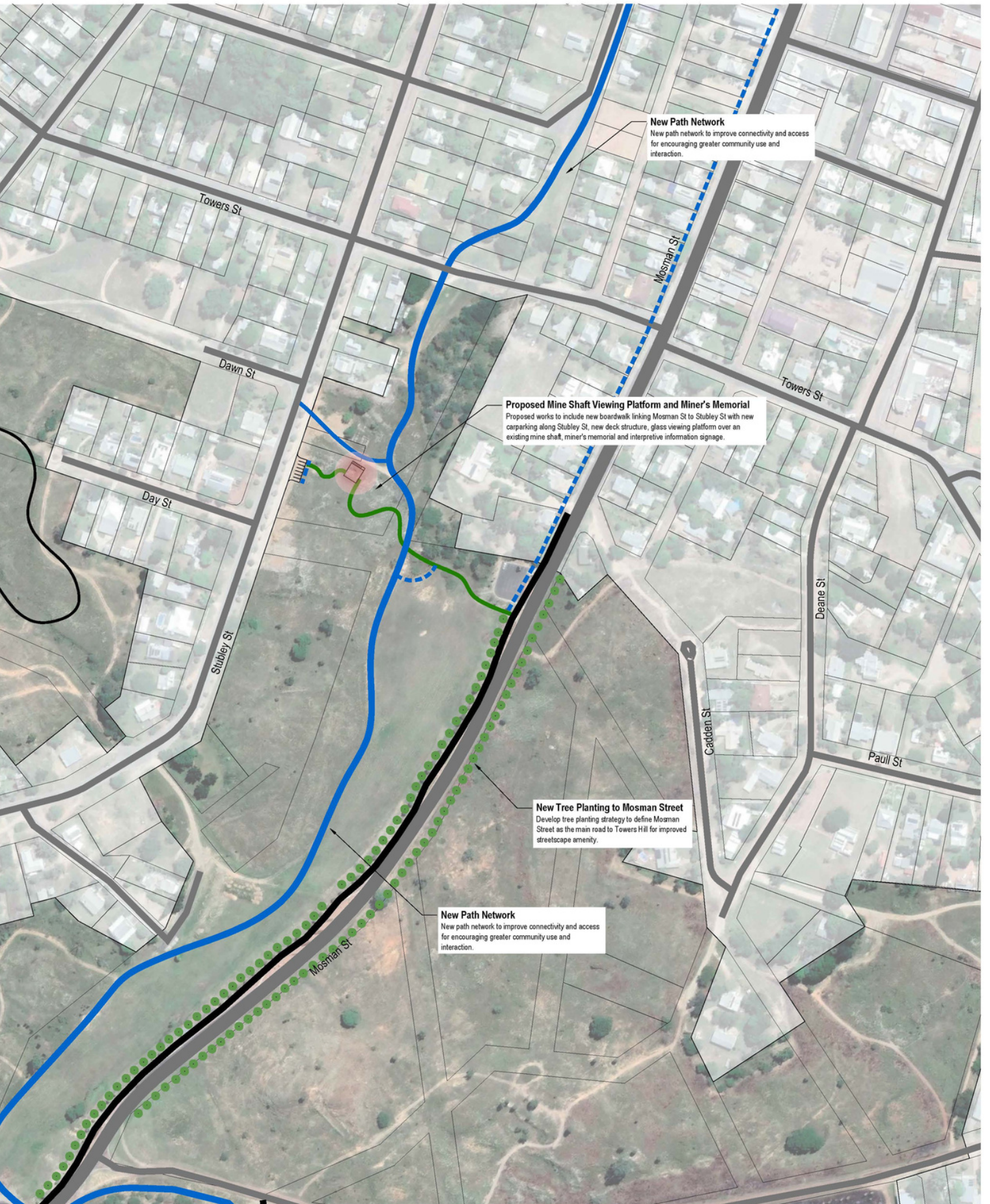
-  Proposed New Roadworks and Carparking
-  Existing Concrete Walking Tracks
-  Proposed New Shared Paths
-  Proposed New Pedestrian Paths
-  Proposed New Boardwalk Paths
-  Proposed New / Refurbished Bush Walking Tracks
-  Proposed Mountain Bike Tracks

Potential Mountain Bike Tracks
 Investigate potential uses for the existing Unallocated State Land to become a destination for activities such as Mountain Biking (with skills tracks and pump tracks, etc) which could attract users and events from all across Queensland and Australia generally.

Old Brewery Site
 An opportunity exists to create a venue hire space for locals and visitors on the site of the original Charters Towers first brewery, with a new deck / viewing platform, with shaded seating and interpretive information signage.

Proposed New Access Road and Carparking
 New road and carparking to provide greater access for community to encourage greater use and interaction.





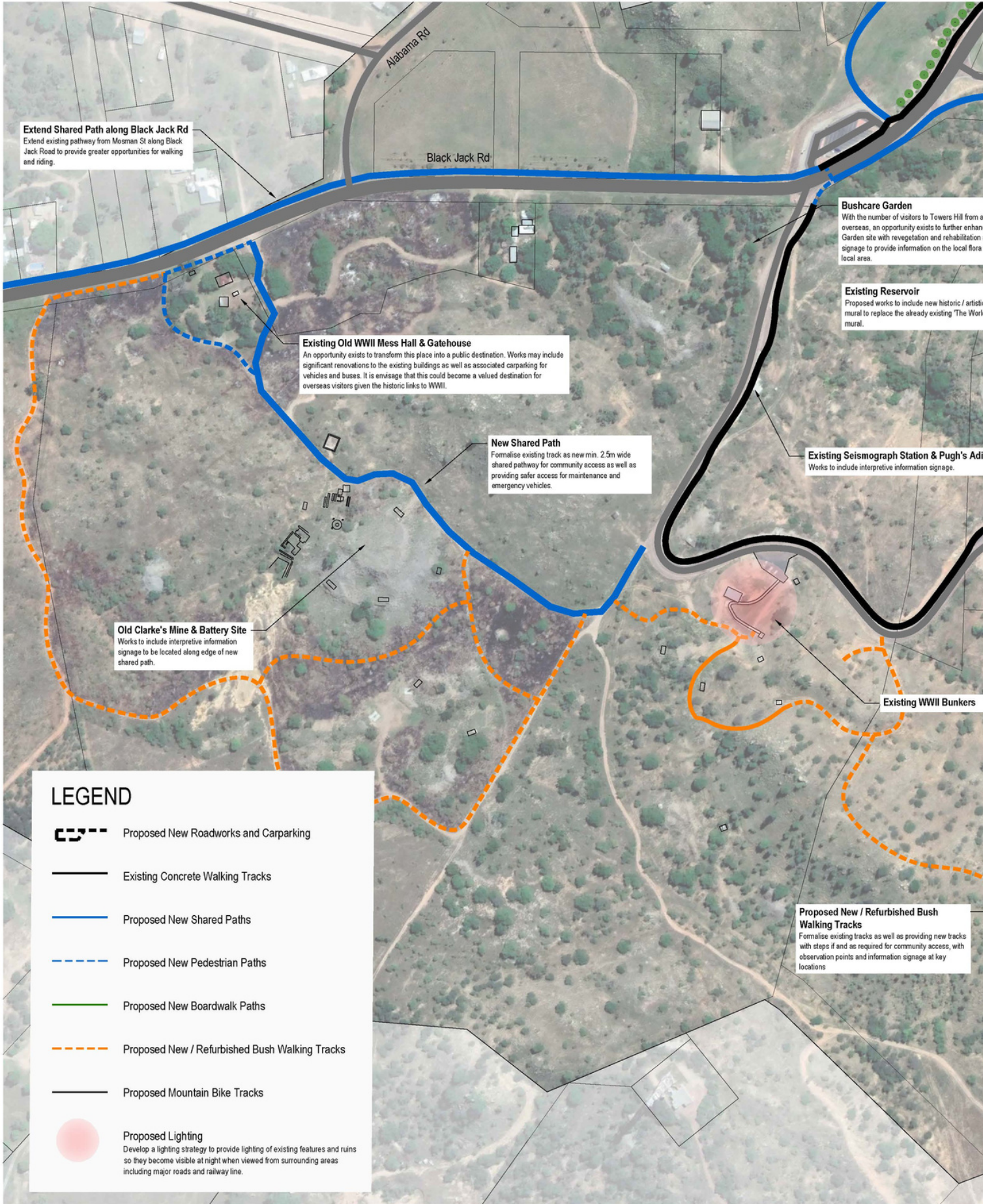
New Path Network
 New path network to improve connectivity and access for encouraging greater community use and interaction.

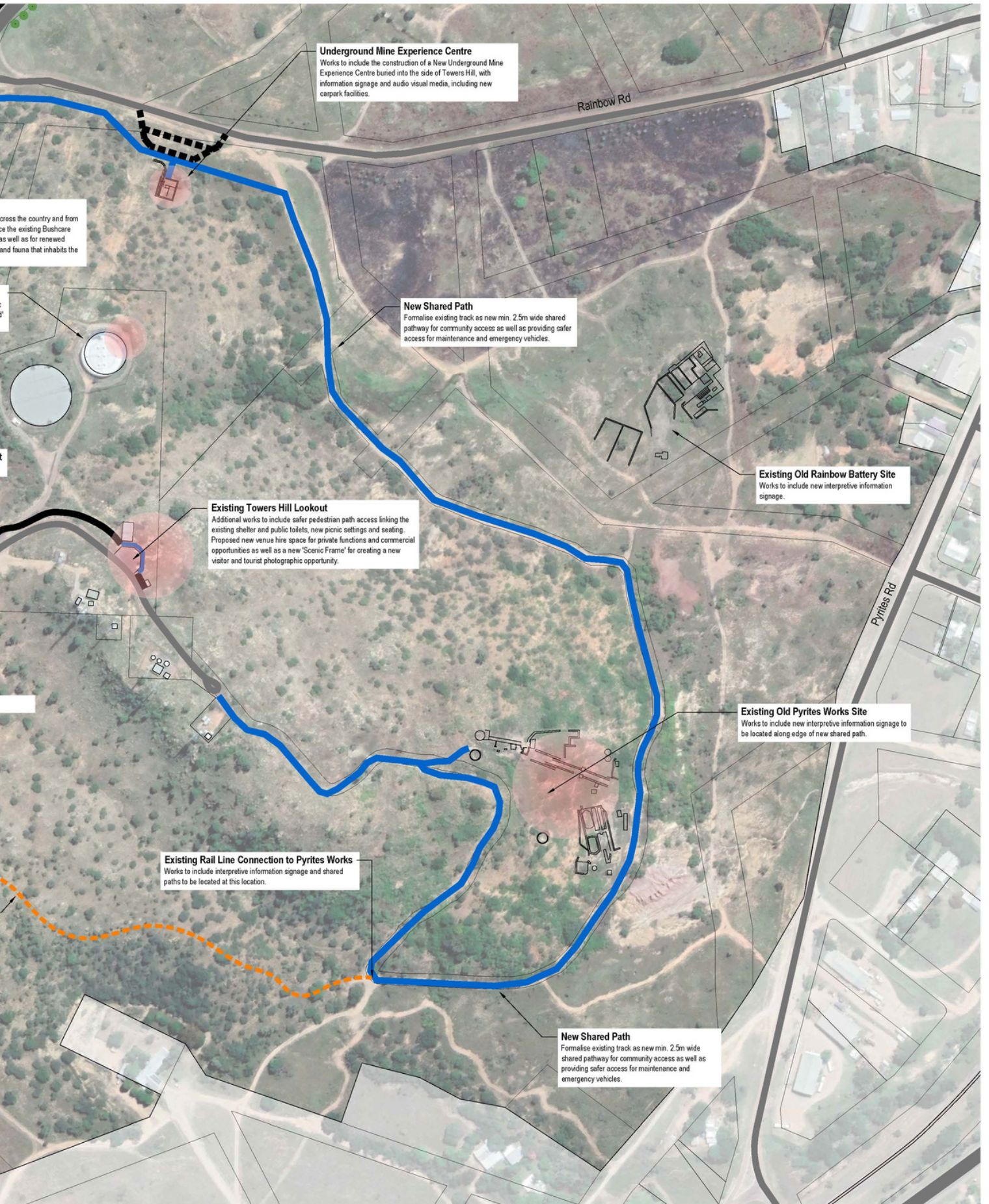
Proposed Mine Shaft Viewing Platform and Miner's Memorial
 Proposed works to include new boardwalk linking Mosman St to Stubbley St with new carparking along Stubbley St, new deck structure, glass viewing platform over an existing mine shaft, miner's memorial and interpretive information signage.

New Tree Planting to Mosman Street
 Develop tree planting strategy to define Mosman Street as the main road to Towers Hill for improved streetscape amenity.

New Path Network
 New path network to improve connectivity and access for encouraging greater community use and interaction.









Public seating, Towers Hill



Towers Hill Master Plan

PO Box 189 Charters Towers Qld 4820
ADMINISTRATION: 12 Mosman Street
Charters Towers Qld 4820 Australia

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ACKNOWLEDGEMENT OF COUNTRY

Charters Towers Regional Council is committed to honouring Australian Aboriginal and Torres Strait Islander peoples unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our society.

We acknowledge the Traditional Custodians of the land on which Charters Towers and its greater region are located, and is where we conduct our business. We pay respect to their Elders past, present and emerging.

We are committed to a positive future for all.

EXECUTIVE SUMMARY

An Adopted Infrastructure Charges Notice dated 27 April 2021 was issued in relation to RL21/51 for the Reconfiguration of a Lot (One into Four Lots) at 18 High Street, Charters Towers City QLD 4820. As there already exists four Dwelling Houses over this property, it is requested that the Adopted Infrastructure Charges Notice be waived in this instance.

OFFICER'S RECOMMENDATION

That Council:

- ***Waive Adopted Infrastructure Charges Notice dated 27 April 2021 in relation to RL21/51 being a Development Permit for a Reconfiguration of a Lot (One into Four Lots) at 18 High Street, Charters Towers City QLD 4820 more formally described as Lot 4 on CT18211.***

BUDGET & RESOURCE IMPLICATIONS

Infrastructure charges are required to be paid by Applicants and Developers to cover trunk infrastructure costs that arise because of their development. Trunk infrastructure is the key network infrastructure that provides essential services to the urban areas of Charters Towers and Greenvale, including sewer, water supply, transport, and community facilities. Infrastructure charges are for the cost of capital provision, and not used for maintenance or operational purposes.

The Adopted Infrastructure Charges Notice was calculated in accordance with the Infrastructure Charges Resolution (No. 3) 2020 which took effect from 28 October 2020. The total amount of the charge is \$22,005 made up of \$7,335 per additional lot of which there are three. Should this resolution be supported a total of \$22,005 will be lost from Council's infrastructure charges revenue.

BACKGROUND

Council held a Pre-lodgement Meeting with the Applicant on 26 February 2021, where Council was provided the history behind the four Dwelling Houses located on the property as well as the intent for the reconfiguration.

Dating back to the 1950's there were three miners' cottages located on the property where the Applicant's family lived. The property was sold to family members after the passing of the Applicant's grandmother who owned the land. As part of the sale, the new owners of the land entered into an agreement with Council regarding the acquisition of 'Wheelers House' whereby Council would obtain 'Wheelers House' and pay off the sale over a period of five years in turn allowing for the fourth Dwelling to be erected in the 1980's. Since then, the Dwelling Houses located on site have been operated and rated as four separate properties which all have separate connections to Council services.

The Applicant's intent is to reconfigure the property into four separate titles to sell the properties individually.

Council Officers advised the Applicant at the time of the Pre-lodgement Meeting that, due to there being no increase in demand on services due to the existence of each Dwelling House, the Infrastructure Charges Notice would be recommended to be waived at a future Council General Meeting. The Applicant was advised that such a waiver would be subject to Council approval.

Since then, the Applicant has lodged their application with approval issued on 27 April 2021. Conditions requiring all services and fencing to be wholly contained within each lot are included within the Decision Notice and subject to compliance prior to the signing of any Plan of Survey by the Director Corporate and Community Services.

Figure One illustrates an aerial view of the site and the approved plan of reconfiguration.

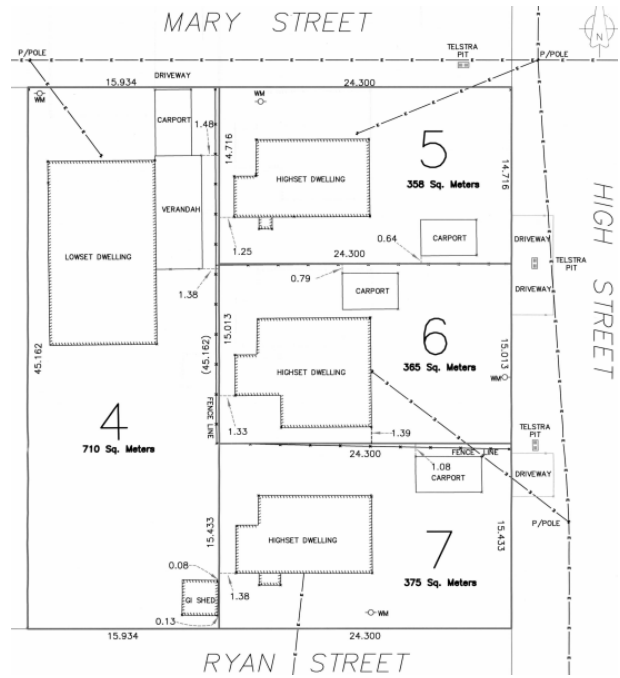


Figure One: Aerial View of Subject Site and Approved Plan of Reconfiguration

LINK TO CORPORATE PLAN

Priority Area 1 Economic Development
Fast track development approval processes

CONSULTATION (Internal/External)

Internal: Manager Regional Development - Matthew Kelly
Graduate Planner - Lachlan Deon
External: Applicant/Landowner - Jennifer Hock
Landowner - Vincent Wheeler

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

There are no policy implications which warrant the decline of the recommendation.

RISK IMPLICATIONS

There are no risk implications which warrant the decline of the recommendation.

<p>Report Prepared by: MATTHEW KELLY Manager Regional Development Date: 12 May 2021</p>	<p>Report Authorised by: KIM HARGREAVES Director Corporate and Community Services</p>
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Decision Notice and Approved Plans Document No. 1441968
- Adopted Infrastructure Charges Notice Document No. 1442040
- Officer's Report Document No. 1453622

EXECUTIVE SUMMARY

Council is requested to adopt its first Reflect Reconciliation Action Plan (RAP). The Reflect RAP will help prepare the organisation for reconciliation initiatives in successive RAPs.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the Reflect Reconciliation Action Plan.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications that warrant the recommendation being declined. The delivery of the Reflect Reconciliation Action Plan (RAP) will be through Council's ordinary operational budget for the 2021/2022 financial year.

