



## NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 15 June 2022 at 9:00am at the CTRC Board Room, 12 Mosman Street, Charters Towers.

M Drydale  
I/Chief Executive Officer

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

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

**254J Closed meetings**

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

**GENERAL MEETING**  
**TO BE HELD WEDNESDAY, 15 JUNE 2022 AT 9:00AM**  
**CTRC BOARD ROOM, 12 MOSMAN STREET, CHARTERS TOWERS**

**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 25 May 2022.

**8. BUSINESS ARISING FROM PREVIOUS MINUTES**

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**10. MAYORAL MINUTE**

## 11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

### 11.1 Allocation of Local Roads and Community Infrastructure Phase 3 to Miners Memorial

#### EXECUTIVE SUMMARY

Local Roads and Community Infrastructure Program (LRCI), Phase 3 is open for submission of a work schedule (project nomination) by 30 June 2022. Charters Towers Regional Council's allocation of Phase 3 funding is \$3,412,716. It is recommended that the Miners Memorial project be submitted for this funding.

#### OFFICER'S RECOMMENDATION

*That Council:*

- **Approve submission of project nomination to Local Roads and Community Infrastructure Program (LRCI), Phase 3 for the Miners Memorial.**

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

Local Roads and Community Infrastructure Program (LRCI), Phase 3, has a total of \$3,412,716 available for Charters Towers Regional Council, which is determined by formula and considers road length and population. It is proposed that the funds be allocated to the Miners Memorial Project.

Phases have been allocated as per the below table.

Funding Phase	Project	Amount
1 (allocated)	Pump Track	\$965,000
1 (allocated)	Walking Track	\$741,358
2 (allocated)	Water Park	\$1,446,153
3 (proposed)	Miners Memorial	\$3,412,716

The bill of quantities for the Miners Memorial project aligns to the funding allocation.

#### **BACKGROUND**

Phase 3 of the LRCI Program is a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

Work Schedules are to be submitted to the Department by 30 June 2022, approved projects are required to be physically completed by 30 June 2023.

As with the first and second funding rounds for the LRCI Program, recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

It is recommended that the Miners Memorial project be allocated to Phase 3. The Miners Memorial is independent to but forms part of the Mosman Street Walking Track precinct. The project will extend and expand upon the boardwalk which connects the carpark on Stubley Street to a raised viewing platform over the historical Wyndham No. 3 mine shaft.

The Miners Memorial will include five poppet head structure walk throughs with memorial signage, interpretative panels and historical mining equipment.

Under the LRCI Phase 3 guidelines the Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. 'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. The Miners Memorial fits this eligibility criteria.

This project links to the priority project Council has identified in its 2020-2024 Priority Projects, "150 Year Celebrations – Tourism Experience. Although the project will not be completed in Charters Towers' 150th year, it will be open shortly thereafter by 30 June 2023.

Given the project fits the eligibility criteria and is one of Council's 2020-2024 Priority Projects, it is recommended that the Miners Memorial be allocated for the Phase 3 funding.

Council engaged with local Federal Member of Parliament the Hon Bob Katter MP, and Mr Katter expressed his full support for the project.

There is a political risk should Council resolve to allocate the funding to a community infrastructure project as this will equate to four community infrastructure projects funded by the program and no local road projects to date. However, the Federal Government announced Phase 3 Extension which for Charters Towers Regional Council has a further \$1,706,358. Council will be able to access funding through the LRCI Phase 3 extension from July 2023 and this may be an opportunity to consider a local road project for inclusion in the program.

Following approval of the work schedule by the Federal Government for the Miners Memorial, Council will form a community advisory group with the primary purpose of developing information for interpretive panels and memorial signage for the project.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025:

- Priority No 1 – Economic Prosperity
- Priority No 5 – Transparency & Accountability
- Priority No 7 – Assets & Infrastructure

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

Internal: Councillors (Workshop 25 May 2022)  
Interim Chief Executive Officer - Martin Drydale,  
Director Infrastructure Services - John Teague

External: Federal Member of Parliament - The Hon Bob Katter MP

### **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 is a political risk should Council resolve to allocate the funding to a community infrastructure project as this will equate to four community infrastructure projects funded by the program and no local road projects to date. There are no enterprise, financial or work health and safety risk implications that warrant the recommendations being declined.

<b>Report Prepared by:</b> KELIE STANDFAST <b>Executive Assistant to Director Infrastructure Services</b> Date: 30 May 2022	<b>Report Authorised by:</b> JOHN TEAGUE <b>Director Infrastructure Services</b>
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### **ATTACHMENTS**

Attachment A - LRCI Guidelines Document No. 4651551

Attachment B – Miners Memorial Concept Document No. 4651555

Attachment C – Letter of Support from Hon Bob Katter MP. Document No. 4651749

### **REFERENCE DOCUMENT**

- Priority Projects 2020-2024 Document No. 1381829
- Officer's Report Document No. 4651549

## COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 3

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<b>Opening date:</b>	<b>October 2021</b>
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Administering entity</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Enquiries:</b>	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program LRCIP@infrastructure.gov.au
<b>Date guidelines released:</b>	<b>October 2021</b>
<b>Type of grant opportunity:</b>	Demand-driven (Eligibility-based)

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# 1. Local Roads and Community Infrastructure Program Process

## **The Local Roads and Community Infrastructure (LRCI) Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the LRCI Program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communication's (The Department) Outcome 3.2. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*.



## **The grant opportunity opens**

The Department will provide Eligible Funding Recipients with the Program Guidelines for this grant opportunity (Phase 3) and publish them on [GrantConnect](#).



## **Grant decisions are made**

The Eligible Funding Recipients for the LRCI Program have been pre-identified. The Deputy Prime Minister approves the allocation of funding under the Program, based on a formula. The Delegate will approve the award of the grant.



## **Eligible Funding Recipients are notified of the outcome**

Eligible Funding Recipients are sent a letter of offer and Grant Agreement signed by the Department.



## **Eligible Funding Recipients sign the Grant Agreement**

Eligible Funding Recipients must execute the Grant Agreement and return it to the Department.



## **Nomination of projects to be undertaken**

Eligible Funding Recipients will submit a draft Work Schedule nominating projects to be funded through the LRCI Program.



## **The Department assesses nominated projects to ensure project eligibility requirements are met**

The Department will notify Eligible Funding Recipients if nominated projects are approved by providing an Approved Work Schedule. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



## **Delivery of grant**

Eligible Funding Recipients undertake Eligible Projects set out in their Approved Work Schedules. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



## **Evaluation of the Local Roads and Community Infrastructure Program**

The Department will evaluate the LRCI Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

## 1.1 Introduction

These Guidelines contain information for Phase 3 of the LRCI Program grants.

The Local Roads and Community Infrastructure (LRCI) Program was announced on 22 May 2020. Through the 2020-21 Budget, the Australian Government announced an extension of the LRCI Program, now referred to as LRCI Program Phase 2.

On 11 May 2021, as part of the 2021-22 Budget, the Australian Government announced a further \$1 billion for the continuation of the LRCI Program Phase 3. The grant opportunity set out in these Program Guidelines is for LRCI Program Phase 3 only.

The LRCI Program supports Eligible Funding Recipients to create jobs by delivering priority local road and community infrastructure projects across Australia.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department.

## 2. About the LRCI Program – Phase 3

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Phase 3 of the LRCI Program will open from 20 October 2021. At this time, Grant Agreements will be sent to Eligible Funding Recipients to be executed, and Project Nominations can be submitted to the Department.

From 3 January 2022, the construction time period commences, and eligible payments will be made from this time. Project construction can commence once Project Nominations are approved by the Department with projects required to be physically completed by 30 June 2023.

Phase 3 of the LRCI Program continues a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the earlier Phases of the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

The LRCI Program is a demand driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2021-2022:

- the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistance to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to maintain and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funding construction projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

### 3. Grant amount and grant period

The Australian Government has committed total funding of \$1 billion for Phase 3 of the LRCI Program.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

This grant opportunity will open on 20 October 2021 and close on 31 December 2023. The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after the Eligible Funding Recipient's Work Schedule has been approved, and not before 3 January 2022.

### 3.1 Phase 3 – ‘use it or lose it’ principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient’s Phase 3 Nominal Funding Allocation before 30 June 2023, then;

the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not applied for or reallocated by the Eligible Funding Recipient.

## 4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 3 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program.

### 4.1 Who is eligible for a grant?

Eligible Funding Recipients are the same as for Phase 1 and Phase 2 of the LRCI Program.

550 Eligible Funding Recipients have been selected for this grant opportunity to fund and provide local council services to communities directly. By providing funding to the level of government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia.