BACKGROUND

As a deliverable of Council's 2020-2021 Operational Plan, Council has developed this RAP in accordance with the template provided by Reconciliation Australia - an independent, not-for-profit organisation. While the intention of a RAP is to advance reconciliation between Council and the Traditional Owners/Custodian People Groups across the Region, the Reflect RAP sets out the steps needed to prepare Council for reconciliation initiatives in successive RAPs.

Reconciliation Australia's RAP framework provides four types of RAP that organisations can develop with the first being a Reflect RAP. The Reflect RAP is an internal document with a 12-month delivery timeframe. Key expectations of Council's Reflect RAP are:

- 1) Establishing an effective governance structure, including a Reconciliation Action Plan Working Group,
- 2) Determining the organisation's vision, scope and reflecting on how the organisation can contribute to reconciliation,
- 3) Improving relationships with Aboriginal and Torres Strait Islander people and relevant stakeholders,
- 4) Building an understanding of who, how, why, and when to seek guidance and consultation, and
- 5) Preparing business cases to senior leaders for future reconciliation initiatives.

It is anticipated that, should the Reflect RAP be adopted, the deliverables will be achieved across the 2021/2022 Operational Plan cycle by the responsible Managers within Council.

LINK TO CORPORATE PLAN

Priority Area 5 Community

CONSULTATION (Internal/External)

Internal: Councillor Workshop
Executive Leadership Team
Management Leadership Team
Executive Assistance to the Mayor - Jenny Brown

External: Gudjala, Birriah, Gugu Badhun, and Jangga peoples
Reconciliation Australia

Feedback was sought from the Gudjala, Birriah, Gugu Badhun, and Jangga peoples across a three-week period from Friday, 30 April 2021 to Friday, 21 May 2021. No feedback was received from the aforementioned groups. The Gudjala Advisory Group which is not a Corporation yet has membership of Gudjala Traditional Owners, amongst others, and were originally members of the Indigenous Reference Group, did request an extension of time to provide feedback.

Council's Chief Executive Officer advised the Group that while Council would proceed with the submission of the Reflect RAP for endorsement by Council and Reconciliation Australia in keeping within its timelines, Council would gladly receive any feedback from the group when they were able to provide it.

On 8 June 2021 Reconciliation Australia contacted Charters Towers Regional Council to congratulate Council on a great plan which they have now endorsed as a **Reflect RAP**. They will upload the RAP to their website once endorsed by Council.

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

Should Council adopt the Reflect RAP, it will be the expectation of the community that the deliverables are achieved within the specified timeframes. To avoid any reputational damage, there will be a quarterly progress update as per Action 11.3 of the Reflect RAP and the Operational Plan reporting more generally.

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

- Reflect Reconciliation Action Plan - Document No. 1382897

REFERENCE DOCUMENT

- Officer's Report Document No. 145239
-



CHARTERS TOWERS
REGIONAL COUNCIL

Reconciliation
Action Plan
REFLECT

July 2021 – June 2022



The artwork titled "Ancient Ways - Future Destinations" used in this Reconciliation Action Plan was created by local Aboriginal contemporary artist Tania Ault (Dillinga - Silver Brolga), a descendant of the Gudjala Nation.

Artist's Description

PAST: The **past** is represented at the bottom of the painting in black, orange, red, yellow, and brown. These being ochre colours that represent our culture, which is the basis of First Nation's **Gudjal** people of Charters Towers

The largest circles represent communication through **corroboree, dance and celebration**. The yellow in the middle of each circle depicts ancient dance and song lines.

The **yellow dots** in the middle of the seven arches represents people and generations.

The larger **orange** and **yellow dots** represent **Elders and Ancestors**.

PRESENT: The **present** is represented by the **leaves** floating downstream as they move together in one direction. It also represents our hopes and aspirations for the Charters Towers community as we move into the future together. There is a series of **yellow dots** that represent and pay tribute to the discovery of **gold** which was the original reason for the

establishment of Charters Towers also known as **'The World'**.

The **Burdekin River** is also represented in this section of the painting.

FUTURE: The Charters Towers Regional Council oversee the community operations here in the Charters Towers Region, which can be seen as the **four maroon** wavy lines. These represent the four roads into and out of Charters Towers.

The **yellow dots** represent the employees and the Charters Towers Regional Council. It can also mean 'information highway' in and out of our Region that links us to the Northern Region of Queensland. It represents a business hub and a vibrant community, which is made up of many people.

Below these are a number of **circles**. These circles represent the stepping stones to the future of Charters Towers.

Acknowledgement of Country

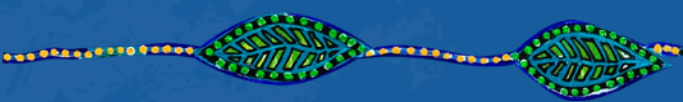
Charters Towers Regional Council is committed to honouring Australian Aboriginal and Torres Strait Islander peoples unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our society.

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We are committed to a positive future for all.



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Our Reconciliation Action Plan	5
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Foreword from the Mayor



The Charters Towers Region is an area of great social, cultural and spiritual importance to the Gudjala, Birriah, Gugu Badhun and Jangga peoples. Spanning some 68,000km², the Region covers the Reedybrook Reserve to the North, the Belyando River to the South, the Mingela Range and the Wet Tropics National Park to the East and White Mountains National Park to the West with the mighty Burdekin River meandering through the middle. It is these natural features, along with superb dry tropic climate, which supported the ancestral homes of many Aboriginal and Torres Strait Islander peoples for thousands of years.

Moving forward to 2021, the Charters Towers Region is now home to many people; all contributing to a thriving and connected community. This Reconciliation Action Plan (RAP) serves as the first step towards providing genuine reconciliation between Council and the Aboriginal and Torres Strait Islander peoples across our Region. I look forward to the delivery of this important document and the benefits it will provide for not only Council and the Aboriginal and Torres Strait Islander peoples of our Region but our greater community.

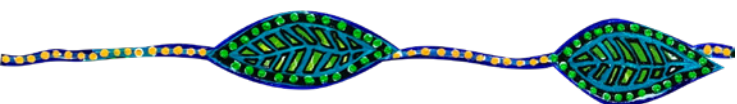
Mayor Frank Beveridge





Registered native title claims across the Charters Towers Local Government Area.

Note: Map not to scale and for reference purposes only.



Our Business

The Charters Towers Regional Council is the largest geographic Local Government area in North Queensland and fourth largest in Queensland covering an area the size of the state of Tasmania. Whilst the City of Charters Towers is the administrative centre, our Region includes the townships of Greenvale, Ravenswood and Pentland, which are supported by the smaller localities of Mingela, Sellheim, Homestead, Balfes Creek and Hervey Range.

Our Administration Centre, Library, World Theatre and Visitor Information Centre all located in Charters Towers City provide customers with frontline services whilst our Highway, Airport, Greenvale, Pentland and Ravenswood Depots ensure our physical and natural environments are enhanced and protected. Our 220 strong workforce is led by three Directorates which all contribute to our mission to meet the needs of our community

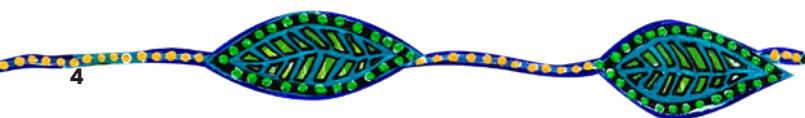
through the timely and economical provision of quality infrastructure services. Whilst it is currently unknown how many staff Council employs which are of Aboriginal or Torres Strait Islander Descent, Council, as part of its reconciliation journey is committed to understanding this.

The Office of the Chief Executive Officer supports disaster management, tourism, trade and investment and elected member services. The Corporate and Community Services Directorate leads community development, corporate services, governance and communications, our people, work health and safety and regional development. The Infrastructure Services Directorate contributes to Council's facilities, fleet, waste, water and sewer services as well as maintenance and construction of our extensive road network.

Our Reconciliation Action Plan

Being the first RAP for the Charters Towers Regional Council, our organisation is taking an initial step on the journey to reconciliation by focusing on learning, promoting and celebrating more about the world's oldest continuing cultures, and by building our cultural competency. We will continue to develop the understanding, connections and significance of the Region's Aboriginal and Torres Strait Islander peoples and their connection with Council and the greater community. Through the actions and deliverables of this Reconciliation Action Plan, Council through its people, will endeavour to create positive and meaningful advancements in our reconciliation journey towards an even more prosperous community.

Through our Corporate Plan 2018-2023 and Operational Plan 2021-2022, community is a key priority area. We aim to be an inclusive and engaged resilient community, with access to services and facilities that enable a safe and healthy lifestyle. Key initiatives under this initial RAP will focus on communicating our commitment to reconciliation within our organisation and the community, increasing understanding of the reconciliation journey, identifying Aboriginal and Torres Strait Islander stakeholders and organisations within our local area for collaborative opportunities. It also includes taking steps towards researching and understanding the profile of our reconciliation journey in relation to the needs of our local community.





Relationships

ACTION 01

Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.

DELIVERABLE	TIMELINE	RESPONSIBILITY
1.1 Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	Jul - Sep 2021	Executive Assistant to the Mayor
1.2 Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Jul - Sep 2021	Executive Assistant to the Mayor

ACTION 02

Build relationships through celebrating National Reconciliation Week.

DELIVERABLE	TIMELINE	RESPONSIBILITY
2.1 Circulate Reconciliation Australia's National Reconciliation Week resources and reconciliation materials to our staff.	Jul - Sep 2021	Manager Community Services
2.2 RAP Working Group members to participate in an external National Reconciliation Week.	27 May to 3 June 2022	Manager Community Services
2.3 Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate National Reconciliation Week.	27 May to 3 June 2022	Manager Community Services
2.4 Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate National Reconciliation Week.	27 May to 3 June 2022	Manager Community Services



Relationships

ACTION
03 Promote reconciliation through our sphere of influence.

DELIVERABLE	TIMELINE	RESPONSIBILITY
3.1 Communicate our commitment to reconciliation to all staff.	Jul - Sep 2021	Manager People and Performance
3.2 Identify external stakeholders that our organisation can engage with on our reconciliation journey.	Jul - Sep 2021	Executive Assistant to the Mayor
3.3 Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	Apr - Jun 2022	Executive Assistant to the Mayor

ACTION
04 Promote positive race relations through anti-discrimination strategies.

DELIVERABLE	TIMELINE	RESPONSIBILITY
4.1 Research best practice and policies in areas of race relations and anti-discrimination.	Oct - Dec 2021	Manager People and Performance
4.2 Conduct a review of people and performance policies and procedures to identify existing anti-discrimination provisions, and future needs.	Oct - Dec 2021	Manager People and Performance





Respect

ACTION 05

Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.

DELIVERABLE	TIMELINE	RESPONSIBILITY
5.1 Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	Oct - Dec 2021	Manager People and Performance
5.2 Conduct a review of cultural learning needs within our organisation.	Oct - Dec 2021	Manager People and Performance

ACTION 06

Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.

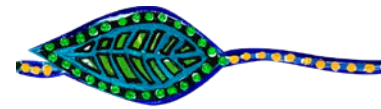
DELIVERABLE	TIMELINE	RESPONSIBILITY
6.1 Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.	Oct - Dec 2021	Manager Community Services
6.2 Increase staff understanding of the purpose and significance behind cultural protocols, including Acknowledgment of Country and Welcome to Country protocols.	Oct - Dec 2021	Manager People and Performance

Respect

ACTION
07 Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.

DELIVERABLE	TIMELINE	RESPONSIBILITY
7.1 Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	Jul - Sep 2021	Manager Community Services
7.2 Introduce our staff to NAIDOC Week by promoting external events in our local area.	Jul - Sep 2021	Manager Community Services
7.3 RAP Working Group to participate in an external NAIDOC Week event.	4-11 July 2021	Manager Community Services





Opportunities

ACTION
08 Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.

DELIVERABLE	TIMELINE	RESPONSIBILITY
8.1 Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.	Jan - Mar 2022	Manager People and Performance
8.2 Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	Jan - Mar 2022	Manager People and Performance

ACTION
09 Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.

DELIVERABLE	TIMELINE	RESPONSIBILITY
9.1 Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	Jan - Mar 2022	Chief Financial Officer
9.2 Investigate Supply Nation membership.	Jan - Mar 2022	Chief Financial Officer



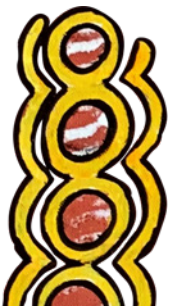
Governance

ACTION 10 Establish and maintain an effective RAP Working Group to drive governance of the RAP.

DELIVERABLE	TIMELINE	RESPONSIBILITY
10.1 Form a RAP working group to govern RAP implementation.	Jul - Sep 2021	Executive Assistant to the Mayor
10.2 Draft a Terms of Reference for the RAP working group.	Jul - Sep 2021	Executive Assistant to the Mayor
10.3 Establish Aboriginal and Torres Strait Islander representation on the RAP working group.	JUL - Sep 2021	Executive Assistant to the Mayor

ACTION 11 Provide appropriate support for effective implementation of RAP commitments.

DELIVERABLE	TIMELINE	RESPONSIBILITY
11.1 Define resource needs for RAP implementation.	Jul - Sep 2021	Manager Regional Development
11.2 Engage senior leaders in the delivery of RAP commitments.	Jul - Sep 2021	Manager Regional Development
11.3 Define appropriate systems and capability to track, measure and report on RAP commitments.	Jul - Sep 2021	Manager Regional Development





Governance

ACTION
12 Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.

DELIVERABLE	TIMELINE	RESPONSIBILITY
12.1 Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 June 2022 for 30 September Submission	Manager Regional Development

ACTION
13 Continue our reconciliation journey by developing our next RAP.

DELIVERABLE	TIMELINE	RESPONSIBILITY
13.1 Register via Reconciliation Australia's website to begin developing our next RAP.	Apr - Jun 2022	Manager Regional Development



CHARTERS TOWERS
REGIONAL COUNCIL

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 @ChartersTowersRegionalCouncil

EXECUTIVE SUMMARY

Council received 14 applications for assistance under Round One – 2021/2022 of the Community Grants Programme. Applications were assessed by a panel in accordance with the criteria specified in the policy.

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

- ***Approve the community grant application by Pentland Race Club Inc for family entertainment at the 2021 Pentland Races in the amount of \$4,500 (ex GST);***
- ***Approve the community grant application by Greenvale Horse Sports Club Inc to host a community BBQ in the amount of \$1,000 (ex GST);***
- ***Approve the community grant application by Charters Towers Isolated Childrens and Parents Association (auspiced by Isolated Children's Parents' Association – Qld Inc) to hold the Fit for Rural Futures Sports Camp 2021 in the amount of \$5,000 (ex GST);***
- ***Approve the community grant application by Charters Towers Amateur Swimming Club Inc to upgrade existing race semi-automatic timers and base unit in the amount of \$5,000 (ex GST);***
- ***Approve the community grant application by Charters Towers Rugby League Ltd to upgrade the main water line in the amount of \$5,000 (ex GST);***
- ***Approve the community grant application by Charters Towers Performing Arts Festival Association Inc for the 2021 Eisteddfod in the amount of \$5,000 (ex GST);***
- ***Approve the community grant application by Dalrymple Country Music Club Inc for the 2021 Dalrymple Country Music Festival in the amount of \$999 (ex GST);***
- ***Decline to support the community grant application by Pentland Parents and Citizens Association;***
- ***Decline to support the community grant application by Charters Towers Choristers Inc;***
- ***Decline to support the community grant application by Gold City Bowls Inc;***
- ***Decline to support the community grant application by Ewan Amateur Turf Club Inc;***
- ***Decline to support the community grant application by North Queensland Reining and Performance Horse Club Inc;***
- ***Decline to support the community grant application by Towers Kart Racing Club Inc; and***
- ***Decline to support the community grant application by Charters Towers Tennis Club Inc.***

BUDGET & RESOURCE IMPLICATIONS

There are sufficient funds available in the Community Grants Budget with a current total of \$75,000 available for allocation. Based on the Officer's Recommendation an amount of \$26,999 excluding GST will be expended in this funding round.

BACKGROUND

Council received 14 applications for assistance under the Community Grants Programme - Round One 2021/2022. All applications were considered by a panel consisting of Cr. Beveridge, Cr. Bennetto, Cr. Lohmann, Cr. Barr and Cr. Hastie in accordance with the criteria specified in the policy.

Following the panel review, it is recommended that Council decline to support the applications from Pentland Parents and Citizens Association; Charters Towers Choristers Inc.; Gold City Bowls Inc.; Ewan Amateur Turf Club Inc.; North Queensland Reining and Performance Horse Club Inc.; Towers Kart Racing Club Inc. and Charters Towers Tennis Club Inc. as these applications are not in accordance with the policy guidelines.

LINK TO CORPORATE PLAN

Corporate Plan 2018-2023 Priority Area 5 – Community

CONSULTATION (Internal/External)

Internal: Mayor Frank Beveridge
Deputy Mayor Sonia Bennetto
Cr Graham Lohmann
Cr Allan Barr
Cr Kate Hastie
Director Corporate and Community Services – Kim Hargreaves

External: N/a

LEGAL CONSIDERATIONS

There are no foreseeable legal considerations relating to the distribution of community grants and the recommended grantees that warrant the recommendation being declined.

POLICY IMPLICATIONS

The recommendation is in accordance with the Community Grants Policy.

RISK IMPLICATIONS

There are no foreseeable risk implications relating to the distribution of community grants and the recommended grantees that warrant the recommendation being declined.

Report Prepared by: HAYLEY THOMPSON Manager Community Services Date: 7 June 2021	Report Authorised by: KIM HARGREAVES Director Corporate and Community Services
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ATTACHMENTS

- N/a

REFERENCE DOCUMENT

- Pentland Parents and Citizens Association – Document No. 1451804
- Pentland Race Club Inc – Document No. 1450377
- Charters Towers Choristers Inc – Document No. 1455032
- Gold City Bowls Inc – Document No. 1455643
- Greenvale Horse Sports Club Inc – Document No. 1457339
- Charters Towers Isolated Childrens and Parents Association – Document No. 1457751
- Charters Towers Amateur Swimming Club Inc – Document No. 1457752
- Ewan Amateur Turf Club Inc – Document No. 1457507/1457753
- North Queensland Reining and Performance Horse Club Inc – Document No. 1457850
- Towers Kart Racing Club Inc – Document No. 1457851/1457947
- Charters Towers Tennis Club Inc – Document No. 1457888
- Charters Towers Rugby League Ltd – Document No. 1457976
- Charters Towers Performing Arts Festival Association Inc – Document No. 1457979
- Dalrymple Country Music Club Inc – Document No. 14579990
- Officer's Report Document No. 1459596

EXECUTIVE SUMMARY

The *Public Sector Ethics Act 1994* requires Council to have an Employee Code of Conduct (the Code) which sets out the principles and standards of behaviour expected of Charters Towers Regional Council employees. The Code has been updated and is now presented for adoption of Council.

OFFICER’S RECOMMENDATION

That Council:

- **Adopt the updated Employee Code of Conduct; and**
- **Authorise the Chief Executive Officer to amend the Employee Code of Conduct as required.**

BUDGET & RESOURCE IMPLICATIONS

There are budget implications associated with Code of Conduct training which have been factored into the 2020/2021 financial year budget and should not prevent adoption of the Code.

BACKGROUND

Charters Towers Regional Council has an existing Code of Conduct, adopted in 2019, following an organisation-wide consultation process that involved a cross section of employees and provided Council’s Joint Consultative Committee the opportunity to review and provide feedback on the Code.

The latest version of the Code represents a minor update to the 2019 Code to include the new organisational values, remove outdated references to business units, and improve consistency across key organizational documents.

The Code remains in line with industry standards and provides a summary of conduct standards and expectations that is easy to understand. More prescriptive content, such as that outlining specific behaviour and conduct standards, is provided within subject-relevant policies and procedures rather than the Code itself.

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

Internal: Executive Leadership Team
Management Leadership Team

External: Joint Consultative Committee

LEGAL CONSIDERATIONS

Council has obligations to provide staff with appropriate education and training about public sector ethics under s21 of the *Public Sector Ethics Act 1994* and about the Code of Conduct specifically under s21(2)(c) and s21(2)(d). Council have again engaged the services of Wilson, Ryan & Grose Lawyers to provide mandatory training to Council employees about the Code of Conduct (as well as specific behaviour and conduct policies namely bullying, harassment and discrimination) to meet their obligations.

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

There is a low reputational risk associated with failing to adopt the revised Code of Conduct.

Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services Date: 4 June 2021	Report Authorised by: KIM HARGREAVES Director Corporate & Community Services
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ATTACHMENTS

- HR-P-001 Employee Code of Conduct Document No 1283768

REFERENCE DOCUMENT

- Officer's Report Document No. 1458580
-

Employee Code of Conduct



Application of the Code

The Code of Conduct (the Code) prescribes standards and behaviours for all persons working on behalf of Charters Towers Regional Council (Council), including, but not confined to, permanent, temporary and casual employees, as well as volunteers, contractors, consultants and students (workers), that are consistent with Council's corporate values, legislative principles and principles under the Code. The Code details the expectations of Council to contribute towards a positive workplace culture that focuses on the best interests of its workers and the general public.

Council policies, guidelines and procedures provide the details of the standards which this Code of Conduct summarises, and any action or conduct which breaches those standards may equally constitute a breach of the Code and result in disciplinary action.

Responsibility under the Code

We are all responsible for complying with and implementing the Code within the workplace. Council will ensure that training on the Code is provided and that new workers participate in training through the induction process.

Workers - workers are responsible to ensure their conduct and behaviour is in accordance with the Council's corporate values, legislative principles and principles under the Code. Inappropriate conduct or behaviour should be reported.

Managers - managers, identified as those with supervisory responsibilities, have a responsibility to uphold Council's corporate values, legislative principles and principles under the Code. Managers must ensure their conduct and behaviours are aligned to the standards of the Code and that they proactively address conduct or behaviour of others that may be contrary to those standards. Exemplary conduct or behaviour should be encouraged.

Council - Council is responsible for ensuring the Code is regularly reviewed, reflects the expectations of Council and the general public and is actively upheld and communicated.

When does the Code apply?

The Code covers your conduct as a public official and behaviour as individuals while you are at work and also outside of the workplace where your behaviour may be directly related to your employment and Council activities. It also applies in other circumstances where your actions may impact upon the reputation and activities of Council.

If in doubt, ask

If you have doubts about a particular course of conduct, you are encouraged to consult the Code of Conduct, the specific relevant policies, or your supervisor or other suitable manager, or People and Performance. Help and advice are always available.

Our Values

We all want to make a difference for the community we serve. Our impact depends on how we approach our work and our relationships with each other. Here are the values our people believe every Charters Towers Regional Council employee should live and breathe.

The Values We're Striving For...

We're accountable: we own what we do, and we do what we say

We're open: we're honest and up front, and we welcome new ideas

We're courageous: we stand strong and speak up for what's right

We aim to be better, not to shoot others down

We're a proud team, for good reason

Model for Ethical Decision Making

The following is a simple model designed to assist you in ethical decision making.

- Is the action or decision legal and consistent with government policy and legislation?
- Is it in line with the position description, code of conduct, policies, procedures and standard protocol?
- Will the outcome of the decision be positive for Council, my colleagues and/or me?
- Would my decision stand up to public scrutiny and would it protect Council's image in the community?

If you answered YES, the action or decision based on the following principles of conduct is most likely the correct one.

Legislative Principles

The *Local Government Act 2009 (Qld)* outlines the responsibilities of local government employees. These responsibilities include observing all laws relating to their employment and the ethics principles under the *Public Sector Ethics Act 1994 (Qld)*, and complying with a code of conduct.

The Public Sector Ethics Act identifies four fundamental ethical principles that guide employee behaviour and conduct, and which form the basis of this Code. The four principles are:

1. Integrity and Impartiality;
2. Promoting the Public Good;
3. Commitment to the System of Government; and
4. Accountability and Transparency.

To ensure the system of local government is accountable, efficient and sustainable, the Local Government Act also requires that actions of Council employees, and anyone who is performing a responsibility under the Local Government Act, be consistent with the following principles:

- Transparent and effective processes and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government; and
- Ethical and legal behaviour of councillors and local government employees.

Principle 1. Integrity and Impartiality

Workers must:

- Follow lawful directions and reasonable instructions;
- Undertake their duties and responsibilities within the requirements of the law as it applies to the workers work;
- Make decisions impartially and faithfully;
- Report conflicts of interest in accordance with policy;
- Be committed to honest, fair and respectful engagement with colleagues, external stakeholders and the community; and
- Conduct themselves in accordance with best practice equal employment opportunity principles, and work with Council to achieve a workplace free from discrimination, harassment and bullying.

Principle 2. Promoting the Public Good

Workers must:

- Be committed to excellent customer service that meets service standards and expectations;
- Take reasonable steps to ensure the health and safety of themselves, their colleagues and the community. Diligently and proactively report risks and hazards and pursue controls that will eliminate or minimise risk where ever possible;
- Undertake their duties and responsibilities in a conscientious and ethical manner that promotes community trust and confidence in Council;
- Be aware of and work within their delegation of authority and in accordance with the scope of their duties and responsibilities; and
- Utilise and manage Council resources and assets economically and respectfully, in accordance with policy.

Principle 3. Commitment to the System of Government

Workers must:

- Accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and Local Government;
- Be committed to conduct and behaviour that supports public confidence; and
- Be fair, transparent and impartial in the performance of their duties and do not use their official powers or position improperly.

Principle 4. Accountability and Transparency

Workers must:

- Undertake their duties and responsibilities, and provide considered, independent and comprehensive advice, regardless of their personal political preferences or beliefs;
- Ensure that policies, procedures or guidelines are clear, explained to those who are impacted or covered by them and are regularly reviewed to maintain relevance;
- Perform their duties and responsibilities with a high level of care, diligence and competency;
- Be committed to complying with reporting requirements;
- Maintain confidentiality and privacy of Council, other workers and customers;
- Conduct themselves in an ethical and trustworthy manner, which includes not accepting or asking for gifts or benefits that may be for the purpose of influence e.g. that it is, or may be seen, to affect the performance of the recipient's official duties, or otherwise influence, or be seen to influence, the decision-making behaviour of the recipient; and
- Immediately report inappropriate conduct and behaviours.

Breaches of the Code

Conduct or behaviour in breach of the Code will be taken seriously by Council and will not be tolerated.

Where workers observe conduct or behaviours that may be considered to be a breach of the Code, its supporting policies or the law, they are encouraged to:

1. 'Call it' – this means to discuss the matter with the person involved in the potential breach, so it can be quickly addressed and resolved.
2. If you don't feel comfortable 'calling' the conduct or behaviour, or 'calling' the conduct or behaviour has not addressed or resolved the matter, potential breaches can also be reported to any of the following:
 - i. Your supervisor/manager or one-up manager;
 - ii. People and Performance;
 - iii. a member of the Executive Leadership Team or the Chief Executive Officer (CEO);
3. Where the observed breach is of a serious or potentially corrupt nature, workers should report the breach directly to one of the representatives detailed above.

The Code does not specifically cover every situation, however, the values, ethics, standards and behaviours outlined are a reference point to help make decisions and guide behaviours in situations not specifically covered.

What If You Report a Breach?

Internal Complaints

Where an employee suspects a breach of this Code may have occurred, they must refer to Council's Grievance Policy and Procedure for further guidance as to how to proceed.

Any consultant, contractor, volunteer or other individual who has been issued with the Code of Conduct, should also raise their concerns through the same channels.

Where the CEO suspects an issue may be deemed to constitute official misconduct, he/she has an obligation to raise this with the Crime and Corruption Commission who will either investigate the issue or task the CEO with investigating the issue.

External Complaints

This Code of Conduct is published on the Council website and is visible to external parties.

Where a customer wishes to complain about a breach of this Code, they should be provided with a copy of the Complaints Management Policy and Procedure and advised to make their complaint in writing to the CEO.

Customers may decide, however, to take their complaint to appropriate governing bodies, in which case the CEO will respond to any allegations presented to him/her.

Public Interest Disclosure Complaints

Public interest disclosure complaints are identified and managed under the Public Interest Disclosure Policy and Procedure, a copy of which is located on Council's intranet and website.

Any person wishing to make a public interest disclosure is to be provided with the policy and procedure and advised that the disclosure may be made to the CEO.

A complainant should provide Council the opportunity to address concerns directly, however if the matter is one of public interest that is so serious, or the individual does not believe that these channels of communication can be used, they may decide to raise their concerns to the appropriate authority under the provisions of the Act.

If you report a breach:

- You are required to keep the matter confidential, except as authorised by law or to enforce legal rights and participate in any potential investigation process.
- Be aware that Council does not tolerate bullying or the provision of false or misleading information used to bring someone into disrepute (i.e. those claims found to be unsubstantiated and made with the intention of causing detriment to another person).
- In a similar manner, Council does not tolerate the victimisation of, or reprisals against, employees who report a potential breach.

There are serious penalties under the *Crime and Corruption Act 2001 (Qld)* for any person who threatens, intimidates or harasses (or attempts to do so) any person who gives evidence or helps the Crime and Corruption Commission in the performance of its functions. There are also penalties under the *Public Interest*

Disclosure Act 2010 (Qld) for anyone who commits a reprisal against a person who has made a public interest disclosure.

Consequences of a Breach

Consequences for breaching the Code will vary depending on the extent of the breach and every breach will be assessed on a case-by-case basis. In the most serious circumstances, breaches could result in dismissal and where required, notification to the Crime and Corruption Commission and/or the Police for investigation. Less serious breaches may be dealt with by disciplinary processes and relevant warnings.

Variations

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

Associated Documents

- *Public Sector Ethics Act 1994 (Qld)*
- *Public Interest Disclosure Act 2010 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Industrial Relations Act 2016 (Qld)*
- *Crime and Corruption Act 2001 (Qld)*
- *Work Health and Safety Act 2011 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- **All Council Policies & Procedures and associated documentation**

POLICY 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.

Policy Adopted: General Meeting of Council 16 June 2021
Resolution Number #####

Policy Contact: Kinsey Neilson
Manager People & Performance

Policy Authorised: Aaron Johansson
Chief Executive Officer

CEO Signature

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *receiving the Employee Code of Conduct;*
- *that I must comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in me being dismissed from my employment.*

Your name:

Signed:

Date:



Employee Code of Conduct

PO Box 189 Charters Towers Qld 4820

ADMINISTRATION: 12 Mosman Street
Charters Towers Qld 4820 Australia

PH. (07) 4761 5300 | **F.** (07) 4761 5344

E. mail@charterstowers.qld.gov.au

ABN. 67 731 313 583

www.charterstowers.qld.gov.au

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

13.1 2021/2022 Operational Plan

EXECUTIVE SUMMARY

In accordance with s104(5) of the *Local Government Act 2009* and s174 and s175 of the *Local Government Regulation 2012* Council must prepare and adopt an operational plan for each financial year.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the 2021/2022 Operational Plan, as tabled.***

BUDGET & RESOURCE IMPLICATIONS

The Operational Plan is completed in conjunction with development of Council's annual budget. The Operational Plan is aligned with Council's strategic intent as outlined in Council's Corporate Plan 2021-2025, which further informs development of Council's budget.

BACKGROUND

In accordance with the *Local Government Act 2009*, Council within its system of financial management must have an annual operational plan. An operational plan must be prepared and adopted for each financial year, ensuring consistency with Councils' budget. An operational plan must state how the local government will implement the 5-year corporate plan during the period of the annual operational plan and further how Council will manage operational risks.

Progress towards the Operational Plan is required to be reported to Council no later than every three months, as such quarterly reporting on measuring performance of deliverables is provided to Council for review and noting.

It is recommended that Council adopt the 2021/2022 Operational Plan, as tabled.

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

Internal: Chief Executive Officer – Aaron Johansson
Director Corporate & Community Services – Kim Hargreaves
Director Infrastructure Services – John Teague
Acting Director Infrastructure Services – Glenn Petersen
Manager Governance & Communications – Camille Conaghan
All Managers within the Management Leadership Team were consulted
Tourism, Trade & Investment Advisor – Melanie Lavelle Maloney
EA to Director Infrastructure Services – Kelie Standfast
EA to Director Corporate & Community Services – Jasmine Orwe

External: Nil

LEGAL CONSIDERATIONS

Local Government Act 2009 s104(5) prescribes that local government must have an annual operational plan.

Local Government Regulation 2012 s174 and s175 set out the requirement to have an operational plan and the requirement for what must be included within the plan.

POLICY IMPLICATIONS

Policy considerations are council wide. The Operational Plan focusses on all areas across Council and all Council policies will apply to a greater or lesser extent whilst fulfilment of the Operational Plan deliverables is undertaken.

RISK IMPLICATIONS

Public Perception and Reputation Risk is considered moderate.
Workplace Health and Safety Risk is considered low.

Financial Risk is considered low to medium.

Legal Risk is considered high if we do not accord with the requirements of the *Local Government Regulation 2012*.

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 1 June 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- 2021/2022 Charters Towers Regional Council Operational Plan Document No. 1459138

REFERENCE DOCUMENT

- 2021-2025 Corporate Plan Document No. 1450882
 - Officer's Report Document No. 1456606
-

Operational Plan

2021-2022



THE
WORLD

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Acknowledgment of Country

Charters Towers Regional Council is committed to honouring Australian Aboriginal & Torres Strait Islander peoples unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our society.

We acknowledge the Traditional Custodians of the land on which Charters Towers and its greater region are located, and is where we conduct our business. We pay respect to their Elders past, present and emerging.

We are committed to a positive future for all.

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www.charterstowers.qld.gov.au

Charters Towers Strategic Context

The Operational Plan sits within and builds upon current strategic documents as well as government policy.

Introduction to the Operational Plan

Our Operational Plan sets the direction for the 2021/2022 financial year and identifies how we will measure our performance.

The Operational Plan is a one-year plan that details the operations of Council to deliver its services to the community; delivering on the Corporate Plan, Council's election commitments and funding requirements.

The development of Council's Operational Plan is a legislative requirement of the *Local Government Act 2009* and *Local Government Regulation 2012*. *Legislation* requires that the annual Operational Plan and Budget be consistent.

Strategic Framework

The operational planning process includes management of Council's strategic and operational risks.

Council's commitment to risk management is outlined in the Enterprise Risk Management policy and is based on International Standard ISO31000:2018 Risk Management Guidelines.

Council will manage risk by integrating risk management practices into corporate and operational planning.

Council will assess the achievements of its Operational Plan on a quarterly basis and publish publicly-available quarterly performance reports.

Regular reporting provides Council with the opportunity to ensure programs are delivered in a timely manner, within allocated resources. It also enables Council to be more responsive to significant changes in the operating environment, whether they be social, economic, environmental or internal changes that impact on organisational capacity to deliver our programs.



How to read the Operational Plan

Below is a guide to reading the tables which are found within the Operational Plan

The numbering relates back to the strategic objective in the Corporate Plan.

The deliverables are the action areas outlined in the Corporate Plan.

This is the specific action that will be undertaken in 2021/2022.

This is the Lead officer that will manage the action.