### 4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see 4.1).

General applications by other organisations will not be accepted. Applications by Eligible Funding Recipients reasonably understood to be on behalf of, or for the benefit of another otherwise ineligible organisation, will not be accepted.

## 5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are Local Road Projects or Community Infrastructure Projects (see 5.1). Eligible Projects must meet the Eligible Project Requirements set out in subsections 5.2 to 5.6, and deliver benefits to the community.

### 5.1 Eligible Grant Activity

#### Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

### Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);

- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

#### Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

### 5.2 Maintaining Overall Capital Expenditure

As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using either their own funds or funds already available to the Eligible Funding Recipients by another opportunity. The funding is not intended to replace existing expenditure commitments but rather to enable further, additional expenditure as economic stimulus.

Under Phase 1, projects would be considered Eligible Projects if they were additional to the Eligible Funding Recipient's existing work plan for 2020-21; simply, LRCI funds could not be used on existing projects.

Under Phase 2, Eligible Funding Recipients were required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level.

Under Phase 3, Eligible Funding Recipients will be required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2021-22 capital spending level. The focus on overall capital spending provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure may be a requirement for an Eligible Funding Recipient to receive their full Phase 3 Nominal Funding Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

### 5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced. Eligible Funding Recipients are responsible for determining if the funding conditions of another program would permit the use of LRCI Program funding towards that project.

## 5.4 Eligible Construction Time Period

The eligible construction time period to undertake construction activity on Eligible Projects must be undertaken between 1 January 2022 and 30 June 2023. If a Phase 3 Grant Agreement is executed and the project is in a Phase 3 Approved Work Schedule, then construction may commence prior to 1 January 2022.

In general, requests to extend the construction time period beyond 30 June 2023 will not be granted. Exceptional circumstances that may directly delay and result in an extension to the eligible construction time period, will require case-by-case consideration. Planning issues, contractor availability, and general delays associated with project commencement or completion, are not considered exceptional circumstances, and Eligible Funding Recipients should take these into consideration when nominating a project.

Consideration of any requests for an extension to the Eligible Construction Time Period is at the discretion of the Delegate (see 6.1) If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

## 5.5 Combined Projects – Completed LRCI Phase 1 and Phase 2 Projects

Eligible Funding Recipients can nominate discrete later stages of projects that are already receiving funding under the LRCI Program. The Phase 3 nomination must be a new, separate and previously unfunded project stage. The component funded under Phase 1 or Phase 2 must not be amended without approval by the Delegate and must maintain eligibility under the relevant program guidelines.

## 5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- costs incurred in the preparation of reporting documentation including Audit requirements;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);



- land;
- purchase of or improvement to assets that will be 'handed off' to ineligible funding recipients under a cost sharing or minimisation strategy, or similar;
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- preliminary planning and stand-alone design that do not relate to an Eligible Project
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective project costs undertaken prior to work schedule approval.

## 6. The grant selection process

### 6.1 Who will approve grants?

A person occupying a position of SES Band 1, Assistant Secretary, within the Infrastructure Investment Division (the Delegate) will approve grants on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

The Department considers that Eligible Projects provide value for money as a proportional response to the actual and anticipated nation-wide economic impacts resulting from COVID-19.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula outlined at section 3.

The Delegate's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

### 6.2 How to seek a variation to project nominations?

If an Eligible Funding Recipient requires an amendment to their Approved Project cost or scope of works, the Eligible Funding Recipient will be required to resubmit their Phase 3 Work Schedule.

Edit and annotate the most recently submitted Phase 3 Work Schedule on Microsoft Word, using track changes.

## 6.2 How to seek an extension to approved project construction timeframes?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project, this can be done via the Quarterly Report. If your Approved Project end date is past 30 June 2023, please contact the Department via email at [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au).

In general extensions past 30 June 2023 will not be granted. Though in exceptional circumstances, they may be considered at the discretion of the Delegate. If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

## 7. Letter of offer process

All Eligible Funding Recipients will receive an offer to participate in Phase 3 of the LRCI Program. This offer will:

- a) specify the Phase 3 Nominal Funding Allocation;
- b) include a Grant Agreement that sets out the terms and conditions of Phase 3 of the LRCI Program executed by the Australian Government;
- c) provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on [GrantConnect](#). Any alterations and addenda<sup>1</sup> will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

Eligible Funding Recipients can return signed Grant Agreements and submit Work Schedules for their first projects between 1 October 2021 and 30 June 2022. As construction needs to be completed by 30 June 2023, after 1 July 2022 the Department expects to only be managing variations or additional project nominations to ensure that an Eligible Funding Recipient is able to fully utilise their Phase 3 Nominal Funding Allocation.

## 8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program and a Grant Agreement.

## 9. Successful grantees

### 9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Australian Government by signing the Grant Agreement. The Grant Agreement used for Phase 3 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

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<sup>1</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the LRCI Program - Program Manager.

The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and a Work Schedule is approved for the Eligible Funding Recipient. A Grant Agreement must be executed with the Australian Government before any payments can be made.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Australian Government may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

## 9.2 How we pay the Grant

**Table 1 Grant Payment Overview**

<b>Payment milestone</b>	<b>Grant payment date</b>	<b>Amount</b>
<p>First Instalment:</p> <p>Work Schedule approval payment</p>	<p>The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after 3 January 2022 and after the Eligible Funding Recipient's Work Schedule has been approved.</p>	<p>The First Instalment will be equal to 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant.</p> <p>For Low Value Grants, Eligible Funding Recipients will receive 75 per cent of their Phase 3 Nominal Funding Allocation in their First Instalment.</p>
<p>Progress Instalments:</p> <p>Eligible Funding Recipients can receive multiple progress payments.</p>	<p>Within four weeks of the Department's acceptance of a complete and accurate Quarterly Report</p>	<p>A Progress Instalment will be equal to the Eligible Funding Recipient's:</p> <ul style="list-style-type: none"> <li>• actual expenditure until the end of the period covered by the relevant Quarterly Report; and</li> <li>• projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter;</li> </ul> <p><b>less:</b></p> <ul style="list-style-type: none"> <li>• received instalments; and</li> <li>• 10 per cent of the Phase 3 Nominal Funding Allocation.</li> </ul> <p>For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.</p>
<p>Final Instalment:</p> <p>Final payment</p>	<p>Within four weeks of the Department's acceptance of a complete and accurate Annual Report and decision to release the Final Instalment.</p>	<p>The Final Instalment will equal the smaller of:</p> <ul style="list-style-type: none"> <li>• the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation; or</li> <li>• the total eligible expenditure and projected expenditure to the end of the Eligible Projects;</li> </ul> <p><b>less</b> instalments paid to date.</p>

## Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department. The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

- Eligible Funding Recipients should submit their draft Work Schedule when they return their signed Grant Agreement. Work Schedules can be submitted between 20 October 2021 and 30 June 2022, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.
- In order for Eligible Funding Recipients to receive their full Phase 3 Nominal Funding Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 3 Nominal Funding Allocation by 30 June 2022.
  - If an Eligible Funding Recipient has not applied for their full Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022, or savings related to Eligible Projects have not been reallocated under their Phase 3 Nominal Funding Allocation before 30 June 2023, the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- expected number of full-time equivalent jobs supported by the project over the construction period;
- meet mapping requirements notified by the Department;
- whether the project involves Indigenous employment of Business use; and
- Work Category, Outcome Category

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

### Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 50 per cent of their Phase 3 Nominal Funding Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds. The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

### First Instalment

The First Instalment will be paid to an Eligible Funding Recipient from 3 January 2022 or within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 3 January 2022.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation.

### Low Value Grants

A Low Value Grant is a Phase 3 Nominal Funding Allocation under \$750,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 75 per cent of their Phase 3 Nominal Funding Allocation as their First Instalment provided they have nominated projects totaling 75 per cent or more of their Phase 3 Nominal Funding Allocation.

## Progress Instalments

Progress Instalments will be made following submission of a complete and accurate Quarterly Report.

The Delegate will approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; including
- consideration of other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

Further relevant information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

### **less:**

- the first instalment; and
- 10 per cent of the Phase 3 Nominal Funding Allocation.

For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds (10 per cent) at the time of a Quarterly Report being submitted, provided they also submit completed acquittal documentation (see 11.4).

## Final Instalment

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

The Final Instalment will be the lesser of:

- the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation and the total actual expenditure, and;
- projected expenditure to the end of the Eligible Projects, less instalments paid to date.

Projected expenditure should be limited to invoices for completed construction activities which are yet to be paid, or; expenses expected to be incurred post 30 June 2023, which are not construction costs, unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

### 9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

## 10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the [CGRGs](#).

The Department may also publish details of grants on its website or other government websites, including individual projects funded, underway or complete. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

## 11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.



Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

### 11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 – Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of Progress and Final Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the eligible construction time period commencing on 1 January 2022 (unless agreed by the Department) and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement;
- changes to construction start or end dates, and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide the Annual Report.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation at this time.

**Table 2 – Reports**

<b>Lodgement period for Reports</b>	<b>Actual expenditure period</b>	<b>Report</b>
1–30 April 2022	1 January – 31 March 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2022	1 April – 30 June 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2022	1 January 2022– 30 June 2022	<b>Annual Report</b> Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2022.
1–31 October 2022	1 July – 30 September 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2023	1 October – 31 December 2022	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2023	1 January – 31 March 2023	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2023	1 January 2022– 30 June 2023	<b>Annual Report</b> Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2023.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

### 11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of the lodgement period, they can submit an Ad hoc report to access a further instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 January 2022 until the date specified in the Ad Hoc Report;

- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 30 June 2023;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- council or contractor jobs supported by the grant funding.

## 11.2 Annual Report

Eligible Funding Recipients must provide the Department with Annual Reports no later than 31 October 2022 and 31 October 2023 unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
  - a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
    - i. the amount of Phase 3 grant payments which remained unspent from the financial year;
    - ii. the amount of Phase 3 grant payments received by the Eligible Funding Recipient in the financial year;
    - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
    - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
    - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditures by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
  - b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

## 11.3 Audited financial statements

Eligible Funding Recipients are required to submit a report in writing and signed by an appropriate auditor providing the auditor's opinion on the use by Eligible Funding Recipients of proper accounts and records and preparation of financial statements.

In meeting this audit requirement, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to any Phase 3 funding received during the financial period Financial Year 2021-22 or Financial Year 2022-23.

As part of the Annual Report process outlined in section 11.2 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

#### 11.4 Acquittal process for Low Value Grants

For a Low Value Grant, the Eligible Funding Recipient can complete an Acquittal Report as soon as they have expended all funds. An Acquittal Report must include:

- (1) Total amount of grant funding made available and subsequently received over the calendar year;
- (2) Total amount of grant funding spent on Eligible Projects;
- (3) Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
  - (a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
    - (i) the amount of grant payments which remained unspent from the grant period;
    - (ii) the amount of grant payments received by the Eligible Funding Recipient over the duration of the grant period;
    - (iii) the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule over the duration of the grant period;
    - (iv) the amount spent by the Eligible Funding Recipient over the duration of the grant period;Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
- (4) photographs of projects completed using grant payments.

## 11.5 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule before 30 June 2023, the Department may require the Eligible Funding Recipient to repay that amount to the Department within four weeks of receiving such notice.

## 11.6 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs (geo tagged if possible) of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

## 11.7 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

## 11.8 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

### **Environment and Planning laws**

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals.

## 12. How we monitor your grant activity

### 12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for Phase 3 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2023.

## 12.2 Department Contact Details

Email the mailbox at: [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au)

Mail to: Program Manager

Local Roads and Community Infrastructure Program  
Infrastructure Investment Division  
Department of Infrastructure, Transport, Regional Development and Communications  
GPO Box 2154  
CANBERRA ACT 2601

## 12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

## 12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under Phase 3 of the LRCI Program, they must:

- Invite the relevant local Federal Member of Parliament to participate in the public information activity; and
- at least five business days prior to its proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release to the Department and obtain the Department's agreement to the media release.

## 12.5 Signage

Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences unless the Eligible Projects are less than \$10,000. Signs are not needed for projects under \$10,000 in an Approved Work Schedule.

Signage guidelines are available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

## 12.6 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held. The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.



## 13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at [LRCIP@infrastructure.gov.au](mailto:LRCIP@infrastructure.gov.au).

Frequently Asked Questions may be published at [https://investment.infrastructure.gov.au/infrastructure\\_investment/local-roads-community-infrastructure-program/index.aspx](https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx)

To provide feedback or to make a complaint; the Department can be contacted at [Clientservice@infrastructure.gov.au](mailto:Clientservice@infrastructure.gov.au). Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

Assistant Secretary  
Program, Policy and Budget Branch  
GPO Box 2013  
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.



### 13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Australian Government officials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

### 13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Australian Government entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#) and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

### 13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Australian Government employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Australian Government agencies for any purposes, including government administration, research or service delivery;
- other Australian Government, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [\*Freedom of Information Act 1982\*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator  
Department of Infrastructure, Transport, Regional Development and Communications  
GPO Box 2154  
CANBERRA ACT 2601

Tel: (02) 6274 7111  
Fax: (02) 6275 1347  
email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program. These Guidelines have also been influenced by engagement with local councils, feedback provided, and administrative improvements identified during Phase 1 and Phase 2.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
appropriate auditor	has the meaning provided in <i>the National Land Transport Act 2014</i> Section 4 - Definitions
commencement date	the expected start date for the grant activity
completion date	the expected end date for the grant activity
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	<p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>2</sup> or other <u>Consolidated Revenue Fund (CRF) money</u><sup>3</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives</li> </ol>
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Capital Expenditure	the money an Eligible Funding Recipient spends on purchasing and maintaining fixed assets, i.e. infrastructure, roads etc
Maintaining Overall Capital Expenditure	maintaining your overall capital spending amount, funded by your own revenue, at or above current levels, on roads and community infrastructure.
Personal information	<p>has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> <li>• Information or an opinion about an identified individual, or an individual who is reasonably identifiable;</li> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not</li> </ul>
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Client- Charters Towers Regoinal Council  
 i4 Project No.- 1621  
 Project - Mining Memorial

Mosman Street Drainage Reserve Walking Track

Sheet List	
Sheet Number	Sheet Name
000	COVER PAGE
010	SITE PLAN - OVERALL
011	SITE PLAN - STRUCTURES
200	STRUCTURE 1 - FLOOR PLAN & ROOF PLAN
201	STRUCTURE 1 - ELEVATIONS
202	STRUCTURE 1 - DETAILS
210	STRUCTURE 2 - FLOOR & ROOF PLAN
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901	SIGNAGE - SHEET 2



**NOT FOR CONSTRUCTION**

**GENERAL NOTES**  
 1. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS  
 2. VERIFY ALL DIMENSIONS BEFORE COMMENCING ANY WORK

**PROJECT** MINING MEMORIAL  
**CLIENT** Charters Towers Regoinal Council  
**LOCATION** Mosman Street Drainage Reserve Walking Track

**i4 architecture**  
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 T.M.C BOX 5377, TOWNSVILLE 4810  
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 green building council australia  
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AMENDMENTS		
No.	Description	Date
1	PRELIMINARY	Date 1

**DESIGNED** JL  
**DRAWN** CQ  
**DATE** APRIL 2021  
**SCALE** A1  
**ISSUED** Date 1

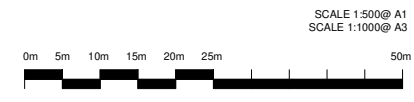
**COVER PAGE**  
 1621 SK 000 1  
 Page 34