Economic Prosperity CFA1			
Objective	Deliverable	Key Measure	Lead
CFA1.1 Skills, training and education are key enablers of economic productivity and participation	CFA1.1.1 Advocating, promoting, supporting and assisting our local education sector	<ul style="list-style-type: none"> > Support and assist the region's Schools through networking opportunities such as Principal Meetings. 	Tourism, Trade & Investment Advisor
		<ul style="list-style-type: none"> > Support and assist the region's schools through the annual Careers Day event. 	Manager People & Performance
	CFA1.1.2 Assist in the development of the innovation and entrepreneurial capability of our region with innovation specific training	<ul style="list-style-type: none"> > Explore opportunities for school based apprentices and traineeships and other school to work transitions. 	Manager People & Performance
		<ul style="list-style-type: none"> > Creation and delivery of the CRMS Business Database to interact with local businesses. 	Tourism, Trade & Investment Advisor

Our Organisation

Council



Frank Beveridge

Mayor

Ex-Officio All Portfolios

Advocacy



Sonia Bennetto

Deputy Mayor

Regional Economic
Development | Town Planning



Alan Barr

Councillor

Water Resources | Waste
Management | Refuse Tips



Kate Hastie

Councillor

Cemeteries & Parks | Sport &
Recreation | Pools | Audit &
Risk



Graham Lohmann

Councillor

Disaster Management |
Community Grants | Arts &
Culture | Community Events |
Community Facilities | Service
Clubs | Health



Julie Mathews

Councillor

Tourism Economic
Development | Visitor
Information Centre | Tourist
Attractions



Bernie Robertson

Councillor

Rural Management | Saleyards|
Pest & Animal Management |
Community Safety - Road Safety |
Roads

Executive Leadership Team



Aaron Johansson

Chief Executive Officer



OFFICE OF THE CHIEF EXECUTIVE OFFICER

- > Elected Member Services
- > Disaster Management
- > Tourism, Trade and Investment



Kim Hargreaves

Director



CORPORATE AND COMMUNITY SERVICES

- > Community Services
- > Corporate Solutions
- > Governance and Communications
- > People and Performance
- > Regional Development
- > Work Health and Safety



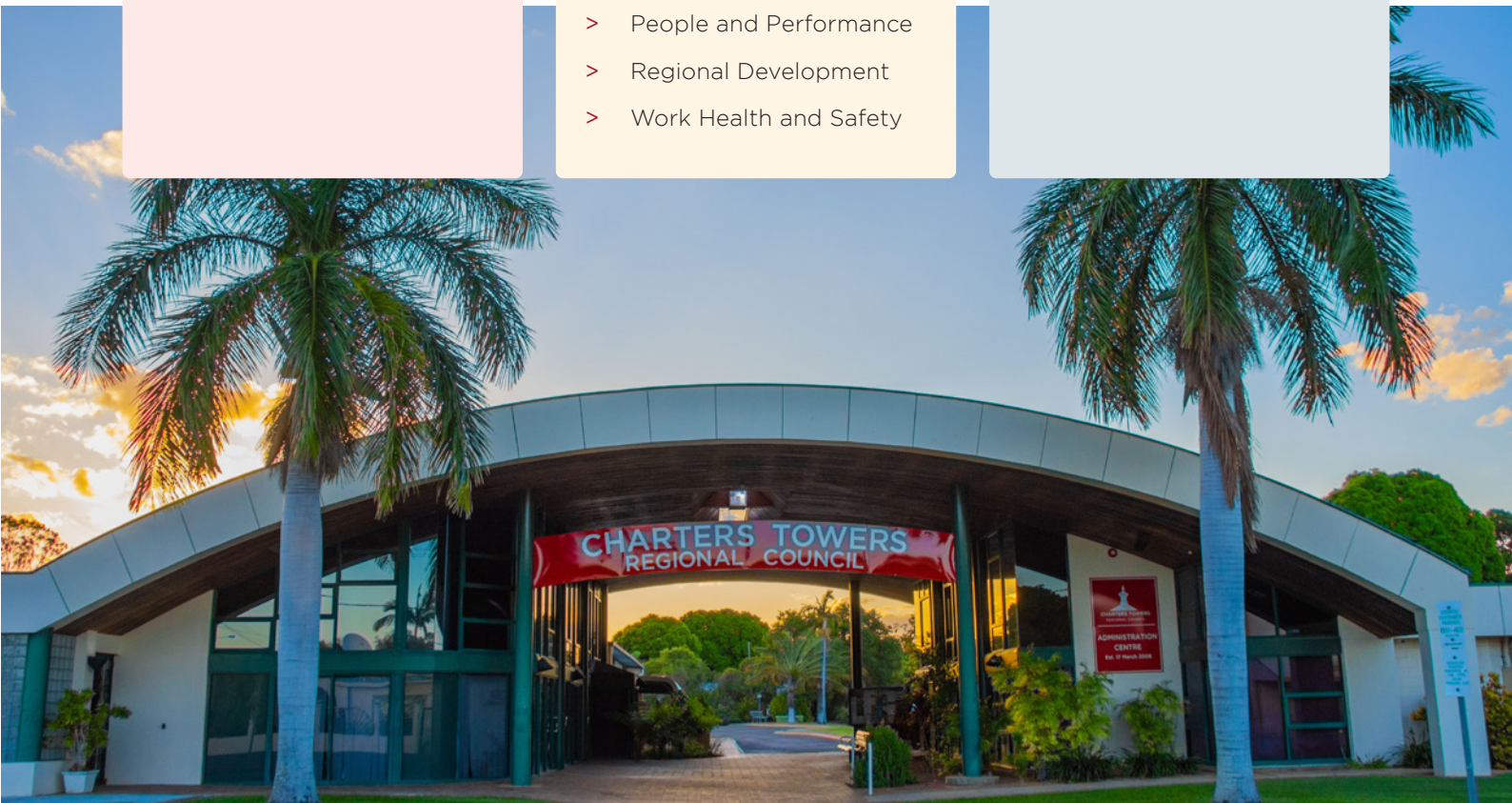
John Teague

Director



INFRASTRUCTURE SERVICES

- > Council Facilities
- > Fleet Services
- > Operations
- > Water and Wastewater



Management Leadership Team

CORPORATE AND COMMUNITY SERVICES



Hayley Thompson
Community Services
Communities
Customer Service
Events
Library
Tourism
World Theatre



Vacant
People and Performance
Industrial Relations
Organisational Development
Payroll
Recruitment



Shane Cagney
Corporate Solutions
Finance
Information Technology
Procurement
Rates



Matthew Kelly
Regional Development
Planning and Development
Regulatory Services



Camille Conaghan
Governance and Communications
Communications
Governance
Records



Simon Faber
Work Health and Safety
Workplace Safety
Health and Wellness

INFRASTRUCTURE SERVICES



Peter Watling
Council Facilities
Building Services
Compliance
Saleyards



Nasir Shah
Operations
Environmental Services
Open Spaces
Programming
Rural Roads
Urban Roads



Glenn Petersen
Fleet Services
Fleet Systems and Scheduling
Workshop



Peter Clark
Water and Wastewater
Treatment Plants
Electrical and Mechanical Maintenance
Plumbing

Community Focus Areas

The Charters Towers Region is at the centre of our organisation. We act in accordance with the principles of local government to deliver value and benefits to the Region. These Community Focus Areas outline our priorities to providing services and infrastructure that meet the current and future needs of our community.



ECONOMIC PROSPERITY

CFA1

Prosperity and continued economic development

Our objective is to develop a resilient and diversified economy that capitalises on our regional strengths and grows our visitor economy. We will have the skills and infrastructure to seize economic opportunities and adapt to future economic challenges.



ENVIRONMENTAL SUSTAINABILITY

CFA2

Environmental sustainability and protection of local and regional natural assets

Our objective is to manage our natural assets sustainably. We will conserve and leverage these assets in a way that protects them against future challenges such as drought, bushfire and flood.



SOCIAL COHESION

CFA3

A cohesive and inclusive community

Our objective is to provide services and facilities that increase liveability and enable social connection. We will prioritise fostering the health and wellbeing of our community and enhancing public spaces to encourage community connection and an active lifestyle.



CULTURE & HERITAGE

CFA4

Fostering regional identity and celebrating the diversity of our communities

Our objective is to appreciate and foster Charters Towers' unique heritage and culture. We will protect our history while nurturing the welcoming and friendly culture of the region.



ECONOMIC PROSPERITY

Economic enablement is a central part of what we do

Economic Prosperity **CFA1**

Objective	Deliverable	Key Measure	Lead
CFA1.1 Skills, training and education are key enablers of economic productivity and participation	CFA1.1.1 Advocating, promoting, supporting and assisting our local education sector	> Support and assist the region's Schools through networking opportunities such as Principal Meetings.	Tourism, Trade & Investment Advisor
		> Support and assist the region's schools through the annual Careers Day event.	Manager People & Performance
	CFA1.1.2 Assist in the development of the innovation and entrepreneurial capability of our region with innovation specific training	> Explore opportunities for school based apprenticeships and traineeships and other school to work transitions.	Manager People & Performance
CFA1.2 Economic diversity supports our resilience and recovery in the face of economic change	CFA1.2.1 Delivering our Economic Development and Tourism Strategies	> Working with the Tourism Advisory Committee to identify and recommend tourism projects to Council.	Tourism, Trade & Investment Advisor
		> Present final tourism projects to Council for consideration.	Tourism, Trade & Investment Advisor
		> Continue to work with the business community to attract and retain business opportunities in the region.	Tourism, Trade & Investment Advisor
		> Concierge Service for film production companies looking to establish in the Region.	Tourism, Trade & Investment Advisor

Economic Prosperity **CFA1**

Objective	Deliverable	Key Measure	Lead
CFA1.2 (Continued) Economic diversity supports our resilience and recovery in the face of economic change	CFA1.2.2 Assisting established and emerging industries with quality infrastructure and appropriate regulatory modernisation	> Development applications are assessed and decided without extensions to timeframes. > Council & Community training sessions on the effective use of .id data.	Manager Regional Development Tourism, Trade & Investment Advisor
	CFA1.2.3 Leveraging technology and data to optimise decision-making	> Work with stakeholders to support the growth in connectivity, in particular mobile data access across the region.	Chief Executive Officer
	CFA1.2.4 Increasing connectivity and digital access in the region	> Continue to advocate the State & Federal governments for Council's key regional priorities identified in the 2020-2021 Advocacy Plan.	Chief Executive Officer
	CFA1.2.5 Collaborating with and advocating to State and Federal governments for our region	> Identify funding opportunities through State and Federal governments to deliver the Priority Projects identified in Council's prospectus. > Produce a Federal Election Advocacy Plan pending the announcement of the Federal election.	Chief Executive Officer Chief Executive Officer
	CFA1.3 Tourism is a central part of our economy, with significant opportunity to grow	CFA1.3.1 Delivering our Destination Management Plan and branding	> Create a signature event and investigate the re-invigoration of 10 days in the Towers.
	CFA1.3.2 Empowering tourism businesses by reducing red tape and encouraging innovation	> Working with stakeholders to assist innovation and growth for regional businesses.	Tourism, Trade and Investment Advisor
	CFA1.3.3 Marketing the region, leveraging exciting events such as the 150 Year Celebrations	> Delivery of a diverse range of community events that celebrate the history of the region.	Manager Community Services



ENVIRONMENTAL SUSTAINABILITY

Our delicate natural resources are beautiful and essential

Environmental Sustainability **CFA2**

Objective	Deliverable	Key Measure	Lead
CFA2.1 Water security is a central pillar of our agriculture, industry and community	CFA2.1.1 Supporting the Big Rocks Weir project for heightened water security to support agriculture, industrial and residential growth	> Undertake and deliver the requirements of the pre-construction activities of the Big Rocks Weir project.	Chief Executive Officer
		> Source approvals to assist in delivery of the design phase.	Water Projects Manager
	CFA2.1.2 Addressing the end-of-life replacement requirements of Charters Towers water supply distribution network	> All assets identified and life cycles confirmed. Disposal and replacement programs developed.	Manager Water & Wastewater
	CFA2.1.3 Exploring options for the development of a safe potable water system for Greenvale	> Support and collaborate with key stakeholders to develop suitable potable water system solutions for Greenvale.	Infrastructure Services

Environmental Sustainability **CFA2**

Objective	Deliverable	Key Measure	Lead
CFA2.2 Natural assets are the backbone to the region's identity, economy, culture and lifestyle	CFA2.2.1 Implementing an Asset Management system that outlines sustainable and innovative ways of monitoring, repairing and managing assets such as water sources and treatment plants	> Develop Asset Maintenance Plans for key infrastructure assets.	Director Infrastructure Services
	CFA2.3.1 Delivering the Flying Fox Management Strategy involving State and Local levels of government	> Continue to work with various stakeholders to relocate flying foxes from Lissner Park to the flying fox habitat at Young's Block.	Infrastructure Services
CFA2.3 Living alongside nature is a reality of life in the Charters Towers Region	CFA2.3.2 Advocating to the State and Federal governments for support with wild dog and pest weed management, including the Wild Dog 1080 Baiting Program	> Continue to advocate the State government to allocate more funding for pest weed management in Regional areas where funding is often underdelivered to cover the vast areas.	Chief Executive Officer
		> Continue to advocate the State government to subsidise Wild Dog 1080 Baiting across the state through provision of baits, or alternatively through provision of grants to purchase baits.	Chief Executive Officer
		> Prepare a motion for the 2021 annual LGAQ Conference for Weed Management subject to acceptance by LGAQ.	Chief Executive Officer
		> Undertake collaborative environmental and pest management activities with community stakeholders.	Manager Operations
CFA2.3.3 Complying with obligations under the Biosecurity Act 2014	> Continue to implement the Charters Towers Regional Council Biosecurity Plan 2019-2024	Infrastructure Services	



SOCIAL COHESION

The measure of our community is our social wellbeing

Social Cohesion **CFA3**

Objective	Deliverable	Key Measure	Lead
CFA3.1 Public spaces and places are a cornerstone of community cohesion and connection	CFA3.1.1 Continuing to advocate for the Works for Queensland Funding Program and utilise this support to enhance public spaces	> Advocate the State government for the continuation of the funding.	Chief Executive Officer
		> Deliver the agreed Works for Queensland projects within the nominated period.	Director Infrastructure Services
	CFA3.1.2 Developing a strong plan for future public space preservation and enhancement, focusing on usability and social connection	> Community safety is upheld through compliance responses in accordance with the Customer Service Charter.	Manager Regional Development
		> Deliver scheduled maintenance of open spaces as per plans and/or in accordance with agreed levels of service.	Director Infrastructure Services
		> Review current service level standards.	Director Infrastructure Services

Social Cohesion **CFA3**

Objective	Deliverable	Key Measure	Lead
CFA3.2 Lifestyle and strategic location are points of difference for Charters Towers	CFA3.2.1 Exploring a redevelopment of the Charters Towers Aerodrome to allow for air operations in poor weather and increase disaster responsiveness	> Source funding from Regional Airport Safety Program to address air operations in poor weather and increase disaster responsiveness.	Manager Council Facilities
	CFA3.2.2 Promoting our regional lifestyle to attract new residents	> Improve the airport landing area to meet Instrument Approach Procedure (RNAV) requirements.	Manager Council Facilities
	CFA3.2.3 Working with telecommunications companies to enhance digital connectivity	> Develop and deliver a program that promotes the liveability of the Charters Towers Region.	Tourism, Trade & Investment Advisor
CFA3.3 Health, wellbeing and an active lifestyle are priorities for our community	CFA3.3.1 Improving our health services through continued advocacy for State funding for the Townsville Hospital and Health Service	> Nominate the Charters Towers Region localities for the provision of telecommunication infrastructure through the Mobile Black Spot program	Chief Executive Officer
	CFA3.3.2 Investing in key recreational assets and infrastructure projects such as the Pump Track and the Kennedy Regiment Memorial Pool	> Continue to advocate the State government to fund a new replacement hospital to be build in Charters Towers, alongside Eventide Aged Care Facility with increased specialty Obstetrics and Gynaecology; Renal Medicine; Radiology and Ultrasound.	Chief Executive Officer
	Investing in key recreational assets and infrastructure projects such as the Pump Track and the Kennedy Regiment Memorial Pool	> Deliver recreational assets such as the Charters Towers Water Park & the Defiance Mill Pump Track in accordance with funding arrangements.	Director Infrastructure Services



CULTURE & HERITAGE

Who we are matters

Culture & Heritage **CFA4**

Objective	Deliverable	Key Measure	Lead
CFA4.1 Heritage and culture are at the core of our identity	CFA4.1.1 Embracing and celebrating our history, including upkeep of key historical sites and archives	> Review and update of the Local Heritage Register within the Town Plan.	Manager Regional Development
	CFA4.1.2 Empowering our Aboriginal and Torres Strait Islander communities through activities contributing to reconciliation such as, the development of a Reconciliation Action Plan	> Ensuring the deliverables under the 13 actions areas within the Reconciliation Action Plan are met.	Director Corporate & Community Services

Culture & Heritage **CFA4**

Objective	Deliverable	Key Measure	Lead
CFA4.2 Our residents are the most defining feature of our region	CFA4.2.1 Continuing to implement our People First Strategy	> Launching and publishing of Our People, Our Value Storytelling Initiatives.	Chief Executive Officer
	CFA4.2.2 Providing events for our community to connect, such as the Move It NQ Campaign	> As per funding availability and requirements.	Manager Community Services
	CFA4.2.3 Growing key community communication methods such as a local paper and community notice boards	> Develop a monthly community newsletter for distribution in both digital and print.	Director Corporate & Community Services
CFA4.3 Our brand is one of a friendly and welcoming community, and a part of what makes Charters Towers special	CFA4.3.1 Harnessing the 150-year Celebrations in 2022 to reset and promote the story of the town and region	> As per CFA1.3.3 - Delivery of a diverse range of community events that celebrate the history of the region.	Manager Community Services

Organisational Focus Areas

How we work matters. Our organisation will continue to improve our systems and processes to increase efficiencies and public value for the Charters Towers Region. These Organisational Focus Areas outline our priorities to enhance our operations and support the delivery of high-quality services.



TRANSPARENCY & ACCOUNTABILITY

OFA1

Open and accessible Council decision-making

Our objective is to ensure our decision-making, asset management and service delivery structures are understandable and assessable. We will remain accountable to, and honest with, our community.



GOVERNANCE & STRUCTURES

OFA2

Efficient and clear Council processes

Our objective is to continue to develop Council governance and structures that ensure high quality, resource efficient and innovative service delivery. We have clear roles and responsibilities for Council staff which enables efficient and productive outcomes for the community.



ASSETS & INFRASTRUCTURE

OFA3

Maintaining current assets and investing in high-value projects

Our objective is to skilfully allocate resources between upkeep of current infrastructure and smart investment in new assets. We will ensure Charters Towers' assets are maintained at a high quality and understand where future assets can be developed to add value to the community.



CUSTOMER SERVICE

OFA4

Friendly, skilled and understanding service

Our objective is to continue to deliver outstanding service to our community. We will build our internal structures to enable our community to communicate their needs so our staff can deliver excellent and innovative service.



PEOPLE-FIRST

OFA5

Fostering talent and creating a safe and welcoming workplace

Our objective is to offer our staff the chance to excel. Our staff drive the success of Charters Towers Regional Council. As such, we will continue to take pride in our work, seek out, train, develop and upskill the best and brightest people in the employment market, and constantly strive to improve.



INNOVATION & TRANSFORMATION

OFA6

Harnessing smart process and digital transformation

Our objective is to be ready for the opportunities of the future by identifying our current strengths and weaknesses, and employing new smart processes accordingly. By adopting carefully selected digital transformations into the Council, we can use resources more efficiently and optimise results for the community.