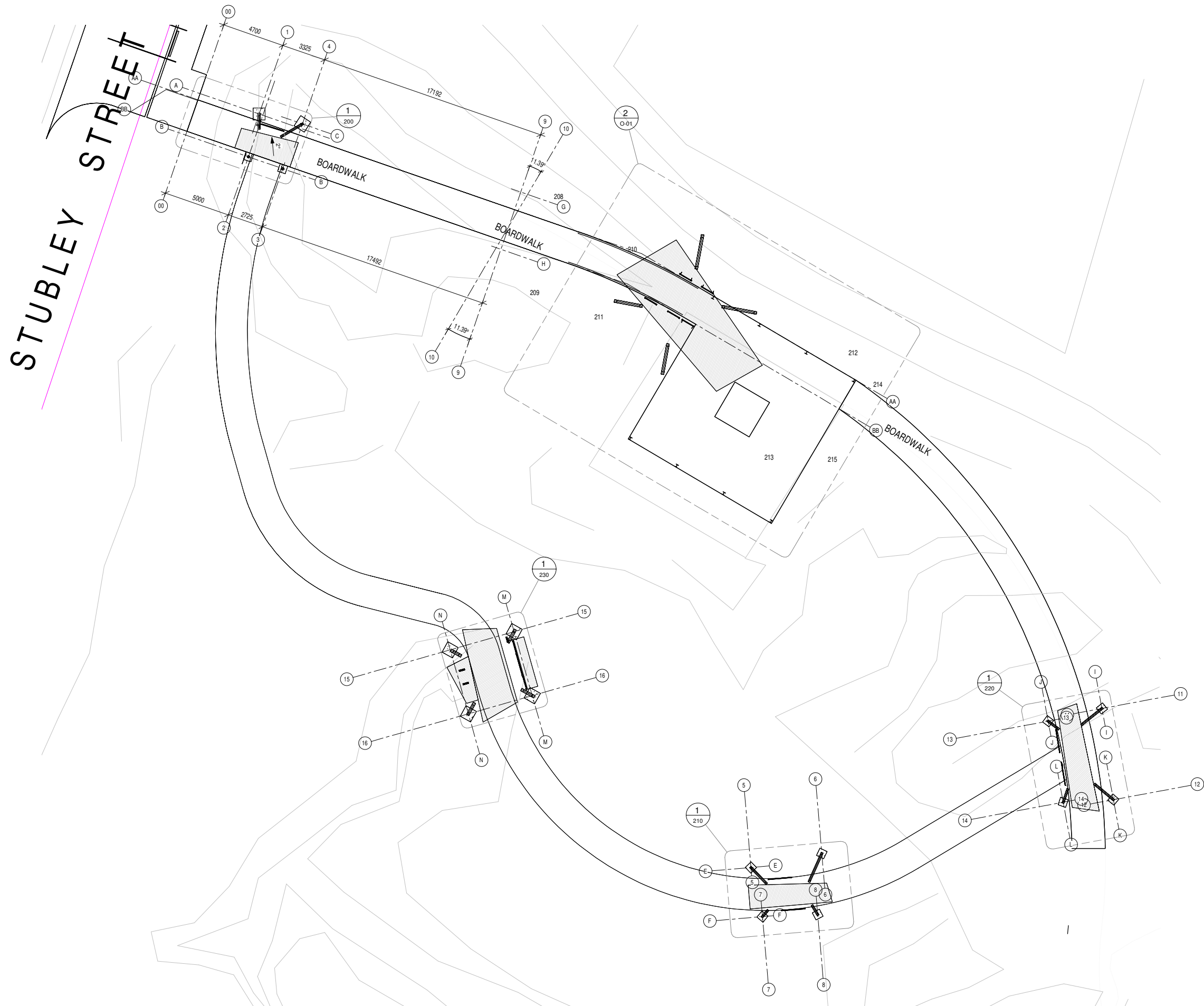
- STUBBLE STREET CARPARK
- CONCRETE WALKING PATH
- MINERS MEMORIAL (STRUCTURE 1)
- MINERS MEMORIAL (STRUCTURE 5)
- MINERS MEMORIAL MINE SHAFT SITE & VIEWING PLATFORM
- RAISED BOARDWALK
- MINERS MEMORIAL RENDERED BRICK TUBS SITE
- MINERS MEMORIAL (STRUCTURE 3)
- MINERS MEMORIAL (STRUCTURE 4)
- MINERS MEMORIAL (STRUCTURE 2)
- MINERS MEMORIAL STEEL GRINDING KETTLES SITE
- MINERS MEMORIAL RED BRICK CHIMNEY STACK SITE
- MOSMAN STREET CARPARK
- RAISED BOARDWALK
- MOSMAN STREET BOARDWALK ACCESS
- CONCRETE WALKING PATH

1 SITE - NEW OVERALL  
1 : 500 @ A1



NOT FOR CONSTRUCTION

<p><b>GENERAL NOTES</b></p> <p>1. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS 2. VERIFY ALL DIMENSIONS BEFORE COMMENCING ANY WORK</p>	<p><b>PROJECT</b> MINING MEMORIAL <b>CLIENT</b> Charters Towers Regional Council <b>LOCATION</b> Mosman Street Drainage Reserve Walking Track</p>	 4architecture 607 FLINDERS STREET, TOWNSVILLE, NORTH QUEENSLAND T.M.C BOX 5377, TOWNSVILLE 4810 Ph: 07 47 241 944 Fax: 07 47 241 988 E-MAIL: info@4architecture.com.au	 Australian Institute of Architects	 green building council australia ACCREDITED PROFESSIONAL	<p><b>COPYRIGHT</b> THIS DRAWING REMAINS THE PROPERTY OF 4architecture PTY LTD AND MUST NOT BE COPIED OR REPRODUCED IN ANY MANNER WITHOUT THE PRIOR APPROVAL OF THE AUTHOR</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">AMENDMENTS</th> </tr> <tr> <th>No.</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	AMENDMENTS			No.	Description	Date										<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DESIGNED</td> <td>JL</td> </tr> <tr> <td>DRAWN</td> <td>CQ</td> </tr> <tr> <td>DATE</td> <td>APRIL 2021</td> </tr> <tr> <td>SCALE</td> <td>A1 1:500</td> </tr> <tr> <td>ISSUED</td> <td> </td> </tr> </table>	DESIGNED	JL	DRAWN	CQ	DATE	APRIL 2021	SCALE	A1 1:500	ISSUED		<p><b>SITE PLAN - OVERALL</b></p> <p style="text-align: right;">Page 35</p> <p>1621 SK 010</p>
AMENDMENTS																																	
No.	Description	Date																															
DESIGNED	JL																																
DRAWN	CQ																																
DATE	APRIL 2021																																
SCALE	A1 1:500																																
ISSUED																																	



ABBREVIATIONS	
CODE	DESCRIPTION

SITE PLAN LEGEND	
	EXISTING SEWER
	SEWER
	EXISTING WATER
	WATER
	EXISTING ELECTRICAL
	ELECTRICAL
	EXISTING STORMWATER
	STORMWATER
	EXISTING COMMUNICATIONS
	COMMUNICATIONS
	EXISTING IRRIGATION
	IRRIGATION

00°00'00" 0.00m DENOTES PROPERTY BOUNDARY BEARING AND DISTANCE

BUILDER TO PROVIDE 1.8m HIGH TEMPORARY FENCING TO SECURE AREA OF WORKS INCLUDING ACCESS POINT.

**REAL PROPERTY INFO**  
 LOT ? ON ???  
 SITE AREA: ???m<sup>2</sup>  
 PROPOSED NEW RESIDENCE : ???m<sup>2</sup>

**SITE NOTES:**

- TENDERERS MUST REFER TO THE "WORKING ON DEPARTMENT OF EDUCATION (DoE) FACILITIES" DOCUMENT TO ENSURE ALL ALLOWANCES HAVE BEEN MADE AS REQUIRED TO CONFIRM TO THE CONDITIONS OF THE CONTRACT.
- IT IS A REQUIREMENT THAT ALL TENDERS INFORM THEMSELVES OF SITE CONDITIONS BY ATTENDING SITE FOR AN INSPECTION PRIOR TO SUBMITTING A TENDER. PERMISSION TO VISIT THE SITE DURING TENDER MUST BE OBTAINED FROM THE PROJECT MANAGER AND SCHOOL.
- TENDERERS ARE TO ALLOW FOR ALL FENCING, BARRICADING, SCAFFOLDING ETC, NECESSARY TO MEET WORK PLACE HEALTH AND SAFETY COMPLIANCE. CONTRACTORS SITE ACCESS TO BE 1.8m HIGH TEMPORARY FENCING LINED WITH DUST LINING.
- CONTRACTORS TO REVIEW ASBESTOS REGISTER, AVAILABLE FROM THE SCHOOL, PRIOR TO COMMENCING WORKS ON SITE, THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE PROJECT MANAGER IMMEDIATELY OF ANY SUSPECTED ASBESTOS MATERIAL IN THE AREA OF WORKS.



2 GROUND FLOOR - NEW  
 201 1 : 150 @ A1

**NOT FOR CONSTRUCTION**

**GENERAL NOTES**

- FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS
- VERIFY ALL DIMENSIONS BEFORE COMMENCING ANY WORK

**PROJECT** MINING MEMORIAL  
**CLIENT** Charters Towers Regional Council  
**LOCATION** Mosman Street Drainage Reserve Walking Track

**4 architecture**  
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AMENDMENTS		
No.	Description	Date

<b>DESIGNED</b>	JL
<b>DRAWN</b>	CQ
<b>DATE</b>	APRIL 2021
<b>SCALE</b>	A1 As indicated
<b>ISSUED</b>	

**SITE PLAN - STRUCTURES**

1621 SK 011

Page 36



Hon Bob Katter MP

Federal Member for Kennedy

31 May 2022

TO WHOM IT MAY CONCERN

**Re; Charters Towers Regional Council**

We write to express our full support for the Charters Towers Regional Council and their application for the Local Roads and Community Infrastructure Program (LRCI).

We understand the Council are applying for funding for the Phase 3 funding application for the Miners Memorial.

We believe this project includes five poppet head structures over the mine shafts, and interpretive panels connected by a boardwalk.

We recognise the important role that community infrastructure such as the Miners Memorial perform in our region, providing cultural, social and recreational space. It is important to maintain and restore local memorials as they are historical touchstones linking the past to the present and enabling people to remember and respect.

This project will be a very valuable asset to the Charters Towers community and the surrounding area, and we fully support this application.

Yours sincerely

**Hon Bob Katter, MP**  
**Federal Member for Kennedy**

Innisfail: PO Box 1638 Innisfail Qld 4860 Ph:(07) 4061 6066 Fax: (07) 4061 6566  
Mount Isa: PO Box 2130 Mount Isa Qld 4825 Ph:(07) 4743 3534 Fax: (07) 4743 0189  
Mareeba: PO Box 2206 Mareeba Qld 4880 Ph:(07) 4092 1632 Fax: (07) 4092 6114  
Parliament House Canberra ACT 2600 Ph:(02) 6277 4978 Fax: (02) 6277 8558

**REPRESENTING:**

ABERGOWRIE • ALICE RIVER • ALIGATOR CREEK • ALMADEN • ALOOMBA • ATHERTON • BABINDA • BALFES CREEK • BALGAL BEACH • BAMBAROO • BARRINGHA • BARTLE FRERE • BEDARRA ISLAND • BELLENDEN KER • BEMERSIDE • BENTINCK ISLAND • BIBOOHRA • BILYANA • BINGIL BAY • BIRKALLA • BLACKROCK • BLUEWATER • BOHLE PLAINS • BOOGAN • BOULIA • BRAEMEADOWS • BRAMSTON BEACH • BROOK HILL • BURKE TOWN • BUTCHERS CREEK • CALCIUM • CAMOOWEAL • CARDWELL • CARMOO • CARRINGTON • CHARTERS TOWERS • CHEWKO • CHILLAGOE • CLARE • CLONCURRY • CLUMP POINT • COCONUTS • COOLBIE • COORUMBA • COQUETTE POINT • CORDELIA • CORFIDH • COWLEY • CROYDON • CRYSTAL CREEK • DAJARRA • DALBEG • DARADGEE • DURAL • DIMAILLAH • DJARA WONG • DOOMADGEE • DUCHESS • DUNK ISLAND • EAST BARRON • EAST PALMERSTON • EAST RUSSELL • EAST TRINITY • EDMONTON • EIGHT MILE CREEK • EINASLEIGH • EI ARISH • ELLERBECK • ETTY BAY • EU RAMO • EVELYN CENTRAL • FELUGA • FISHERY FALLS • FITZROY ISLAND • FLYING FISH POINT • FOREST HOME • FORREH BEACH • FORSAYTH • GAIRLOCH • GARNERS BEACH • GARRADUNGA • GEORGETOWN • GLEN ALLYN • GLEN BOUGHTON • GOLDSBOROUGH • GOONDI • GORDONVALE • GRANITE VALE • GREENHILL • GREENVALE • GREGORY • GUM LOW • GUNPOWDER • GUNUNA • HALIFAX • HAWKINS CREEK • HELENS HILL • HERBERTON • HERVEY RANGE • HOMESTEAD • HUGHENDEN • HULL HEADS • INGHAM • INNISFAIL • INNOT HOT SPRINGS • IRVINEBANK • JAGGAN • JAPOONVALE • JARRA CREEK • JU LAGO • JULAT TEN • JULIA CREEK • KABAN • KAIRI • KAJABBI • KALUNGA • KARUMBA • KENNEDY • KOAH • KURRIMINE BEACH • KYNUNA • LAKE BARRINE • LAKE EACHAM • LANNERCOST • LITTLE MULGRAVE • LONGPOCKET • LOWER TULLY • LUCINDA • MAALAN • MACKNADE • MACROSSAN • MAJORS CREEK • MALANDA • MALBON • MAREEBA • MAXWELTON • MENA CREEK • MIDGENOO • MILLAA MILLAA • MILLSTREAM • MILLAROO • MINBUN • MINGELA • MIRIWINI • MISSION BEACH • MORESBY • MORNINGTON ISLAND • MOUNT CARBINE • MOUNT FOX • MOUNT GARNET • MOUNT ISA • MOUNT MOLLOY • MOUNT PETER • MOUNT STUART • MOUNT SURPRISE • MOURILYAN • MULGRAVE • MUNDOO • MURRAY UPPER • MURRIGAL • MUTARNEE • MUTCHILBA • MUTTABURRA • NELIA • NOME • NONDA • NORMANTON • OAK VALLEY • OORINDI • PACKERS CAMP • PADDYS GREEN • PALUMA • PEACOCK SIDING • PEERAMON • PENTLAND • PETFORD • PIN GIN HILL • PINNACLES • PORTSMITH • PRAIRIE • QUAMBY • RAVENSHOE • RAVENSWOOD • REID RIVER • RICHMOND • ROLLINGSTONE • ROSENEATH • RUPERTSWOOD • SELLHEIM • SILKWOOD • SILKY OAK • SOUTH JOHNSTONE • SOUTH MISSION BEACH • SOUTH EDGE • STAMFORD • STUART • SWAM LAGOON • SWEERS ISLAND • TARZALI • TAYLORS BEACH • TINAROO • TOLGA • TOOBANNA • TOOMULLA • TOON PAN • TOPAZ • TORRENS CREEK • TREBONNE • TULLY • TULLY HEADS • TUMOU BEACH • UPPER BARRON • UPPER HAUGHTON • UPPER STONE • URANDANGI • VICTORIA ESTATE • WALKAMIN • WANGAN • WATSONVILLE • WAUGHS POCKET • WONDECLA • WONGABEL • WONGALING BEACH • WOODSTOCK • WOOPEN CREEK • WRIGHTS CREEK • YARRABAH • YUNGABURRA • YURUGA



### **EXECUTIVE SUMMARY**

This report details the appointment of GHD as the strategy and design consultant for the reservoir and water main project. GHD was appointed under the Localbuy BUS262 Engineering panel of pre-qualified suppliers.

### **OFFICER'S RECOMMENDATION**

*That Council:*

- ***Note the appointment of GHD under Localbuy BUS262 as the designer for the reservoir and water main design project for \$281,327 (Excl GST).***

---

### **BUDGET & RESOURCE IMPLICATIONS**

The design package for the reservoir and water main project was estimated at \$852,000. In the current financial year there is \$400,000 allocated to this project. The request for quote was structured to stay within the available budget by limiting the detailed design to the first two packages. As the quotation has come in under budget at \$281,327 (Excl GST), consideration can be given to adding another design package.

Application has been made under the 2022/24 Local Government Grants and Subsidies Program (LGGSP) for \$250,000 towards completing the total design. Council resolved to fund the required co-contribution of \$202,000 in the 2022/23 and/or 2023/24 financial years.

### **BACKGROUND**

The initial scoping study for the reservoir and water main was conducted in 2018 and resulted in a concept of having a ground mounted reservoir in the vicinity of the Racecourse. Further research into this concept resulted in a number of changes to address water main alignment issues. The alternate was to place the reservoir on Council land behind the Racecourse and route the pipeline across to MacPherson Street. A review of the possibility of utilising the concrete reservoir on Towers Hill as the shell for a smaller reservoir has also been included.

A briefing package and technical specification were developed during 2021. This package was then reviewed by Des Mosely, the consultant who developed the initial strategy. The scope was limited by the available budget and includes:

- confirmation of strategy,
- investigation of the concrete reservoir,
- regulatory approvals,
- detailed design and costing of the first two packages, and
- estimating design and construction costs for the remaining packages.

The procurement plan for this project identified that using Localbuy would be the most efficient method. The advantages were:

- The Localbuy engineering panel of providers is extensive and includes all of the likely contenders for this project.
- Use of Localbuy negates the need to develop contract documents for the project (can utilise the Localbuy general conditions of contract).
- Use of Localbuy allows the selected consultant to be asked to quote on further works without having to go back out to the market, resulting in the opportunity to maintain consistency and avoid the cost of having to introduce a new consultant to the project.

Utilising a Localbuy panel constitutes an exception to seeking public tenders under the Local Government Regulation 2012. This procurement is therefore treated as a quotation under Council's purchasing policy.

Q025-22 Charters Towers Reservoir and Water Main Design was released as a Localbuy quotation request via Vendorpanel on 5 April 2022. It was made available to 275 pre-qualified suppliers on the Engineering panel BUS262.

The original closing date was 29 April 2022 however this was extended to 6 May 2022 to allow more time in consideration of the public holidays which fell in the tender period. At the closing of the period, four responses had been received.

The GHD team is experienced in this type of work however they also have nominated Des Mosely as a subconsultant. Des not only delivered the initial strategy for this project, but he is used extensively by Townsville City Council for water and wastewater strategy projects. The previous strategy work performed by Des was made available to all parties so Des had no knowledge advantage and therefore was not precluded from being utilised as part of a team for this project.

The GHD team was found to offer the best overall value to Council with a strong team, good experience and an offer which addressed all of the stated requirements. The offer includes the use of a specialist cost estimator subcontractor to deliver the best possible estimates for the construction cost of the packages. This is important information when seeking grant funding.