TRANSPARENCY & ACCOUNTABILITY

Our systems and processes support excellence and improvement

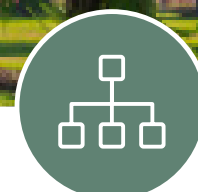


Transparency & Accountability OFA1

Objective	Deliverable	Key Measure	Lead
OFA1.1 Council is committed to being open, transparent and straight forward in its processes	OFA1.1.1 Improving communication of day-to-day Council activities and achievements, and strategic and operational goals and progress to our community	> Develop a Strategic Communications Plan for the organisation.	Manager Governance and Communications
	OFA1.1.2 Improving internal and external accessibility to informative key guiding documents and materials	> Develop a monthly internal staff newsletter in digital and print form. > Ensuring key documents are available on Council's website following their adoption/ implementation and printed versions available at the Administration Centre and Excelsior Library.	Chief Executive Officer Chief Executive Officer

Transparency & Accountability **OFA1**

Objective	Deliverable	Key Measure	Lead
OFA1.2 Accountability in decision-making is key to developing as a Council and a Region	OFA1.2.1 Continuing to promote our strategic documents which outline key responsibilities, performance measures and expected service delivery	> Promote the Annual Budget, Annual Plan, Corporate Plan and Operational Plan by regular updates and via digital and print format.	Chief Executive Officer
		> Preparation of the 2021/22 annual budget (including long term financial plan).	Chief Financial Officer



GOVERNANCE & STRUCTURES

Our systems and processes support excellence and improvement

Governance and Structures OFA2

Objective	Deliverable	Key Measure	Lead
OFA2.1 Good governance is at the core of an efficient and well-functioning Council	OFA2.1.1 Developing a robust and comprehensive Corporate Governance Framework that is aligned with best practice and embedded across the organisation	> Review and revise the Fraud and Corruption Framework.	Manager Governance and Communications
		> Implement Council's Risk Management Framework and Policy, and establish reporting guidelines and where required risk management procedures.	Manager Governance and Communications
		> Revise and adopt Council's strategic risk register and develop operational risk registers to be implemented across the organisation, including incorporation of a hierarchical focus.	Manager Governance and Communications
	OFA2.1.2 Continuing to review policies, frameworks, strategies and plans to ensure they meet the need of both our organisation and community	> Develop 2021/22 annual budget, includes review of Revenue Policy, Debt Policy & Investment Policy	Chief Financial Officer
		> Develop policies and procedures for media engagement, advertising, and social media.	Manager Governance and Communications

Governance and Structures **OFA2**

Objective	Deliverable	Key Measure	Lead
OFA2.2 Deliver workspaces and processes that enable innovative thinking, planning and service delivery	OFA2.2.1 Embed information management as an intrinsic component of the functionality of the organisation	> CTRC IT Steering Committee to deliver the IT Strategy and implementation plan	Chief Executive Officer
		> Review data integrity and cleanse data as required to ensure system functionality and recordkeeping obligations are met.	Manager Governance and Communications
		> Establish a reporting regime to monitor records management practices within Council	Manager Governance and Communications
		> Adoption and use of data dashboards by Executive to inform decision-making.	Executive Leadership Team
OFA2.2.2 Defining clear roles & responsibilities for teams and ensure that they have appropriate resources to operate within budget and meet their goals	OFA2.2.2 Defining clear roles & responsibilities for teams and ensure that they have appropriate resources to operate within budget and meet their goals	> 2021/22 quarterly budget vs actual reports provided to each department and summarised for executive	Chief Financial Officer
OFA2.3 A strategic approach to Council's long-term planning is vital in future-proofing the region	OFA2.3.1 Guiding accountable decision making with long term financial planning frameworks	> Further develop & refine long-term financial planning processes.	Chief Financial Officer



ASSET & INFRASTRUCTURE MANAGEMENT

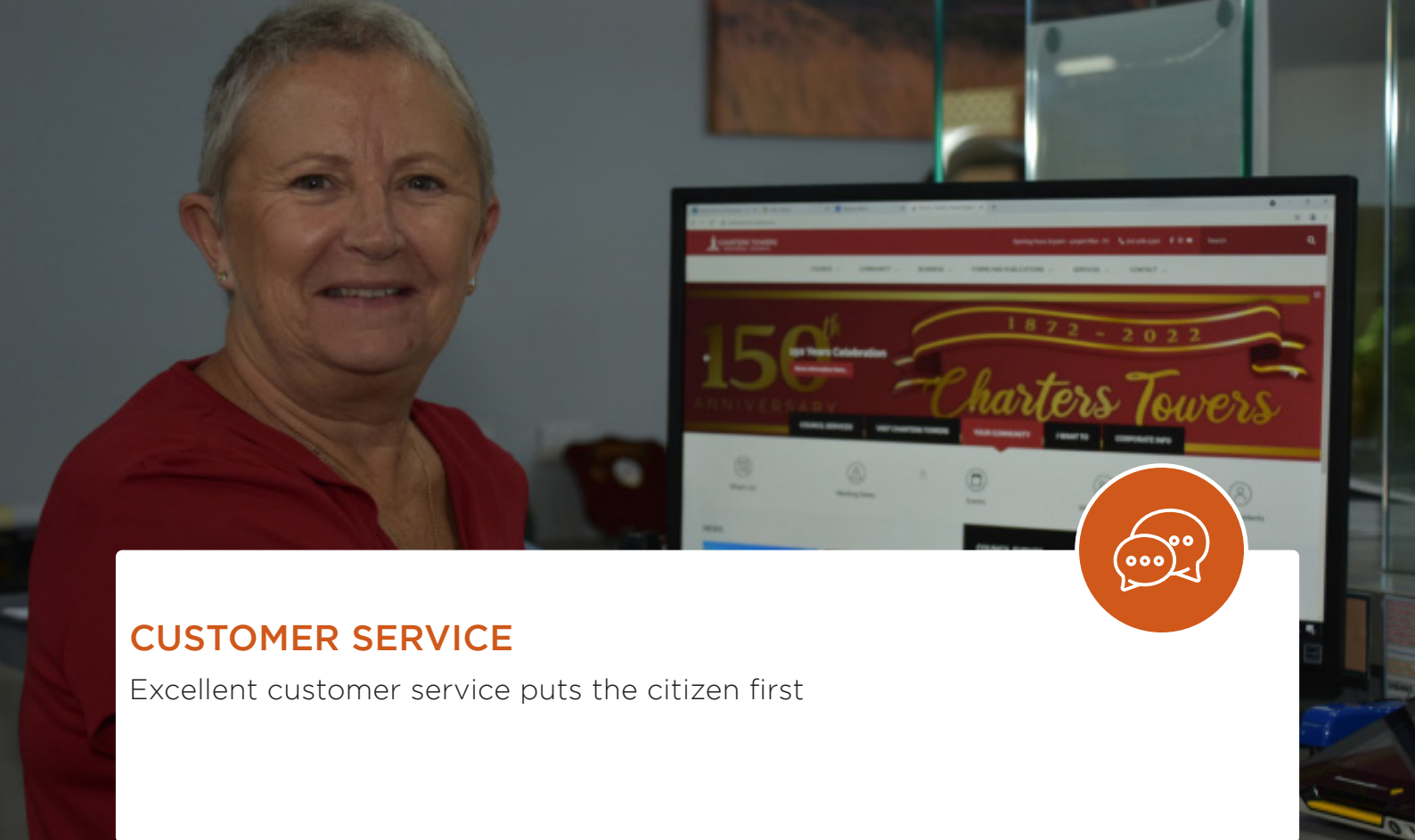
Managing our infrastructure and assets is an essential function

Asset & Infrastructure Management **OFA3**

Objective	Deliverable	Key Measure	Lead
OFA3.1 The community and economy rely on functional infrastructure and assets	OFA3.1.1 Developing and implementing a 10-year Asset Management Plan across the Council and community facilities	> Develop a 10-year Asset Management Plan across the Council and community facilities.	Director Infrastructure Services
		> Implement a 10-year Asset Management Plan across the Council and community facilities.	Director Infrastructure Services
	OFA3.1.2 Developing fully costed reconstruction/refurbishment programs for major asset classes	> Develop and implement a water & wastewater maintenance program and asset improvement program	Manager Water & Wastewater
		> Develop and Implement facilities maintenance program and asset improvement program.	Manager Council Facilities
	OFA3.1.3 Prioritising our resource allocation for high-value and high use assets	> Monitor and manage fleet utilisation and expenditure against set targets.	Manager Fleet Services

Asset & Infrastructure Management **OFA3**

Objective	Deliverable	Key measure	Lead
<p>OFA3.2</p> <p>The Charters Towers community deserves strategic and resourceful management of our existing assets</p>	<p>OFA3.2.1</p> <p>Redeveloping assets such as the Saleyards to grow their potential</p>	<p>> Development of the Dalrymple Saleyards Master Plan through consultation with the Dalrymple Saleyards Master Plan Advisory Committee.</p>	<p>Chief Executive Officer</p>



CUSTOMER SERVICE

Excellent customer service puts the citizen first

Customer Service **OFA4**

Objective	Deliverable	Key Measure	Lead
OFA4.1 Communication is vital for a strong sense of community, and effective service delivery	OFA4.1.1 Developing stronger pathways of communication throughout the Charters Towers Region to connect the community, online and in person	> Develop a monthly Council newsletter for community that is available in print and digitally across the Region	Director Corporate & Community Services
	OFA4.1.2 Encouraging the community to communicate their service needs with Council and ensuring there is a strong framework for this engagement	> Ensure regular opportunities are provided for the community to engage with Elected Members eg attendance at Market days, community meetings, surveys.	Chief Executive Officer
		> Promotion of the various ways to report a customer request to Council.	Director Corporate & Community Services
		> Ensuring the organisation is responding to customer requests and correspondence in accordance with Council's 'Customer Service Charter'	Executive Leadership Team

Customer Service **OFA4**

Objective	Deliverable	Key Measure	Lead
OFA4.2 Delivering services for the community is the driving purpose of our Council	OFA4.2.1 Providing a consistent, knowledgeable and professional customer experience	> Delivery of leadership training to people managers for the organisation	Executive Leadership Team
	OFA4.2.2 Implementing ongoing and specialised staff training that enables high-quality service delivery from skilled staff	> Conduct training needs analysis to inform workforce planning strategy	Manager People & Performance
OFA4.3 As a community's needs and context evolves, so should a Council's approach to service delivery	OFA4.3.1 Maximising information technology to offer contemporary service delivery models, increased staff capability and value for-money	> CTRC IT Steering Committee to deliver the IT Strategy and implementation plan	Chief Executive Officer
	OFA4.3.2 Optimising technologies such as Technology One platform to enable excellent service delivery	> Develop a roadmap for improved usage of the OneCouncil solution.	Executive Leadership Team



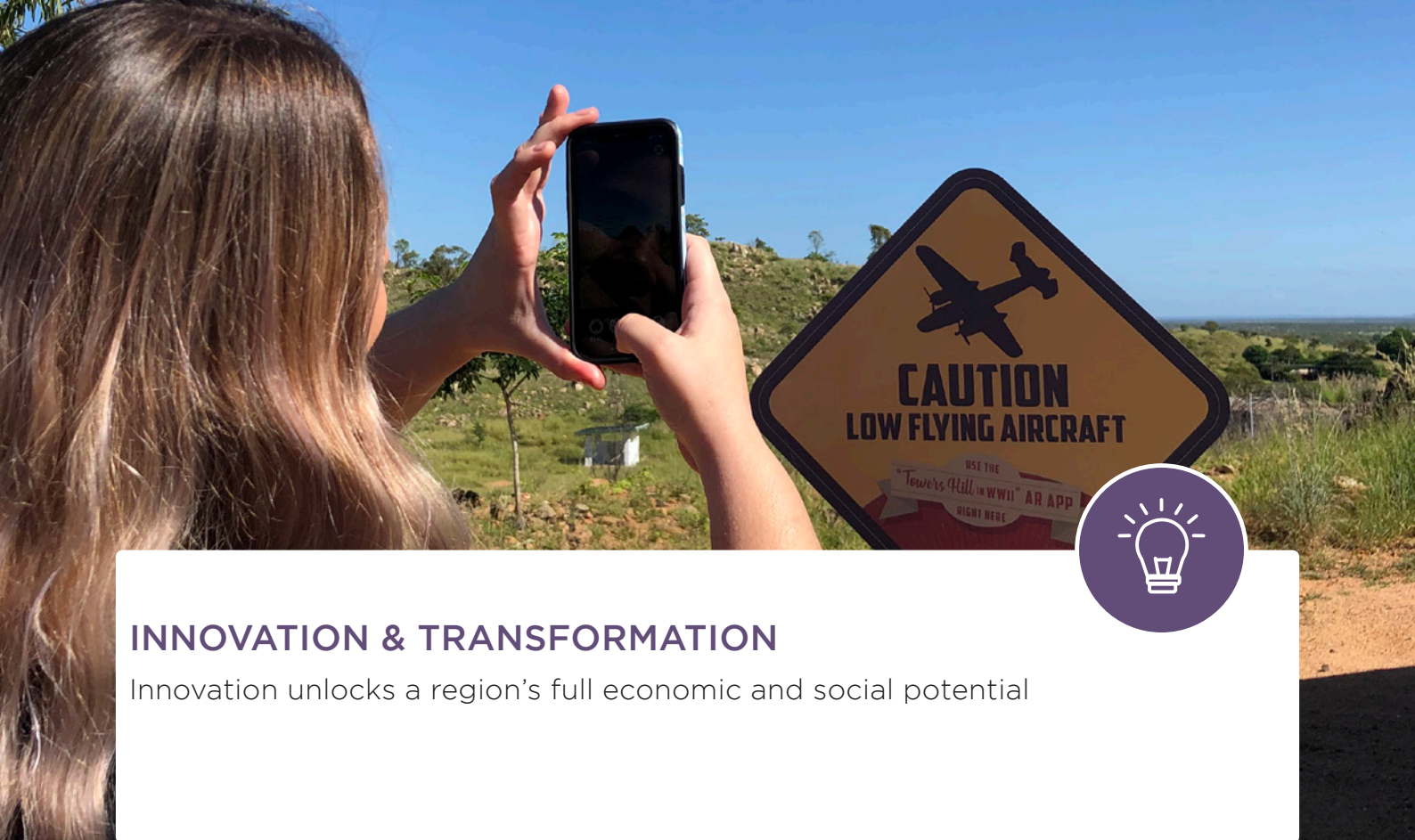
PEOPLE FIRST

A Council is defined by its staff

People First **OFA5**

Objective	Deliverable	Key Measure	Lead
OFA5.1 A successful organisation attracts and retains top talent	OFA5.1.1 Building our recruitment strategy to leverage our People First Strategy	> Develop and implement an effective workforce strategy that includes business succession planning.	Manager People & Performance
	OFA5.1.2 Developing strong succession planning that clearly defines how responsibility will transition	> Develop and implement a transition plan.	Manager People & Performance
	OFA5.1.3 Defining opportunities for internal promotion and external hiring that brings in high talent while retaining outstanding staff	> Develop and implement a strategic attraction and retention plan.	Manager People & Performance

Objective	Deliverable	Key Measure	Lead
OFA5.2 Staff perform best in a welcoming, friendly, diverse workplace that values their wellbeing	OFA5.2.1 Continuing to deliver our People First Strategy and encouraging a welcoming, inclusive workplace culture	> Embedding the People First Strategy to become business as usual within our organisational culture.	Chief Executive Officer
	OFA5.2.2 Delivering a work health and safety plan that models best practice and achieves safe outcomes within the workforce	> Review and refine the Safety Management System	Manager Work Health & Safety
	OFA5.2.3 Embedding a rigorous safety leadership culture within the workforce	> Provide people leaders with the skills to demonstrate safety leadership principles and practices	Manager Work Health & Safety
	OFA5.2.4 Encouraging opportunities for mentoring within the workplace to support upskilling and a collaborative workplace culture	> Expression of interest opportunities to be made available across the organisation for upcoming personal development programs.	Executive Leadership Team
OFA5.3 Council's staff are our biggest asset, and it is vital to invest in their development	OFA5.3.1 Ensuring there are options for staff to grow and expand their skills	> Conduct training/skills gap analysis to identify future needs of the organisation.	Manager People & Performance



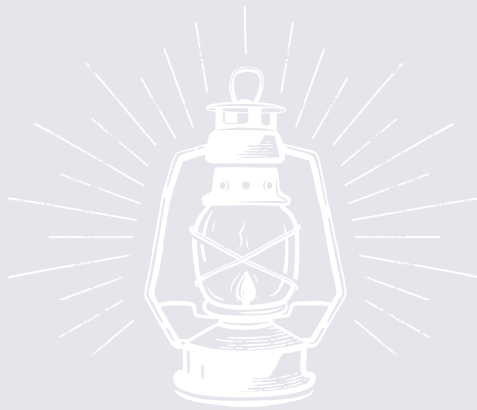
INNOVATION & TRANSFORMATION

Innovation unlocks a region's full economic and social potential

Innovation & Transformation OFA6

Objective	Deliverable	Key Measure	Lead
OFA6.1 Innovation promotes new ideas, new approaches to efficiency and continuous improvement	OFA6.1.1 Identifying and addressing local barriers to innovation such as red tape and inefficient processes	> To continue our partnership with Smart Precinct NQ to promote and develop innovative programs across the region.	Tourism Trade & Investment Advisor
OFA6.2 Local innovation can harness our current strengths and develop new opportunities in exciting new ways	OFA6.2.1 Establishing a formal Charters Towers Innovation Network that connects businesses and entrepreneurs with Council	> Working with Smart Precinct NQ to deliver an Incubator Program for small businesses in the region.	Tourism Trade & Investment Advisor
OFA6.3 Innovation does not happen in isolation	OFA6.3.1 Advocating for the Region in State and National innovation programs	> Advocate for collaborative ventures for the North Queensland region through the Regional Queensland Council of Mayors.	Chief Executive Officer

unearth our secrets



CHARTERS TOWERS

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EXECUTIVE SUMMARY

A local government must consider the remuneration payable to Councillors from 1 July of a particular year, before 1 July of that year, based on the recommendations for Councillor Remuneration contained in the annual Local Government Remuneration Commission Report.

OFFICER'S RECOMMENDATION

That Council:

- **Adopt the recommendations of the Local Government Remuneration Commission's Councillors' Remuneration from 1 July 2021 as follows:**

Mayor	\$108,222
Deputy Mayor	\$62,435
Councillor	\$54,110

with a base payment of \$36,073.28 payable for the 12 months and a meeting fee of \$1,503.06 per calendar month payable for attendance at scheduled meetings (listed below); and

- **Determine that Councillors' meeting fees (with the exclusion of the Mayor and Deputy Mayor) will apply to the following meetings between 1 July 2021 to 30 June 2022:**
- 1. General Meetings of Council (12 meetings);**
 - 2. Special Meetings of Council (as determined);**
 - 3. Statutory Budget Meeting (One meeting);**
 - 4. Budget Workshops (as determined); and**
 - 5. Monthly Workshops (12 workshops and /or as determined).**

BUDGET & RESOURCE IMPLICATIONS

Councillors' Remuneration is determined each year based upon the recommendations of the annual Local Government Remuneration Commission Report for maximum remuneration payable to Councillors. This figure is adopted in Council's annual budget and an increase is taken into consideration in the budget.

BACKGROUND

In November 2020 the Commission finalised its 2020 Report, including the determination of remuneration arrangements for Mayors, Deputy Mayors and Councillors of local governments (except Brisbane City Council), to apply from 1 July 2021.

Under Section 243 of the *Local Government Regulation 2012* the Tribunal decides which category each local government belongs to, and based upon the category, the remuneration payable to the councillors in each of those categories. In 2015 the Tribunal established that Charters Towers Regional Council is a Category 1 Council.

As required by section 246 of the Regulation the Commission has prepared a remuneration schedule for the 2021-2022 financial year, applicable from 1 July 2021.

The remuneration determination has not recommended an increase from 1 July 2021 for Mayors, Deputy Mayors and Councillors, as set out below and has recommended the amount remain as per below:

Mayor	\$108,222 per annum
Deputy Mayor	\$62,435 per annum
Councillor	\$54,110 per annum

In 2020, Council endorsed not to increase the annual remuneration based on the 2019 fees set by the Local Government remuneration Commission. It is recommended Council increase remuneration from 1 July 2020 to be consistent with the Commission's recommendation.

The meeting attendance fees, which comprise 1/3 of the monthly payment are contained in the "Notes to the remuneration schedule," reproduced below:

Notes to the remuneration schedule

In its 2014 report the then Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

Note 1 The monetary amounts shown are the per annum figures to apply from 1 July 2021. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

Note 2 For councillors in category 1 councils, a base payment of \$36,073.28 is payable for the 12 months commencing on 1 July 2021. A meeting fee of \$1,503.06 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

The meeting attendance fees apply only to Councillors, and not to the Mayor and Deputy Mayor.