The assessment was reviewed by the Director Infrastructure Services and the Manager Water and Wastewater who concurred with the recommendation that this project be awarded to GHD for \$281,327 (Excl GST).

### **LINK TO CORPORATE PLAN**

2021-2025 Corporate Plan

- Priority No 2 - Environmental Sustainability

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

Internal: Director Infrastructure Services - John Teague  
Manager Water and Wastewater - Peter Clark  
Procurement Coordinator - Paul Weston

External: Nil

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> MARK HARVEY <b>Water Projects Manager</b> Date: 30 May 2022	<b>Report Authorised by:</b> JOHN TEAGUE <b>Director Infrastructure Services</b>
---	--

### **ATTACHMENTS**

- Nil

### **REFERENCE DOCUMENT**

- Officer's Report Document No. 4651761
-

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

### 12.1 Monthly Financial Report

#### EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2021/22 adopted amended budget is presented for consideration, together with the Income Statement, Balance Sheet and Cash Flow as at 31 May 2022.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Receive the monthly financial report presenting the financial position as at 31 May 2022 in relation to the 2021/22 amended budget and including the:*
  - *Consolidated Income Statement;*
  - *Consolidated Balance Sheet; and*
  - *Consolidated Cashflow Statement.*

---

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

A monthly report is presented to Council on its financial position as at 31 May 2022 and includes an 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 indicates alignment of year to date (YTD) service delivery with the 2021/22 Council Operating Plan and Budget.

#### **BACKGROUND**

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

#### **Financial Position as at 31 May 2022**

The following tables provide a snapshot of key 2021/22 financial information for the period ended 31 May 2022.

#### **Income Statement Summary as at 31 May 2022**

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

Eleven months of the 2021/22 financial year has elapsed and it is reasonable to expect actual income and expenditure to be approximately 92% of total amended budget for the year.

Excluding DRFA, total recurrent revenue is \$42.2 million or 104% of the 2021/22 amended budget. The YTD percentage is well above the expected 92% mainly due to the issuing of the 2021/22 2<sup>nd</sup> half yearly rates during March and Council receiving the initial 2022/23 Financial Assistance payment in April.

Total recurrent expenditure, excluding DRFA, is \$37.5 million or 85% of the 2021/22 amended budget. YTD is still on track with salaries, whilst materials and services across all Council functions are tracking below YTD amended budget due to the timing of operational expenditure.

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

Income Statement Summary	Amended Budget (\$'000s)	2021/22 EOM May 2022 (\$'000s)	Variance %	Notes
Total recurrent revenue (excl DRFA)	\$40,684	<b>\$42,182</b>	104%	<ul style="list-style-type: none"> <li>• 2021/22 2<sup>nd</sup> half yearly rates levied in March</li> <li>• Fees &amp; charges, water sales and sewerage disposal are tracking higher than amended budget</li> <li>• FA Grant: 22/23 initial payment received in April, operating grants now tracking above budget</li> <li>• Salaries remain on track</li> <li>• Materials &amp; Services tracking under amended budget due to timing of expenditure across Council functions</li> </ul>
Total recurrent expenses (excl DRFA)	(\$44,360)	<b>(\$37,494)</b>	85%	
<b>Operating result (excl DRFA)</b>	(\$3,676)	<b>\$4,688</b>		
<b>DRFA operating result (rev less exp below)</b>	\$-	<b>(\$)</b>		<ul style="list-style-type: none"> <li>• New Accounting Standards match timing of DRFA revenue to works carried out</li> </ul>
DRFA revenue	\$34,000	<b>\$10,719</b>	32%	<ul style="list-style-type: none"> <li>• 2021 DRFA event works carried out by CTRC.</li> </ul>
DRFA expenses	(\$34,000)	<b>(\$10,719)</b>	32%	
Capital revenue	\$14,241	<b>\$9,670</b>	68%	<ul style="list-style-type: none"> <li>• Variance reflects timing of 2021/22 capital works funded projects</li> </ul>
<b>Net result</b>	\$10,565	<b>\$14,358</b>		<ul style="list-style-type: none"> <li>• Reconciles with Balance Sheet</li> </ul>

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

The table above shows an operating surplus of \$4.69 million and a net surplus of \$14.36m as at 31 May 2022.

## Balance Sheet Summary as at 31 May 2022

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

Balance Sheet Summary	Amended Budget (\$'000s)	2021/22		Notes
		EOM May 2022 YTD (\$'000s)	Apr 2022 (\$'000s)	
Cash & investments	\$35,986	\$61,604	\$61,526	<ul style="list-style-type: none"> <li>Minor increase from April; balance includes \$17.2m restricted cash as per Contract Liabilities balance</li> </ul>
Property plant & equipment	\$471,599	\$462,059	\$461,486	<ul style="list-style-type: none"> <li>All asset types including roads and water (\$570k increase from prior month)</li> </ul>
Receivables (Current)	\$2,325	\$2,281	\$5,995	<ul style="list-style-type: none"> <li>Decrease from April reflects payment of debtor invoices raised for grant subsidies and payment of 2nd half yearly rates levies</li> </ul>
Payables (Current)	\$3,350	\$2079	\$4,583	<ul style="list-style-type: none"> <li>Reasonable level of accounts payable</li> </ul>
Accrued expenses & unearned revenue	\$1,500	\$-	\$-	<ul style="list-style-type: none"> <li>Actuals are realised as part of end of year processing</li> </ul>
Contract assets	-	\$3,635	\$4,407	<ul style="list-style-type: none"> <li>Decrease from prior month can be attributed to R2R grant money received for works previously completed</li> <li>Minor decrease from prior month due to works being carried out against grant revenue received in advance.</li> </ul>
Contract liabilities	-	\$17,194	\$17,334	<ul style="list-style-type: none"> <li>Most of the balance can be attributed to the DRFA 2021 work packages; \$14.3m received in advance</li> </ul>

## Cash & Investments, and Borrowings as at 31 May 2022

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

		2021/22		
Cash & Investments	Amended Budget (\$'000s)	EOM May 2022 YTD (\$'000s)		Notes
Current account		\$135		• Daily transaction management
Investment – QCCU		\$1,000		• 12 month matures 12/06/2022 – interest rate 0.60%
Investment – QTC		\$60,469		• Daily cash fund – interest rate 0.74%
Total cash & investments	\$35,986	\$61,604		
Borrowings				
Current – QTC	\$147	\$42		• Quarterly payments payable in current financial year
Non-current – QTC	\$656	\$802		• Payable over term– maturity date 15/06/2027
Total borrowings	\$803	\$844		• Book rate 2.67% + Admin fee 0.12%

The YTD 2021/22 financial stability ratios reflect strong cash resources available to fund operations.

Financial Stability Ratios	Target	2021/22 Amended Budget	EOM May 22 YTD	Apr 2022 YTD	Notes
Current ratio	>1.1	4.70	2.98	2.85	• Above target
Cash cover ratio	>1.1	4.13	2.67	2.40	• Above target
Cash capacity in months (excludes externally restricted cash)	>3 months	6.00	7.41	7.37	• Cash available to fund well 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 – externally restricted cash) ÷ (annual cash operating costs ÷ months per year)

## Rates & Charges Summary

All 2021/22 rates notices have now been issued.

Rates & Charges Summary	2021/22 Amended Budget (\$'000s)	EOM May 2022 YTD (\$'000s)	Notes
General rates	\$13,775	<b>\$14,092</b>	<ul style="list-style-type: none"> <li>2nd half-yearly rates notices issued in March 2022</li> <li>2021/22 excess water is not recognised until the end of the financial year</li> </ul>
Waste management	\$1,354	<b>\$1,362</b>	
Water	\$6,458	<b>\$5,016</b>	
Sewerage	\$3,713	<b>\$3,668</b>	
<b>Total rates &amp; charges</b>	<b>\$25,300</b>	<b>\$24,138</b>	

### 2021/22 Rating Calendar:

1. First half-yearly rates levies issued in October 2021.
2. Second half-yearly rates levies issued in March 2022.
3. Water meter reads are undertaken annually during the last week of May and the first week of June.

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

Rates & Charges Debtors	EOM May 2022 YTD (\$'000s)	% of rates debtors	% of rates revenue	Notes
Rates debtors				
• Current (2021/22 rates)	<b>\$1,181</b>	61%	4.89%	• Decrease of \$1m from Apr due to payments still being received for 2nd half yearly rates levies
• Overdue (2020/21 rates)	<b>\$301</b>	16%	1.2%	• Very minor decrease from prior month
• Overdue (2019/20 rates)	<b>\$224</b>	11%	0.9%	• Very minimal movement from prior month
• Overdue (pre-2019/20 rates)	<b>\$235</b>	12%	1.0%	• No movement from prior month
<b>Total rates debtors</b>	<b>\$2,957</b>	<b>100%</b>		

### Prepaid Rates & Charges

Prepaid rates (current liabilities)	<b>\$1,268</b>	<ul style="list-style-type: none"> <li>Rates paid in advance, mostly via periodic planned payments. Increase of \$195k since April due to periodic payment plans undertaken at rate payers' choice</li> </ul>
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### LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 5 - Transparency & Accountability

### CONSULTATION (Internal/External)

Internal: Financial Services Coordinator; Belinda Blokland

External: N/A

## **LEGAL CONSIDERATIONS**

Section 204 of the *Local Government Regulation (2012)* requires that Council prepare a financial report that is tabled monthly at Council's General Meeting. The financial report must state the progress made in relation to the budget for the period of the financial year up to a day, as near as practicable, to the end of the month before the meeting is held.

## **POLICY IMPLICATIONS**

The report aligns with the adopted 2021/22 budget policies including the Investment Policy, Debt Policy, Revenue Policy and Revenue Statement.

## **RISK IMPLICATIONS**

Risks are mitigated as follows:

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

<b>Report Prepared by:</b> BELINDA BLOKLAND <b>Financial Services Coordinator</b> Date: 3 June 2022	<b>Report Authorised by:</b> TED HARRINGTON <b>Chief Financial Officer</b>
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## **ATTACHMENTS**

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

## **REFERENCE DOCUMENT**

- Officer's Report Document No. 4652209
-



**STATEMENT OF COMPREHENSIVE INCOME**  
**For the Period Ending**  
**31 May 2022**



	2021/2022 Amended Annual Budget	2021/2022 Actuals YTD	2021/2022 Percentage Position 92%
<b>REVENUE</b>			
<b>Recurrent Revenue</b>			
<b>Nett Rate Levies &amp; Charges</b>			
General Levies	13,774,850	14,092,243	102%
Waste Management Levies	1,353,680	1,361,226	101%
Water Allocation Levies	6,245,608	5,016,574	80%
Sewerage Levies	3,713,076	3,667,660	99%
Excess Water Levies	212,500	-	0%
<b>Total Nett Rate Levies &amp; Charges</b>	<b>25,299,714</b>	<b>24,137,703</b>	
<b>Fees &amp; Charges</b>			
Water Fees & charges	100,000	98,600	99%
Sewerage Fees & charges	6,480	8,432	130%
Other Fees & charges	4,167,426	4,802,530	115%
<b>Total Fees &amp; Charges</b>	<b>4,273,906</b>	<b>4,909,562</b>	
<b>Other Income Received</b>			
Interest received (includes rates & community loans)	249,150	263,937	106%
Sales	280,000	349,395	125%
Contract Income - RMPC, RPC, PW	2,722,469	2,856,356	105%
Other recurrent income	143,990	174,250	121%
<b>Total Other Income Received</b>	<b>3,395,609</b>	<b>3,643,938</b>	
<b>Operating Grants &amp; Subsidies</b>			
Operating Grants & Subsidies	7,714,661	9,490,720	123%
Non Capital Flood Event Grants	34,000,000	10,718,881	32%
<b>Total Operating Grants &amp; Subsidies</b>	<b>41,714,661</b>	<b>20,209,601</b>	
<b>TOTAL Recurrent Revenue</b>	<b>74,683,890</b>	<b>52,900,804</b>	<b>71%</b>
<b>Capital revenue</b>			
Capital grants, subsidies, contributions & donations			
Capital Grants & Subsidies	14,048,372	9,663,703	69%
Gain on Sale of Assets	193,000	6,240	3%
<b>Total Capital Revenue</b>	<b>14,241,372</b>	<b>9,669,943</b>	
<b>TOTAL INCOME</b>	<b>88,925,262</b>	<b>62,570,747</b>	<b>70%</b>
<b>EXPENSES</b>			
<b>Recurrent expenses</b>			
Materials, Services & Maintenance	(14,963,720)	(10,605,292)	71%
Flood Event Materials, Services & Maintenance (DRFA)	(34,000,000)	(10,674,981)	31%
Employee Benefits	(20,066,643)	(18,262,134)	91%
Flood Event Employee Benefits (DRFA)	-	(43,900)	0%
Audit Fees	(166,000)	(114,908)	69%
Finance Costs	(68,000)	(56,435)	83%
Depreciation & amortisation	(9,096,000)	(8,454,919)	93%
<b>TOTAL Recurrent Expenses</b>	<b>(78,360,363)</b>	<b>(48,212,569)</b>	<b>62%</b>
<b>Capital operating expenses</b>	-	-	
<b>TOTAL EXPENSES</b>	<b>(78,360,363)</b>	<b>(48,212,569)</b>	<b>62%</b>
<b>Notional result attributable to council (exc DRFA)</b>	<b>10,564,899</b>	<b>14,358,178</b>	
<b>Notional result attributable to council (inc DRFA)</b>	<b>10,564,899</b>	<b>14,358,178</b>	
<b>Notional Operating Position before Capital Income (exc DRFA)</b>	<b>(3,676,473)</b>	<b>4,688,235</b>	
<b>Notional Operating Position before Capital Income (inc DRFA)</b>	<b>(3,676,473)</b>	<b>4,688,235</b>	
<b>Notional Op Position before Capital Income &amp; Excess Water</b>	<b>(3,888,973)</b>	<b>4,688,235</b>	
<b>Notional Cash available for Capital including Grants</b>	<b>19,660,899</b>	<b>22,813,097</b>	
<b>Notional 'Council funded Cash' available for Capital</b>	<b>5,419,527</b>	<b>13,143,154</b>	

**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ending**  
**31 May 2022**



	<b>2021/2022 Amended Annual Budget</b>	<b>2021/2022 Actuals YTD</b>
<b>CURRENT ASSETS</b>		
Cash at Bank & On-Call Investments	35,985,606	61,604,427
Cash Floats	6,100	6,100
Trade and Other Receivables	2,324,848	2,280,947
Contract Assets	-	3,635,481
Inventories	674,715	770,546
Accrued revenue & prepayments	1,942,490	431,094
<b>TOTAL CURRENT ASSETS</b>	<b>40,933,759</b>	<b>68,728,595</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	-	-
Property, plant and equipment	471,599,476	462,059,056
<b>TOTAL NON-CURRENT ASSETS</b>	<b>471,691,476</b>	<b>462,243,056</b>
<b>TOTAL ASSETS</b>	<b>512,625,235</b>	<b>530,971,651</b>
<b>CURRENT LIABILITIES</b>		
Trade and other Payables	3,350,000	2,079,010
Contract Liabilities	-	17,194,158
Borrowings	148,542	42,141
Annual & LSL Provisions	3,718,585	3,715,063
Accrued Expenses & Unearned Revenue	1,500,000	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,717,127</b>	<b>23,030,372</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	654,102	801,954
Non Current LSL Provision	1,672,308	1,672,309
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,418,410</b>	<b>2,658,263</b>
<b>TOTAL LIABILITIES</b>	<b>11,135,537</b>	<b>25,688,634</b>
<b>NET ASSETS</b>	<b>501,489,698</b>	<b>505,283,017</b>
<b>COMMUNITY EQUITY</b>		
Council Capital	341,142,306	334,051,090
Asset Revaluation Reserve	124,361,786	124,361,786
Retained Surplus/(Deficiency)	-	14,358,178
Cash Reserves	35,985,606	32,511,963
<b>TOTAL COMMUNITY EQUITY</b>	<b>501,489,698</b>	<b>505,283,017</b>

**STATEMENT OF CASHFLOW**  
**For the Period Ending**  
**31 May 2022**



	2021/2022 Amended Annual Budget	2021/2022 Actuals YTD
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from customers	44,579,998	54,019,287
Payments to suppliers & employees benefits	(71,966,078)	(39,943,676)
	(27,386,080)	14,075,611
Interest Received	248,900	263,847
Non capital grants & contributions	7,714,661	9,490,720
Non capital NDRRA Event Grants	34,000,000	10,718,881
Borrowing costs	(25,000)	(22,880)
<b>Net Cash inflow (outflow) from operating activities</b>	<b>14,552,481</b>	<b>34,526,179</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
<b>Payments for property, plant &amp; equipment</b>		
Payments for property, plant & equipment	(25,174,417)	(14,992,917)
	(25,174,417)	(14,992,917)
Receivables-Community Loan Repayments	2,059	1,899
Proceeds from sale of property, plant & equipment	193,000	-
Capital grants, subsidies, contributions	14,048,372	9,663,703
<b>Net cash inflow (outflow) from investing activities</b>	<b>(10,930,986)</b>	<b>(5,327,315)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Repayment of External Loan Borrowings	(147,852)	(106,401)
<b>Net cash flow from financial activities</b>	<b>(147,852)</b>	<b>(106,401)</b>
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>3,473,643</b>	<b>29,092,463</b>
<b>Opening Cash</b>		
Beginning of Reporting Period - Cash at Bank	32,511,963	32,511,963
Beginning of Reporting Period - Cash Floats	6,100	6,100
<b>Cash at beginning of reporting period</b>	<b>32,518,063</b>	<b>32,518,063</b>
<b>Closing Cash</b>		
End of Reporting Period - Cash at Bank	35,985,606	61,604,427
End of Reporting Period - Cash Floats	6,100	6,100
<b>Cash at end of reporting period</b>	<b>35,991,706</b>	<b>61,610,527</b>
<b>Cash Movement</b>		
Net Increase/(Decrease) in Cash at Bank	3,473,643	29,092,463
Net Increase/(Decrease) in Cash Floats	-	-
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>3,473,643</b>	<b>29,092,463</b>

**EXECUTIVE SUMMARY**

Council is requested to consider the write-off of various debts and interest deemed to be unrecoverable or commercially unviable to pursue and obsolete inventory.