The remuneration figures do not include Councillors' Expenses or superannuation.

The Local Government Regulation 2012 S247 (2) provides that Councillors may adopt the Commission's recommendation for remuneration, OR in the event that Councillors decline to adopt the recommendation, a resolution must be taken determining what the remuneration will be.

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

Internal: Mayor Frank Beveridge
Chief Executive Officer - Aaron Johansson

External: Local Government Remuneration Commission

LEGAL CONSIDERATIONS

Local Government Regulation 2012 S247 sets out how Councillors' remuneration is to be determined.

POLICY IMPLICATIONS

*CTRC Policy S0056 Councillors' Code of Conduct
CTRC Policy S0048 Standing Orders
CTRC Policy S0061 Councillor Remuneration*

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 25 May 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- **Attachment 1** - Extract from the 2020 Local Government Remuneration Commission Report Remuneration Schedule for Queensland Councils to apply from 1 July 2021.

REFERENCE DOCUMENT

- The Local Government Remuneration Commission Report 2020 Document No. 1456610
- Officer's Report Document No. 1456633

**ATTACHMENT 1: Extract from the 2020 Local Government Remuneration Commission Report
Remuneration Schedule for Queensland Councils to apply from 1 July 2021.**

Remuneration schedule to apply from 1 July 2021

		Remuneration determined (from 1 July 2021)		
		(\$ per annum; see Note 1)		
Category	Local governments assigned to categories	Mayor	Deputy mayor	Councillor
Category 1 (see Note 2)	Aurukun Shire Council Balonne Shire Council Banana Shire Council Barcaldine Regional Council Barcoo Shire Council Blackall-Tambo Regional Council Boulia Shire Council Bulloo Shire Council Burdekin Shire Council Burke Shire Council Carpentaria Shire Council Charters Towers Regional Council Cherbourg Aboriginal Shire Council Cloncurry Shire Council Cook Shire Council Croydon Shire Council Diamantina Shire Council Doomadgee Aboriginal Shire Council Douglas Shire Council Etheridge Shire Council Flinders Shire Council Goondiwindi Regional Council Hinchinbrook Shire Council Hope Vale Aboriginal Shire Council Kowanyama Aboriginal Shire Council Lockhart River Aboriginal Shire Council Longreach Regional Council Mapoon Aboriginal Shire Council McKinlay Shire Council Morrington Shire Council Murweh Shire Council Napranum Aboriginal Shire Council North Burnett Regional Council Northern Peninsula Area Regional Council Palm Island Aboriginal Shire Council Paroo Shire Council Pompuraaw Aboriginal Shire Council Quilpie Shire Council Richmond Shire Council Torres Shire Council Torres Strait Island Regional Council Winton Shire Council Woorabinda Aboriginal Shire Council Wujal Wujal Aboriginal Shire Council Yarrabah Aboriginal Shire Council	\$108,222	\$62,435	\$54,110
Category 2	Mareeba Shire Council Mount Isa City Council Somerset Regional Council	\$124,869	\$74,923	\$62,435

Category 3	Cassowary Coast Regional Council Central Highlands Regional Council Gympie Regional Council Isaac Regional Council Livingstone Shire Council Lockyer Valley Regional Council Maranoa Regional Council Noosa Shire Council Scenic Rim Regional Council South Burnett Regional Council Southern Downs Regional Council Tablelands Regional Council Western Downs Regional Council Whitsunday Regional Council	\$133,196	\$83,247	\$70,759
Category 4	Bundaberg Regional Council Fraser Coast Regional Council Gladstone Regional Council Rockhampton Regional Council	\$158,168	\$104,059	\$91,571
Category 5	Cairns Regional Council Mackay Regional Council Redland City Council Toowoomba Regional Council	\$183,143	\$124,869	\$108,222
Category 6	Ipswich City Council Townsville City Council	\$208,117	\$141,520	\$124,869
Category 7	Logan City Council Moreton Bay Regional Council Sunshine Coast Regional Council	\$233,091	\$161,499	\$141,520
Category 8	Gold Coast City Council	\$258,066	\$178,981	\$154,006

Notes to the remuneration schedule

In its 2014 report the then Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

- Note 1 The monetary amounts shown are the per annum figures to apply from 1 July 2021. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.
- Note 2 For councillors in category 1 councils, a base payment of \$36,073.28 is payable for the 12 months commencing on 1 July 2021. A meeting fee of \$1,503.06 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

EXECUTIVE SUMMARY

In accordance with Council's 2020/2021 Operational Plan objective O10.1.1 & 10.1.2, Council is presented with a policy to give guidance for applying for external grants and funding opportunities.

OFFICER'S RECOMMENDATION

That Council:

- **Adopt STRAT0080/OCEO External Grants & Funding Policy as tabled.**

BUDGET & RESOURCE IMPLICATIONS

There are no financial implications arising from adopting this report. This policy will ensure good financial governance is considered and processes are followed.

BACKGROUND

Council's 2020/2021 Operational Plan identified the below objectives:

- O10.1.1 Establish an external grant register to monitor progress of grant applications from application to acquittal
- O10.1.2 Develop a procedure for preparation and submission of grant applications

The streamlining of the process will allow all funding opportunities to be captured and distributed from one area of Council.

Council is currently receiving funding opportunities, notifications and submissions across the organisation.

The policy will ensure Officers consider the following when applying for any external grants/funding opportunities:

- Relevance to the community and consistency with Council's corporate objectives.
- Any additional Council contributions (in-kind, asset or financial) and Council's ability to provide and maintain assets.
- Any ongoing responsibilities for internal and external stakeholders both financially and administratively and Council's ability to contractually comply to these requirements.
- Assessment of risks and benefits to the community and Council.
- Council's ability to deliver the agreed objectives within timeframes.
- Collaborations with external organisations to enhance funding appeal and the administrative and financial risks and benefits associated with entering such partnerships; and
- Ongoing whole-of-life-cost impacts including capital, maintenance, management, insurance, disposal, operating costs over time.

Directive D0089/OCEO Registering and Monitoring of External Grants is included for Councillors to note the process to be followed by Officers.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

Priority 7 – Our Organisation

CONSULTATION (Internal/External)

Internal: Chief Executive Officer – Aaron Johansson
 Director Infrastructure Services – John Teague
 Director Corporate & Community Services – Kim Hargreaves
 Manager Community Services – Hayley Thompson
 Chief Financial Officer – Shane Cagney

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 recommendations being declined.

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 31 May 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- STRAT0080/OCEO External Grants & Funding Policy Document No. 1457904
- D0089/OCEO Registering and Monitoring of External Grants & Funding Document No. 1391286

REFERENCE DOCUMENT

- F0575 Grant Register Document No. 1391288
 - F0574 Grant Application Form Document No. 1391287
 - Officer's report Document No. 1457937
-

NUMBER: STRAT0080/OCEO
ACT: LOCAL GOVERNMENT ACT 2009
POLICY TITLE: EXTERNAL GRANTS & FUNDING POLICY

1.PURPOSE AND SCOPE

- 1.1 This policy applies to the preparation, submitting, registration, and acquittal of every External Grant/Funding application from an external funding source.
- 1.2 This policy is designed to ensure a centralised process is maintained for such funding allowing Council to be accountable, transparent and efficient in the way it applies for, manages, monitors and reports external funding requirements.
- 1.3 This policy will ensure all funding that is applied for will be consistent with Council’s corporate objectives prior to applying.

2.COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from **16 June 2021**.

3.APPLICATION OF POLICY

- 3.1.1 This Policy applies to all employees of the Charters Towers Regional Council.
- 3.1.2 This Policy applies to grants/funding from funding sources external to Council.
- 3.1.3 The compliance measures outlined in this Policy will allow Council to consistently monitor and meet all funding requirements.

4.DEFINITIONS

4.1

Term	Definition
External Grants/Funding	Any assistance (monetary or other resource) provided to Council by Government (State or Federal) or non-government organisation
Grant/Funding Application	An application completed by Council employees with the purpose of securing funding for a specific Council project.

5.POLICY PROVISIONS

5.1 Application

The following will be considered when applying for any external grants/funding opportunities:

- Relevance to the community and consistency with Council’s corporate objectives.
- Any additional Council contributions (in-kind, asset or financial) and Council’s ability to provide and maintain assets.
- Any ongoing responsibilities for internal and external stakeholders both financially and administratively and Council’s ability to contractually comply to these requirements.
- Assessment of risks and benefits to the community and Council.
- Council’s ability to deliver the agreed objectives within timeframes.
- Collaborations with external organisations to enhance funding appeal and the administrative and financial risks and benefits associated with entering such partnerships.
- Ongoing whole-of-life-cost impacts including capital, maintenance, management, insurance, disposal, operating costs over time

5.2 Process, Approvals & Reporting

All External Grants/Funding applications must follow Council's Administrative Directive D0089/OCEO Registering and Monitoring of External Grants & Funding.

6. VARIATIONS

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

ASSOCIATED DOCUMENTS

- *Registering & Monitoring of External Grants & Funding (D0089/OCEO)*
- *Grant Register (F0575)*
- *Grant Application Form (F0574)*
- *Criminal Code Act 1995*

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 **16 June 2021**
Resolution Number [xx]

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

Document Authorised: Aaron Johansson
Chief Executive Officer

Document ECM No: xxxx

CEO Signature

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

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

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

Your name:

Signed:

Date:

ADMINISTRATIVE DIRECTIVE

NUMBER: D0089/OCEO

ACT: LOCAL GOVERNMENT ACT 2009

POLICY TITLE: GRANTS REGISTER PROCEDURE

1. PURPOSE AND SCOPE:

- 1.1. Establish a centralised process for preparing, submitting, registering, and acquitting every grant funding application from a funding source external to Council from submission through to a decision and acquittal.
- 1.2. Establish a Grant Register for recording all grant funding applications from lodgement through to decision and acquittal, if approved.

2. COMMENCEMENT OF DIRECTIVE

This Directive will commence from 9 June 2021. It replaces all other policies or directives relating to the Grants Register.

3. APPLICATION OF DIRECTIVE

- 3.1 This Directive applies to all employees of the Charters Towers Regional Council.
- 3.2 This Directive applies to grants/funding from funding sources external to Council.
- 3.3 The compliance measures outlined in this Directive will allow Council to consistently monitor and meet reporting dates and grant application requirements.

4. DEFINITIONS

Acquittal	A formal condition of funding required on completion of the project.
Chief Executive Officer (CEO)	Is the person appointed to the position of Chief Executive Officer under the <i>Local Government Act 2009</i> (the Act) and any person acting in that position.
Executive Leadership Team (ELT)	Consists of the Council employees in the position of Director and CEO
Executive Assistant (EA)	Executive Assistants to the Director of Infrastructure Services, Corporate & Community Services and the Chief Executive Officer.
Grant Index Code (GIC)	A unique ECM code specific to grants and funding that is generated by the Records Team on request. Documentation relating to a Grant, ie. application, acknowledgement of receipt, notifications, acquittal, and all associated emails, are required to be registered in ECM under the corresponding GIC.
OCEO Delegated Officer/s	Delegated Officer/s from the Office of the Chief Executive Officer
Officer	Includes employees, contractors (including temporary contractors), members of Council's committees, work experience students and volunteers of Council.

5. PROCESS

5.1 Identify and Distribute the Funding Opportunity

- 5.1.1 All funding opportunities are received via mail@chartersstowers.qld.gov.au (mailbox is managed by Records) or referred to this email address by any staff member who receives a funding opportunity.
- 5.1.2 Records registers the funding opportunity in ECM and tasks to OCEO Delegated Officer/s.
- 5.1.3 OCEO Delegated Officer/s register grant details in Grant Register (F0575/OCEO) in ECM.

5.2 Preapproval for Relevance

- 5.2.1 OCEO Delegated Officer/s receive preapproval from the Chief Executive Officer (CEO) to circulate a grant to the relevant Director and Manager.
- 5.2.2 If CEO approval met, OCEO Delegated Officer/s notify the Records Team who create a Grant Index Code (GIC). If funding not applicable or funding not relevant, OCEO Delegated Officer/s to update Grant Register F0575/OCEO.

5.3 Register and Prepare Funding Application

- 5.3.1 OCEO Delegated Officer/s task funding opportunity to relevant Director or Manager as per directions from CEO and communicate due date for return.
- 5.3.2 Manager appoints an Officer to prepare the following:
 - Grant Registration Form (F0574/OCEO)
 - Funding Application
 - Council Report (if applicable)
 - Any supporting documents relevant to the applications submission

5.3.3 Officer tasks the above completed documentation via ECM to OCEO Delegated Officer/s.

5.4 Final Approval from ELT to Submit Application

- 5.4.1 OCEO Delegated Officer/s tables documentation to the next available Executive Leadership Team (ELT) Meeting for final approval.
- 5.4.2 OCEO Delegated Officer/s to communicate ELT decision with relevant Executive Assistant (EA), Manager and Officer.
- 5.4.3 In time sensitive instances, the Chief Executive Officer reserves the right to make a final decision on application submissions.

5.5 Submit Application

- 5.5.1 If approved by ELT, OCEO Delegated Officer/s or relevant EA submits application via portal or as per instructions.

5.6 Outcome of Application

- 5.6.1 OCEO Delegated Officer/s receives outcome of funding submission from funding body.
 - If unsuccessful, OCEO Delegated Officer/s sends any feedback to Directors, Managers and Officers and updates Grants Register.
 - If successful, OCEO Delegated Officer/s updates Grants Register, communicates reporting schedules (as per completed Grant Registration Form) with relevant Directors, Managers and Teams (including Finance [who provide a TechOne Income/Expense Number], Records and Governance if applicable) and ensures reporting milestones and acquittal requirements are met.
- 5.6.2 Nominated Officer monitors progress and deadlines throughout the life of the funding agreement and reports to OCEO Delegated Officer who updates the grant register.

6. ACCOUNTABILITY & NON-COMPLIANCE WITH DIRECTIVE

Any breach of this Directive may result in disciplinary action and will vary depending on the extent of the breach.

6. POLICY REVIEW

The Directive is to be reviewed whenever legislation changes, OR every two years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Variations

Charters Towers Regional Council reserves the right to vary, replace or terminate this Administrative Directive from time to time.

Associated Documents

- STRAT0080/OCEO External Grants & Funding Policy
- F0575 Grant Register
- F0574 Grant Application Form
- *Criminal Code Act 1995*

ADMINISTRATIVE DIRECTIVE

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

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

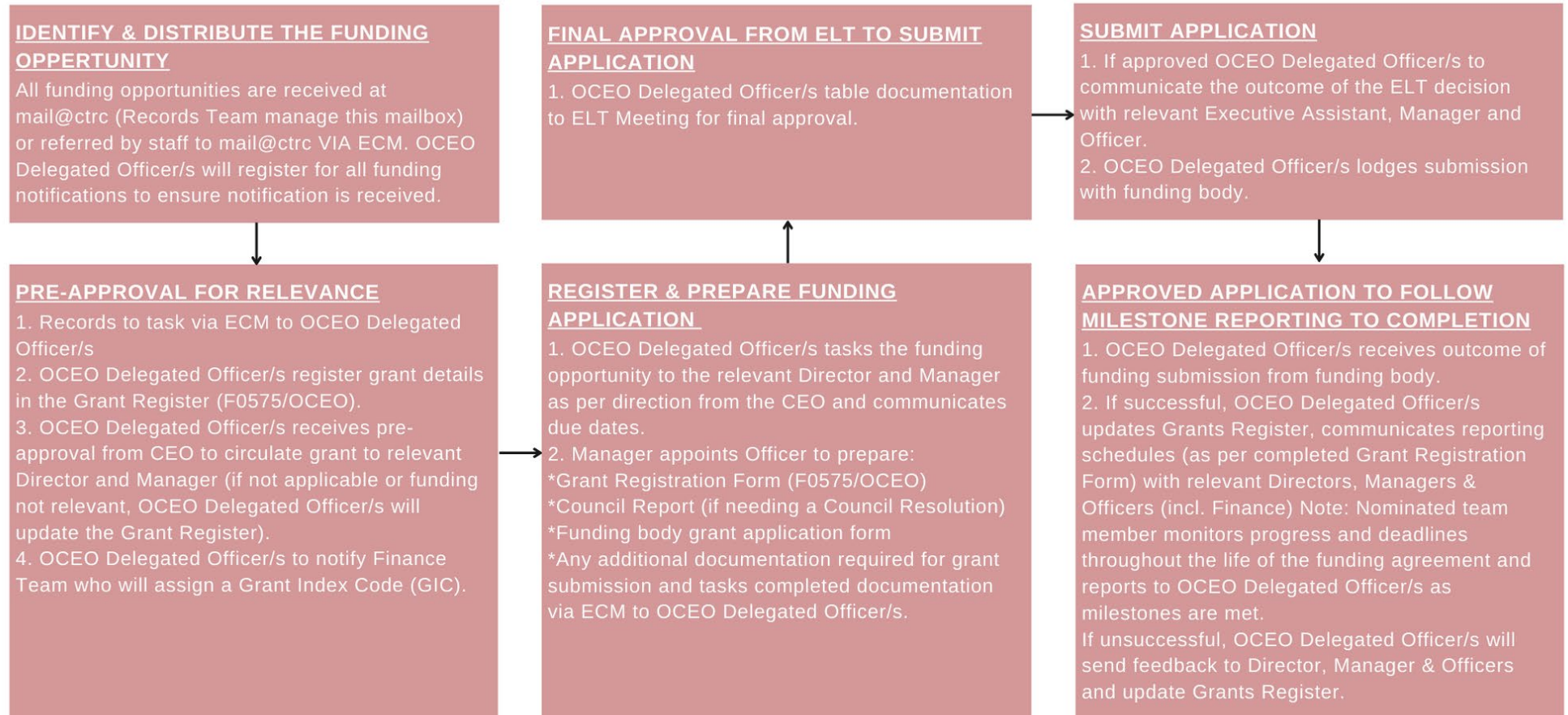
- *receiving the CTRC Administrative Directive D0089 Grants Register Procedure;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in me being dismissed from my employment.*

Your name:

Signed:

Date:

PROCESS



EXECUTIVE SUMMARY

Council has established a policy to allow further funding opportunities for individual athletes. STRAT0078/OCEO Financial Support for a Junior Athlete is presented for Council's consideration.

OFFICER'S RECOMMENDATION

That Council:

- **Adopt STRAT0078/OCEO Financial Support for a Junior Athlete as tabled; and**
- **Authorise the Chief Executive Officer to approve applications that meet the eligibility criteria.**

BUDGET & RESOURCE IMPLICATIONS

This policy will come into effect from 1 July 2021 and the funding allocation will be captured in the 2021/2022 Annual Budget.

BACKGROUND

Council often receives requests from junior athletes for financial support towards travel assistance for representative sport. Previous requests of this nature were supported by Elected Members personally.

Council does not currently have any funding opportunities that allow individuals to request financial assistance outside of an organisation.

The proposed initiative will allow financial support for junior athletes who are participating in a representative competition at state, national or international level. The grant is provided by Council to assist young individuals residing in the Charters Towers Regional Council local government area, in meeting the costs associated with participating in a representative sporting event.

Consideration was made to the criteria when including the eligibility for a Charters Towers Local Government area address. Council has excluded temporary residents from this policy as a number of other Councils have similar funding sources eg. a boarding student may apply for similar funding from their local government.

It is recommended the application be approved directly by the Chief Executive Officer to allow a timely approval process and distribution of funds.

To be eligible, an athlete must meet the following criteria:

- 18 years or younger at the time of competition.
- Residing within the Charters Towers Regional Council Local Government area for at least 12 months.
- Is representing Queensland or Australia or equivalent in an officially recognised State, National or International event.
- Be amateur in status.
- Written verification of selection from the relevant organisation.
- Must provide evidence of associated costs to participate in the competition.
- Must provide statutory declaration of applicant's financial contribution and residency.
- Applications Must be received prior to the competition. Applications for competitions that have already occurred will not be considered.
- The level of funding available to individual junior athletes will be based on a progressive scale, the higher the level of representation, the greater the financial support.
- Funding from this funding source has not exceeded \$2,000 per applicant, per calendar year.

The level of financial support will be based on the following:

- Representing Queensland within Queensland - \$500
- Representing Queensland Interstate - \$1,000
- Representing Australia within Australia - \$1,500
- Representing Australia Overseas - \$2,000

Payments will be capped at \$2,000 per applicant, per calendar year.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2018-2023

Priority 5 – Community

CONSULTATION (Internal/External)

Internal: Chief Executive Officer – Aaron Johansson
Cr Kate Hastie
Councillor Workshop – April 2021
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 recommendations being declined.

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 31 May 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
---	---

ATTACHMENTS

- STRAT0078OCEO Financial Support for a Junior Athlete Document No. 1437914

REFERENCE DOCUMENT

- F0601 Financial Support for a Junior Athlete Application Form Document No.
 - Officer's report Document No. 1457963
-

NUMBER: STRAT0078/OCEO

POLICY TITLE: FINANCIAL SUPPORT FOR A JUNIOR ATHLETE

1. PURPOSE AND SCOPE

1.1 This policy is to outline the criteria for financial support available for young athletes who are participating in a representative competition at state, national or international level. The grant is provided by Council to assist young individuals residing in the Charters Towers Regional Council local government area, in meeting the costs associated with participating in a representative sporting event.

2. COMMENCEMENT OF POLICY

2.1 This Policy will commence from 1 July 2021.

3. APPLICATION OF POLICY

3.3 This policy applies to individuals participating in a representative sporting competition, seeking financial assistance towards the costs associated with attending the event.

4. DEFINITIONS

Young Athlete	A young athlete who is 18 years or younger at the time of the competition and participating in a representative competition at regional, state or national level.
Eligibility Criteria	Provision of criteria to met to be eligible for the funding course.
Funding Limit	A maximum of \$2,000, per applicant, per calendar year.
Residing Resident	Applicant with a residential address in the Charters Towers Local Government area. This excludes temporary residents eg boarding students with a College address or persons working in the area with an accommodation provider address.

5. ELIGIBILITY

5.5 To be eligible, an athlete must meet the following criteria:

- 18 years or younger at the time of competition.
- Residing within the Charters Towers Regional Council Local Government area for at least 12 months.
- Is representing Queensland or Australia or equivalent in an officially recognised State, National or International event.
- Be amateur in status.
- Written verification of selection from the relevant organisation.
- Must provide evidence of associated costs to participate in the competition.
- Must provide statutory declaration of applicant's financial contribution and residency.
- Applications Must be received prior to the competition. Applications for competitions that have already occurred will not be considered.
- The level of funding available to individual junior athletes will be based on a progressive scale, the higher the level of representation, the greater the financial support.
- Funding front this funding source has not exceeded \$2,000 per applicant, per calendar year.

6. LEVEL OF REPRESENTATION

6.6 The level of financial support will be based on the following:

- Representing Queensland within Queensland - \$500
- Representing Queensland Interstate - \$1,000
- Representing Australia within Australia - \$1,500
- Representing Australia Overseas - \$2,000

Payments will be capped at \$2,000 per applicant, per calendar year.

7. APPLYING FOR THE GRANT

7.1 Applications without the requested documents will not be considered. Applications must include:

- Applications must meet the eligibility criteria.
- Complete the Financial Support for a Junior Athlete Application Form F0601.
- Evidence of associated costs to complete in the competition.
- A signed Statutory Declaration confirming the athlete's financial contribution and residency.

Variations

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

Associated Documents

- *Financial Support for a Junior Athlete Application Form F0601*

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 16 June 2021
Resolution Number [xx]

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

Document Authorised: Aaron Johansson
Chief Executive Officer

Document ECM No: 1437914

CEO Signature

13.5 Adoption of amended Statutory Policy STRAT0060/OCEO Customer Service Standards and STRAT0061/OCEO Customer Service Charter

EXECUTIVE SUMMARY

Council has reviewed the current Customer Service Standards and Charter to capture Council's new vision & mission statements and the updated organisational values.

OFFICER'S RECOMMENDATION

That Council:

- **Adopt STRAT0060/OCEO Customer Service Standards as tabled; and**
- **Adopt STRAT0061/OCEO Customer Service Charter (as annexed to STRAT0060/OCEO) as a publicly available document.**

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

In March 2019, Council adopted a Customer Service Standards and Customer Services Charter.

The proposed policies aim to clearly outline the recommended timeframes that should be followed when responding to customer enquiries and in providing availability for customer contact. All timeframes are objective and measurable.

The Customer Service Charter will be annexed to the Strategic Policy and made publicly available on:

- Council's website
- Administration Centre
- Excelsior Library
- World Theatre
- Visitor Information Centre

The timeframes listed in STRATS0060 and STRAT0061 have been collated from a variety of sources, both internal and external. The suggested timeframes were discussed at the June 2021 ELT Meeting, as well as with individual staff in various directorates.

The majority of the timeframes reflect the current expectations on staff, regardless of whether it is recorded in an internal policy or not.

LINK TO CORPORATE PLAN

Corporate Plan 2018-2023 Priority 7 – Our Organisation

CONSULTATION (Internal/External)

- Internal:
- Chief Executive Officer – Aaron Johansson
 - Director Infrastructure Services – John Teague
 - Director Corporate & Community Services – Kim Hargreaves
 - Administration Officer – Annabelle Tindall
 - Customer Services Team Leader – Kathy Thorley
 - Manager Community Services – Hayley Thompson
- External:
- Timeframes adopted by other local government organisations were reviewed

LEGAL CONSIDERATIONS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Right to Information Act 2009*
- *Information Privacy Act 2009*

POLICY IMPLICATIONS

- S0014 Complaints Management Policy & Procedural Guideline

RISK IMPLICATIONS

Non compliance with the policy exposes Council to lowering of the esteem with which the Council is held plus increased risk of customer complaints.

Report Prepared by: AMY RUSSELL EA to the CEO Date: 4 June 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
--	---

ATTACHMENTS

- STRATS0060/OCEO Customer Service Standards Document No. 1247224
- STRAT0061/OCEO Customer Service Charter Document No. 892465

REFERENCE DOCUMENT

- Officer's Report Document No. 1459128
-

NUMBER: STRAT0060/OCEO

ACT: *Local Government Act 2009*
Information Privacy Act 2009
Right to Information Act 2009

POLICY TITLE: Customer Service Standards

1. PURPOSE AND SCOPE

1.1 The purpose of this policy is to establish a framework for provision of high-quality standards of customer service both internally and externally.

2. COMMENCEMENT OF POLICY

2.1 This Policy will commence from **16 June 2021**. It replaces all other policies relating to Customer Service Standards.

3. APPLICATION OF POLICY

3.1 This Policy is to be used to guide staff with appropriate interaction when liaising with members of the community. Although specifically aimed at front line staff, it provides guidance for all staff regardless of role.

4. DEFINITIONS

Item	Meaning
Customer Service Request	Customer notification of an issue or request that is provided to Council either online, by phone or in person. Staff members record this on a specific form.
Snap Send Solve notification	App mediated notification of an issue being reported to Council by a customer. The notification is then emailed to Council.

5. POLICY PROVISIONS

Charters Towers Regional Council is committed to serving the community with efficient customer service.

The way that Council responds to customer requests and communicates with the community is important as it can be one of the main methods that the community use to determine the efficiency of Council services.

This policy outlines the level of service that Council is striving for and the measures to ensure that customer contact is as seamless as possible.

For all customer contact, staff will:

- Greet customers in a friendly and respectful manner
- Be wearing a Council name badge
- Listen to customer enquiries carefully and respectfully
- Endeavour to resolve enquiries as efficiently as possible
- Submit a Customer Service Request or escalate the enquiry if appropriate

- Provide information regarding the anticipated timeframe for a response
- Keep customers informed of the progress of their enquiry
- Be able to provide advice regarding feedback or complaint procedures if required
- Respond to internal requests in the same manner as external requests

Suggested timeframes for responses include:

Activity	Response
Answer telephone calls during business hours	Within 3 rings
Respond to mobile phone messages left on telephone answering services	Within 8 business hours
Provide emergency response contact details for customers who need public health/safety assistance after-hours	Automated answer always available between 4.30pm until 8.30am on the next business day
Provide emergency services after hours for: <ul style="list-style-type: none"> • Road emergencies • Water and Sewerage emergencies • Stock and Animal emergencies • Airport emergencies • Parks emergencies • Building emergencies 	Always available
Provide face-to-face service at the front counter of the Administration Centre or City Hall during advertised business hours	Attended to, or advised of any delays, within 2 minutes
Acknowledge emails and letters received by Council and advise of time frames for a response	Within 10 business days
Respond to Customer Service Requests and Snap Send Solve notifications and advise of time frames for a response	Within 10 business days
Respond to Facebook Private Messages	Immediate automated reply provided that advises of the process for submitting a Customer Service request
Respond to Facebook post comments that are considered "enquiries"	Within 3 business days
Provide an up to date website presence via www.charterstowers.qld.gov.au	Always remains accessible
Respond to requests under Right to Information legislation	As legislated by the <i>Right to Information Act 2009</i>
Respond to complaints made to Council	As described by S0014 Complaints Management Policy & Procedural Guideline

Variations

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

Associated Documents

- *Local Government Act 2009*
- *Information Privacy Act 2009*
- *Right to Information Act 2009*
- S0061 Customer Service Charter
- S0014 Complaints Management Policy & Procedural Guideline

DOCUMENT REVIEW:

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

Document Adopted: Council's General Meeting **16 June 2021**
Resolution Number #####

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

Document Authorised: Aaron Johansson
Chief Executive Officer

CEO Signature

Document ECM No. 1247224

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

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *receiving the CTRC Customer Service Standards Policy No STRAT0060;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in me being dismissed from my employment.*

Your name:

Signed:

Date:

Our 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.

Contact Details

PO Box 189
Charters Towers QLD 4820

12 Moman Street
Charters Towers QLD 4820

P (07) 4761 5300
F (07) 4761 5344
E mail@charterstowers.qld.gov.au
ABN 67 731 313 583

www.charterstowers.qld.gov.au



Customer Service Charter



Our Values



ACCOUNTABLE

We're accountable: we own what we do, and we do what we say.



OPEN

We're open: we're honest & upfront, and we welcome new ideas.



COURAGEOUS

We're courageous: we stand strong and speak up for what's right.



AIM TO BE BETTER

We aim to be better: not shoot others down.



A PROUD TEAM

We're a proud team, for good reason.

What can you expect from us?

We aim to:

- ✓ Answer telephone calls during business hours within 3 rings.
- ✓ Respond to phone messages left on telephone answering services within 8 business hours.
- ✓ Provide emergency response contact details for customers who need public health/safety assistance during after-hours through our automated answer service which is always available between 4:30pm & 8:30am on the next business day.
- ✓ Always provide emergency services after-hours for:
 - Road emergencies
 - Water & sewage emergencies
 - Stock & animal emergencies
 - Airport emergencies
 - Parks emergencies
 - Building emergencies
- ✓ Provide face-to-face service at the front counter of the Administration Centre during advertised business hours and attend to, or advise of delays, within 2 minutes.
- ✓ Acknowledge emails and letters received by Council and advise of the timeframes for a response within 10 business days.
- ✓ Respond to Customer Service Requests & Snap Send Solve notifications and advise of timeframes for a response within 10 business days.
- ✓ Respond to Facebook Private Messages via immediate automated reply advising on the process of submitting a customer service request.
- ✓ Respond to Facebook post Comments that are considered "enquires" within 3 business days.
- ✓ Provide up to date website presence via www.charterstowers.qld.gov.au that is always accessible.
- ✓ Respond to requests under Right to Information legislation as legislated in the *Right to Information Act (2009)*.
- ✓ Respond to complaints made to Council as described by S0014 Complaints Management Policy & Procedural Guidelines.

To allow us to help us help you, we expect that you will:

- Provide us with all the information we need to assist you
 - Communicate with us respectfully
 - Provide us with honest and constructive feedback
 - Contact us if you believe we have made an error
- Please note: Unreasonable customer behaviour may result in the termination of your call.**

What if you are not happy with our response:

- We recognise that there are times when you will disagree with our actions. This is why we have a Complaints Management Policy: www.charterstowers.qld.gov.au/contact/complaints-management
- You can lodge a complaint:
- On our website www.charterstowers.qld.gov.au
 - By submitting it in writing to Council at mail@charterstowers.qld.gov.au

Whenever you contact us we will:

- Identify ourselves appropriately
- Listen to you with respect, courtesy and understanding
- Respond to your enquiry in a professional and timely manner
- Endeavour to resolve your enquiry in a timely manner
- Set clear expectations of the next steps and deliver on those commitments

EXECUTIVE SUMMARY

An invitation has been received for Council to agree to become a member and financial member of the Regional Queensland Council of Mayors.

OFFICER'S RECOMMENDATION

That Council:

- *Agree to become a member and financial member of the Regional Queensland Council of Mayors, and*
- *Membership fees be included in Council's 2021/2022 and 2022/2023 budgets.*

BUDGET & RESOURCE IMPLICATIONS

An indicative membership contribution of \$2,161.00 for the 2021/2022 financial year and \$4,323.00 for the 2022/2023 financial year has been recommended.

Council to pay for Mayoral expenses relating to the Mayor's attendance at the Executive Meetings.

BACKGROUND

The Regional Queensland Council of Mayors, from the previous Northern Alliance of Councils, is a refocus and a realisation that Regional Queensland requires its own representation and change to fight for a fair share of representation and funding.

Forty-three (43) regional Councils have been invited to join the Regional Queensland Council of Mayors.

The Executive consists:

- | | |
|-------------------------|--|
| • Mayor Greg Williamson | Mackay Regional Council (President) |
| • Mayor Jenny Hill | Townsville City Council (Vice President) |
| • Mayor Andrew Willcox | Whitsunday Regional Council |
| • Mayor Bob Manning | Cairns Regional Council |
| • Mayor Frank Beveridge | Charters Towers Regional Council |
| • Mayor Peter Scott | Cook Shire Council |
| • Mayor Michael Kerr | Douglas Shire Council |

The Secretariat consists:

- | | |
|-------------------|---|
| • Michael Thomson | Chief Executive Officer, Mackay Regional Council
Secretary |
| • David McKendry | Executive Officer, Mackay Regional Council
Secretary Support |

LINK TO CORPORATE PLAN

Focus area OFA1 – Transparency and Accountability.

CONSULTATION (Internal/External)

- | | |
|-----------|---|
| Internal: | Mayor Frank Beveridge
Chief Executive Officer - Aaron Johansson
Chief Financial Officer - Shane Cagney
Financial Services Coordinator - Belinda Blokland |
| External: | Executive Assistant – Mayor, Mackay Regional Council - De-ann Jeffrey |

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: JENNIFER BROWN Executive Assistant to Mayor Date: 26 May 2021	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Email from Mackay Regional Council dated 6 May 2021 – Document No. 1455991
- Officer’s Report Document No. 1456911

13.7 Charters Towers Regional Council Tourism Advisory Committee

EXECUTIVE SUMMARY

Due to unforeseen circumstances, two members of the recently endorsed have resigned from the Committee. Council is presented with two applicants to replace representation for ‘Edu Tourism’ and ‘Ravenswood Community’.

OFFICER’S RECOMMENDATION

That Council:

- ***Endorse the following membership for the Charters Towers Tourism Advisory Committee:***
 - **Michael Fletcher – Edu Tourism representative**
 - **Ravenswood Gold Community Liaison Advisor – Ravenswood representative**

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

The Tourism Advisory Committee was endorsed by Council at the General Meeting held on 19 May 2021.

Immediately after the first meeting agenda was distributed to Committee Members, notifications were received by phone and email regarding two committee member positions. Unfortunately, these members were unable to accept the positions due to conflicting commitments.

In order to progress the Tourism Advisory Committee and resolve these two vacancy issues, it is recommended that Council endorse additional membership from the existing list of nominees.

There are no further changes to the following endorsed membership:

- Lorrae Strahorn – Hospitality representative
- Raylea Thomson – Accommodation representative
- Tracy Maff – Tourism representative
- Tania Ault – Community representative
- TBC – Ravenswood representative
- TBC – Edu Tourism representative

LINK TO CORPORATE PLAN

Tourism; Our Priority Focus Areas for 2018- 2023; To be a destination of choice for new and repeat regional, intrastate, interstate and international visitors, known for our unique and authentic experiences derived from our natural and historical assets.

CONSULTATION (Internal/External)

Internal: Chief Executive Officer - Aaron Johansson
 Manager Community Services - Hayley Thompson
 External: N/A

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.

Report Prepared by: MELANIE LAVELLE-MALONEY Tourism Trade and Investment Advisor Date: 7 June 2020	Report Authorised by: AARON JOHANSSONN Chief Executive Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- P0151/OCEO Terms of Reference Charters Towers Tourism Advisory Committee Document No. 1401538
 - May 2021 General Meeting of Council report Document No. 1452351
 - List of EOI received Document No. 1459844
 - Officer's Report Document No. 1459844
-

14. REPORTS FOR CONSIDERATION - CONFIDENTIAL

CLOSE OF MEETING FOR CONFIDENTIAL REPORTS

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

Item 14.1 Work Health & Safety Report – April 2021

In accordance with the *Local Government Regulation 2012 254*, (b) industrial matters affecting employees; the meeting will be closed to discuss the following confidential reports:

Item 14.2 Chief Executive Officer's Performance Review

CORPORATE & COMMUNITY SERVICES

14.1 Work Health & Safety Report – May 2021

OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.2 Chief Executive Officer's Performance 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 19 May 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 G Petersen – Acting Director Infrastructure Services
Mrs A Russell – Executive Assistant to the Chief Executive Officer
Mrs H Thompson – Manager Community Services
Mr S Cagney – Chief Financial Officer
Ms C Conaghan – Manager Governance & Comms
Mr S Faber – Manager Work Health & Safety
Mr Leif Hickey, Technology Coordinator

Pastor Bennett Cain, of the Christian Family Church, attended on behalf of the Ministers' Fraternal.

Apologies:

Mr J Teague – Director Infrastructure Services

Members of the Gallery:

Trudy Brown, Townsville Bulletin

3. PRAYER

Pastor Bennett Cain delivered an opening prayer. Pastor Bennett Cain departed the meeting at **9:04am**.

4. CONDOLENCES

Condolences were offered for:

Thomas Stirling
Brian Brown
Maureen Reid
Alethea Easton

5. DECLARATIONS OF INTEREST

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

Item 11.3 Application under the Land Act 1994 – Proposed permanent closure of Shield Creek, Jessie Springs and Porphyry Roads

I, Cr BP Robertson, inform the meeting I have a prescribed conflict of interest as a result of my family owning a property located along the road mentioned in the report.

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

Item 12.2 Request for support – 2021 Charters Towers Charity Ball

I, Mayor FC Beveridge, inform the meeting I have a prescribed conflict of interest as a result of my wife and daughter's membership on the committee.

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

6. DEPUTATIONS

There were no deputations scheduled.

7. CONFIRMATION OF MINUTES

❖ Minutes of General Meeting held 21 April 2021.

Resolution No.: 3596

Moved: Cr S Bennetto

Seconded: Cr KF Hastie

That the Minutes of the General Meeting held 21 April 2021 be confirmed.

CARRIED

8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

There were no matters arising.

9. MAYOR'S AND COUNCILLORS' REPORTS

Mayor FC Beveridge reported on:

Date	Details
21/04/2021	Chaired General Meeting
21/04/2021	Participated in Councillor Workshops
21/04/2021	Participated in meeting with Queensland Audit Office
22/04/2021	Reviewed ANZAC Day runsheet with Corporate and Community Services staff
22/04/2021	Recorded Mayoral Minute from April Meeting with Media Team
22/04/2021	Attended fundraising morning tea
22/04/2021	Travelled to Townsville to participate as a Mentor in the Big Ideas Youth Challenge
22/04/2021	Participated in Careers Day Planning Meeting together with Deputy Mayor
23/04/2021	Attended Legacy Business Breakfast in Townsville
23/04/2021	Meeting with Air Commodore Stuart Bellingham (Exercise Director Talisman Sabre)
23/04/2021	Participated in NQROC interviews to recruit Executive Officer
23/04/2021	Attended World Theatre Piano evening
25/04/2021	Attended ANZAC Day Dawn Service and laid wreath
25/04/2021	Presided at ANZAC Day Commemorations at Cenotaph and laid wreath
27/04/2021	Regional Development Australia Chair Duties
27/04/2021	Inspection of property
27/04/2021	Weekly meeting with Chief Executive Officer
27/04/2021	Meeting with MITEZ
28/04/2021	Informal Meeting with Chamber of Commerce and Mines Inc. representatives
28/04/2021	Meeting with Dale Last MP – Member for Burdekin, Shadow Minister for Police and Corrective Services, Shadow Minister for Fire and Emergency Services, Shadow Minister for Rural and Regional Affairs
28/04/2021	Meeting with MITEZ by Teams
28/04/2021	Weekly meeting with Executive Assistant
29/04/2021	Presided at Australian Citizenship Ceremony
29/04/2021	Attended briefing by Teams
30/04/2021	Regional Development Australia Chair Duties
30/04/2021	Attended NQROC General Meeting in Townsville with Council's Chief Executive Officer
30/04/2021	Participated in Country Music Festival Parade and gave welcome at opening of festival
04/05/2021	Weekly meeting with Chief Executive Officer
04/05/2021	Meeting with constituent
04/05/2021	Meeting with Chief Executive Officer, Deputy Mayor, Cr Robertson, Tourism Trade and Investment Advisor to discuss road issue
05/05/2021	Chaired meeting with secondary school principals & Deputy Mayor
05/05/2021	Participated in Councillor workshop
05/05/2021	Teleconference with Chief Health Officer (Dr Jeanette Young) and Queensland Mayors to discuss vaccination rollout
06/05/2021	Meeting with Deputy Mayor, Cr Robertson and Media Team to discuss Live Export Forum
07/05/2021	Meeting with constituent and Chief Executive Officer to discuss road issues
07/05/2021	Regional Development Australia Chair Duties in Townsville
07/05/2021	Attended Official Opening of The Hutchinson Builders Centre (Home of the NQ Toyota Cowboys) – Townsville
08/05/2021	Attended Cowboys Football Game
08/05/2021	Attended Opera Queensland performance
10/05/2021	Weekly meeting with Chief Executive Officer
10/05/2021	Participated in photograph with Prospect and Councillors to promote Domestic and Family Violence Prevention Month May 2021
11/05/2021	Meeting with constituent regarding dams
11/05/2021	Presented certificates at Central State School Student Leader Induction Ceremony

11/05/2021	Meeting with Director Corporate and Community Services regarding Youth Council Meeting Agenda
11/05/2021	Media interview with reporter from ABC Radio
12/05/2021	Meeting with singer/songwriter
12/05/2021	Attended morning tea at PCYC – Pledge to put an end to Domestic Violence
12/05/2021	Meeting with constituent
12/05/2021	Meeting with Ravenswood Gold. Ravenswood Gold's expansion activities and upcoming plans
12/05/2021	Meeting with AgForce to discuss Land Valuations
12/05/2021	Attended and spoke at AgForce Land Valuations' Forum
13/05/2021	Regional Development Australia – Attended CQ University Graduation Ceremony in Townsville
13/05/2021	Attended Charters Towers Chamber of Commerce and Mines Inc. Meeting
14/05/2021	Chaired Youth Council Meeting
14/05/2021	Attended Hells Gate Public Meeting
14/05/2021	Participated in meeting with Townsville Enterprise Limited
17/05/2021	Weekly meeting with Executive Assistant
17/05/2021	Weekly meeting with Chief Executive Officer
17/05/2021	Meeting with Chief Executive Officer and Developer
17/05/2021	Participated in webinar
18/05/2021	Meeting with Dalrymple Lions Club
18/05/2021	Meeting with Deputy Mayor, Executive Assistant and Facilitator of Live Export Forum as to program for the Forum

Cr S Bennetto reported on:

Date	Details
21/04/2021	Council workshops
22/04/2021	LGMA Propeller Program – presentation to participants Meeting with LGAQ representatives - economic update from our region
23/02/2021	Charters Towers State High School Anzac Day Ceremony Meeting at Kernow Careers Expo planning and engagement
25/04/2021	Anzac Day Ceremony - Greenvale
27/04/2021	Roundtable meeting with University of Southern Queensland – post mining economies and restoration
02/05/2021	Beef Week – Nose to Tail Dinner
03/05/2021	Beef Week – Symposium and trade exhibitions, networking dinner
04/05/2021	Meeting with Cr Robertson, CEO and Tourism, Trade & Investment adviser re roads and portfolio project updates.
05/05/2021	Secondary School Principals' Meeting Councillor workshops
06/05/2021	Media Interview with media officer – live export forum update NQSF Development Committee Meeting
10/05/2021	City Hall Photo with Prospect.
11/05/2021	Meeting with Director of CCS and Mayor re Youth Council meeting agenda Millchester State School – school review interview
12/05/2021	Prospect Morning Tea – Take the Pledge against Domestic Violence NQ Sportstar Awards Working Group Meeting Meeting with Agforce re Land Valuations AgForce Land Valuations session at Golf Club
13/05/2021	ABC Radio interview re tourism surge in the region
14/05/2021	Youth Council Meeting and tour of the STP Public Forum – Hells Gate Update
18/05/2021	Meeting with Mayor, EA to Mayor and Matt Bennetto re Live Export Forum program overview.

Cr KF Hastie reported on:

Date	Details
21/04/2021	Monthly Council Meeting/Workshops
23/04/2021	Met & Presented a cheque from CTRC to Claude the Mower Man
25/04/2021	ANZAC Day at Undara Lava Tubes
30/04/2021	Country Music Street Parade
5/05/2021	Council Workshops
7/05/2021	Women leading in Local Govt. Modules/webinar
10/05/2021	Photo with Prospect to promote Domestic and Family Violence Prevention Month
12/05/2021	Morning Tea with Prospect
12/05/2021	NQSF Sportstar Award Working Group Monthly Meeting
12/05/2021	Meeting with Ravenswood Gold
12/05/2021	Land Valuation Meeting with Agforce
19/05/2021	Social & Emotional Intelligence Report Unwrapped – 90 min one on one workshop
21/04/2021	Monthly Council Meeting/Workshops
23/04/2021	Met & Presented a cheque from CTRC to Claude the Mower Man
25/04/2021	ANZAC Day at Undara Lava Tubes

Cr GJ Lohmann reported on:

Date	Details
21/04/2021	Councillor Workshop
22/04/2021	Council staff fundraising event
23/04/2021	Homestead State School ANZAC Day Commemoration RADF Meeting
25/04/2021	Pentland Dawn Service and ANZAC Day Commemoration
29/04/2021	Australian Citizenship Ceremony
30/04/2021	Country Music Parade
01/05/2021	Advocacy for Live Export Forum, Hughenden & Richmond
05/05/2021	Media Councillor workshop
10/05/2021	Media with Prospect & Councillors to promote Domestic and Family Violence Prevention Month
12/05/2021	Prospect Domestic and Family Violence Prevention Month launch Meeting with Ravenswood Gold Meeting with AgForce
13/05/2021	PCYC management meeting Friends of the Theatre meeting
14/05/2021	Hells Gate Public Meeting
15/05/2021	Brawler of the Pen book launch

Cr JD Mathews reported on:

Date	Details
21/04/2021	General Meeting of Council
22/04/2021	Staff Morning Tea
25/04/2021	ANZAC celebrations
05/05/2021	Council Workshops Ratepayer Inquiries
07/05/2021	Webinar – Women leading in Government
12/05/2021	Ravenswood Gold update
12/05/2021	Agforce update on Land Valuations
12/05/2021	Charters Towers Golf Club Land valuations meeting
13/05/2021	Assessment with Leonie Lomax
14/05/2021	Hells Gate Dam

Cr AP Barr reported on:

Date	Details
	Constituent request for clean-up of Fletcher camp area
	Ratepayer request for meeting at Ravenswood

Cr BP Robertson reported on:

Date	Details
04/05/2021	Meeting regarding upcoming projects
05/05/2021	Councillor workshop
	Attendance at May Sales at Dalrymple Saleyards
12/05/2021	Meeting with AgForce to discuss Land Valuations
12/05/2021	Meeting with Ravenswood Gold
12/05/2021	Land Valuation meeting at Gold Club
18/05/2021	Live Export Forum planning meeting

UNCONFIRMED

10. MAYORAL MINUTE

Nil

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.*

Resolution No.: 3597

Moved: Cr BP Robertson

Seconded: Cr GJ Lohmann

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.*

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1451840

11.2 Terms of Reference – Dalrymple Saleyards Master Plan Advisory Committee

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.*

Resolution No.: 3598

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

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.*

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1451827

ATTENDANCE

In accordance with the Declaration of Interest at Item 11.3, Cr BP Robertson departed the meeting at **9:33am**.

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.*

Resolution No.: 3599

Moved: Cr GJ Lohmann
Seconded: Cr JD Mathews

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.

CARRIED

Cr AP Barr & Cr JD Mathews recorded a vote against the motion.

REFERENCE DOCUMENT

- Officer's Report Document No. 1452146

ATTENDANCE

Mrs Hayley Thompson, Manager Community Services entered the meeting at **9:36am**.
Cr BP Robertson returned to the meeting at **9:36am**.

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:**

Applicant	Purpose of Grant	Recommended Grant Amount
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:**

Applicant	Purpose of Grant	Recommended Grant Amount
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:**

Applicant	Purpose of Grant	Recommended Grant Amount
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:**

Applicant	Purpose of Grant	Recommended Grant Amount
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:**

Applicant	Purpose of Grant	Recommended Grant Amount
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:**

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

Resolution No.: 3600

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

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:**

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

CARRIED

Resolution No.: 3601

Moved: Cr BP Robertson
Seconded: Cr AP Barr

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:**

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

CARRIED

Resolution No.: 3602

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

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:**

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

CARRIED

Resolution No.: 3603

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

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

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

CARRIED

Resolution No.: 3604

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

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:**

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

CARRIED

Resolution No.: 3605

Moved: Cr KF Hastie
Seconded: Cr JD Mathews

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:**

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1450315

ATTENDANCE

In accordance with the Declaration of Interest at Item 12.2, Mayor FC Beveridge departed the meeting at **9:53am**. Deputy Mayor S Bennetto assumed the Chair.

12.2 Request for support – 2021 Charters Towers Charity Ball

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.**

Resolution No.: 3606

Moved: Cr KF Hastie
Seconded: Cr BP Robertson

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.***

CARRIED

Cr KF Hastie & Cr GJ Lohmann recorded a vote against the motion.

REFERENCE DOCUMENT

- Officer's Report Document No. 1450710

ATTENDANCE

Mayor FC Beveridge returned to the meeting at **9:57am** and resumed Chair.

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.***

Resolution No.: 3607

Moved: Cr S Bennetto
Seconded: Cr JD Mathews

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.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1450170

ATTENDANCE

Mrs Hayley Thompson, Manager Community Services departed the meeting at **10:00am**.

Resolution No.: 3608

Moved: Cr S Bennetto
Seconded: Cr BP Robertson

That Council:

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

CARRIED

Resolution No.: 3609

Moved: Cr BP Robertson
Seconded: Cr JD Mathews

That Council:

- ***Resume the meeting at 10:21am.***

CARRIED

ATTENDANCE

Mr Shane Cagney, Chief Financial Officer entered the meeting at **10:21am**.

12.4 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 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***

Resolution No.: 3610

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

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***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1449206

ATTENDANCE

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

12.5 2021-2022 Proposed Fees and Charges

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.***
-

Resolution No.: 3611

Moved: Cr JD Mathews

Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1449205
-

ATTENDANCE

Mr Shane Cagney, Chief Financial Officer departed the meeting at **10:29am**

12.6 Audit & Risk Committee meeting held 25 March 2021

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.***
-

Resolution No.: 3612

Moved: Cr AP Barr

Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- 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.***

Resolution No.: 3613

Moved: Cr AP Barr

Seconded: Cr BP Robertson

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.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1450709

ATTENDANCE

Ms Camille Conaghan, Manager Governance & Communications departed the meeting at **10:32am**.

13.2 Charters Towers Tourism Advisory Committee

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***

Resolution No.: 3614

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

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***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1452351

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.***

Resolution No.: 3615

Moved: Cr AP Barr
Seconded: Cr GJ Lohmann

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1452204

13.4 Adoption of Council's 2021-2025 Corporate Plan & Vision & Mission Statements

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.

Resolution No.: 3616

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

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.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1452335

13.5 Cultural Heritage Clearance Services Sole Supplier

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* section 235(a) a resolution must be adopted by Council to appoint a sole supplier. This report seeks to appoint 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.***

Resolution No.: 3617

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- 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.***

Resolution No.: 3618

Moved: Cr AP Barr

Seconded: Cr S Bennetto

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1452397

14. CONFIDENTIAL REPORTS

CLOSE OF MEETING

Resolution No.: 3619

Moved: Cr S Bennetto
Seconded: Cr JD Mathews

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the General Meeting be closed to the public at **10:47am** for discussion of the following matters:

- d) rating concessions; (Item 14.1)
- f) matters that may directly affect the health and safety of an individual or a group of individuals; (Item 14.2)
- g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government; (Item 14.3)

CARRIED

ATTENDANCE

Mr Leif Hickey, Technology Coordinator departed the meeting at **10:47am**.
Mrs Trudy Brown, Townsville Bulletin departed the meeting at **10:47am**.

ATTENDANCE

Mr Simon Faber, Manager Work Health & Safety entered the meeting at **10:52am** and departed the meeting at **11:02am**.

OPENING OF MEETING

Resolution No.: 3620

Moved: Cr BP Robertson
Seconded: Cr AP Barr

That the meeting be opened at **11:17am** the taking of resolutions.

CARRIED

ATTENDANCE

Mr Leif Hickey, Technology Coordinator returned to the meeting at **11:17am**.
Mrs Trudy Brown, Townsville Bulletin returned to the meeting at **11:17am**.

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

EXECUTIVE SUMMARY

Section 140(2) of the *Local Government Regulation 2012* requires that Council, by resolution, decide to sell land for overdue rates or charges. Following the resolution, Council must, as soon as practicable, provide all interested parties with a notice of intention to sell the land.

The subject land is described as L1/MPH31121, Parish of Ravenswood.

OFFICER'S RECOMMENDATION

That Council:

- ***In accordance with s140(2) of the Local Government Regulation 2012, resolve to sell the land described as L1/MPH31121, Parish of Ravenswood, for overdue rates and charges and issue a notice of intention to sell the land.***

Resolution No.: 3621

Moved: Cr BP Robertson

Seconded: Cr GJ Lohmann

That Council:

- ***In accordance with s140(2) of the Local Government Regulation 2012, resolve to sell the land described as L1/MPH31121, Parish of Ravenswood, for overdue rates and charges and issue a notice of intention to sell the land.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1442787

14.2 Work Health & Safety Report – April 2021

EXECUTIVE SUMMARY

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

Resolution No.: 3622

Moved: Cr Barr

Seconded: Cr Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1452366.

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

EXECUTIVE SUMMARY

In December 2020, Council undertook a preliminary operational review of the H.M. Clarke (Dalrymple) Saleyards. Following this review, Council engaged AEC Group Ltd in January 2021 to undertake a Financial & Operational Model Review.

OFFICER'S RECOMMENDATION

That Council:

- ***Note the AEC Group Ltd Saleyards Financial & Operational Model Report, dated April 2021, as tabled; and***
- ***Endorse the model of operation for the Saleyards to remain as a Hybrid Model;***
- ***Endorse the Chief Executive Officer to seek the services of a qualified Saleyards Contractor in accordance with the current Hybrid Operating Model of the H.M. Clarke (Dalrymple) Saleyards.***

Resolution No.: 3623

Moved: Cr BP Robertson

Seconded: Cr AP Barr

That Council:

- ***Note the AEC Group Ltd Saleyards Financial & Operational Model Report, dated April 2021, as tabled; and***
- ***Endorse the model of operation for the Saleyards to remain as a Hybrid Model;***
- ***Endorse the Chief Executive Officer to seek the services of a qualified Saleyards Contractor in accordance with the current Hybrid Operating Model of the H.M. Clarke (Dalrymple) Saleyards.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1452606.

15. CLOSE OF MEETING

There being no further business, the General Meeting closed at **11:18am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 16 JUNE 2021.

Mayor

Date