**OFFICER’S RECOMMENDATION**

*That Council:*

- **Write-off the amount of \$18,094.83 in obsolete inventory; and**
- **Write-off the amount of \$20,928.85 in unrecoverable interest.**

**BUDGET & RESOURCE IMPLICATIONS**

Debts deemed irrecoverable or not commercially viable to pursue will result in a loss to Council, however there is a potential to recover a portion of the \$18,094.83 in inventory write offs via a future auction, proposed to be held in June 2022.

**BACKGROUND**

Council formerly received an Annual Report for the write-off of Unrecoverable Debts, Interest and Obsolete Inventory, however this was last presented to Council for resolution in May 2019. This Report serves to capture all obsolete inventory and unrecoverable rate and interest since the date of the last report.

Council’s Sundry Debtor Policy requires that sundry debts deemed to be irrecoverable following various recovery attempts up to and/or exceeding ninety (90) days outstanding (and more than \$1,000), are to be written off by Council at a General Meeting.

Debts are deemed irrecoverable if after ninety (90) days:

- no contact has been established with the debtor for payment of the debt; or
- for an instalment plan; and
- are no longer deemed commercially viable to pursue.

As outlined under *Risk Implications* the chance of recovery decreases with the age of the debt.

Council is presented with the following outstanding debts deemed irrecoverable for rates and charges, interest accrued on outstanding rates balances and sundry debtors, together with inventory write offs to the overall amount of \$43,666.25.

Obsolete Inventory

During the Annual Stocktake of stores items held, items with a value of \$18,094.83 were identified as obsolete. Auto filters, toner cartridges and the like were identified during the process, with the asset linked to the stores item no longer being in service/held by Council. Included in the listing are 11 x 8m Poles and are now considered surplus to requirements, having been procured for a specific purpose that is no longer economically feasible. The Procurement & Depot Coordinator has identified that some costs may be recoverable with the option to sell at a future auction being available.

Details of the items to be written-off are contained in the attached document.

Interest on Overdue Rates

Month & Year	No of properties	Range of amounts (\$)	Total for write-off Amount (\$)
May-19	76	0.01 - 73.75	1017.66
Jun-19	65	0.01 - 80.75	658.76
Jul-19	23	0.01 - 37.22	167.40
Aug-19	22	0.01 - 60.36	178.70
Sep-19	23	0.02 – 10,480.53	10,562.86
Oct-19	145	0.01 - 77.02	541.14
Nov-19	88	0.01 - 40.13	656.39
Dec-19	32	0.01 - 303.92	657.80
Jan-20	16	0.33 - 883.95	1,300.43

Month & Year	No of properties	Range of amounts (\$)	Total for write-off Amount (\$)
Feb-20	28	0.01 - 21.03	129.01
Mar-20	90	0.01 - 67.30	472.64
Apr-20	29	0.01 - 55.40	487.82
May-20	9	0.02 - 9.35	22.23
Jun-20	12	0.01 - 28.41	81.00
Jul-20	4	0.01 - 6.27	8.31
Aug-20	5	0.03 - 12.85	17.19
Sep-20	4	0.04 - 86.09	87.45
Oct-20	26	0.01 - 53.40	216.80
Nov-20	68	0.01 - 16.68	117.56
Dec-20	47	0.01 - 33.20	195.51
Jan-21	45	0.01 - 100.09	458.01
Feb-21	20	0.01 - 92.45	272.01
Mar-21	101	0.01 - 46.34	503.29
Apr-21	60	0.01 - 61.38	380.61
May-21	52	0.27 - 94.26	430.40
Jun-21	50	0.01 - 94.26	357.53
Jul-21	1	0.01 - 6.37	6.37
Aug-21	4	0.36 - 1.66	3.31
Sep-21	7	0.13 - 0.67	3.72
Oct-21	5	0.01 - 56.20	101.66
Nov-21	53	0.01 - 19.93	119.94
Dec-21	74	0.01 - 66.60	228.65
Jan-22	29	0.21 - 24.92	210.11
Feb-22	19	0.34 - 63.93	213.34
Mar-22	6	0.20 - 28.76	63.24
<b>TOTAL RATE BALANCE FOR WRITE-OFF</b>			<b>\$20,928.85</b>

Table 3 –Interest levied on outstanding balances since last presented to Council

Table 3 discloses the total rate write-off per month, of interest levied on outstanding rates balances from date of reminder to date of receipt between 1 May 2019 and 31 March 2022. Rates interest write-offs are completed monthly by the Rates Department. In September 2019, Council resolved to Sell a property at Auction that failed to gain a bid, resulting in Council taking possession and ownership of the property (Assessment 21167-22000-000): \$10,480.53 of the above amount relates to this property.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025

- Priority No 5 - Transparency & Accountability

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

Internal: Accounts Officer – Tracy Miller  
Financial Services Coordinator – Belinda Blokland  
Procurement & Depot Coordinator – Paul Weston  
Rates Coordinator – Selina Pitt  
I/Chief Executive Officer – Martin Drydale

### **LEGAL CONSIDERATIONS**

#### *Sundry Debtors*

Recovery actions have been in line with the terms of trade and Council's Sundry Debtor Policy.

#### *Rates & Charges Write-Off*

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

### **POLICY IMPLICATIONS**

Recovery actions have been undertaken in line with the Sundry Debtors Policy.

Therefore, there are no policy implications that warrant the recommendation being declined.

**RISK IMPLICATIONS**

Per the respective policies applicable to rates and charges and sundry debts, the possibility of non-payment of the debt by the debtor increases with the age of the debt.

<b>Report Prepared by:</b> TED HARRINGTON <b>Chief Financial Officer</b> Date: 4 May 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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**ATTACHMENTS**

- Nil

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4642884
  - 2022 Inventory Write-Offs Document No. 4644271
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## 12.3 Lease of Wheeler's House

### EXECUTIVE SUMMARY

Council has received a request from Charters Towers Warringnu Aboriginal and Torres Strait Islanders Corporation (Warringnu) to continue leasing Wheelers House to provide services under the '60 and Better Program'.

### OFFICER'S RECOMMENDATION

*That Council:*

- *Apply the exception under the provisions of Section 236(1)(b)(ii) of the Local Government Regulation 2012 for the disposal of part of Wheeler's House described as Lease B over part of Lot 238 on Plan CT1824.*
- *Enter into a new agreement with Charters Towers Warringnu Aboriginal and Torres Strait Islander Corporation for a period of 12 months, with a 12-month option, generally based on the terms and conditions contained within the standard REIQ Commercial Tenancy Agreement.*
- *Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Agreement, including determination of the rent amount.*

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### **BUDGET & RESOURCE IMPLICATIONS**

No additional budgetary resources or expenditure will be required.

It is not anticipated that the lease will be registered on the Title and therefore registration fees will not be required. It should be noted that if Council wanted to register the lease on the title, an identification survey plan will be required that meets the requirements of the Land Title Practice Manual. The approximate cost of this would be \$1,500.00. Due to the lease term and budgetary constraints of both organisations, it is recommended that the lease remain unregistered, in accordance with current arrangements.

### **BACKGROUND**

Council has leased the building known as Wheelers House located at 133 Gill Street to the Charters Towers 60 & Better Program Inc since 2003. In 2019, the group were unable to form a committee and joined with Warringnu to enable the program to continue.

The program delivers a vital service to the seniors of the community by providing an opportunity for social networking, offering a referral and advocacy service, social events, and a shopping bus to ensure seniors are not isolated.

The program has received government funding for an additional 12 months, and the Corporation intends to reapply for a further 12 months when funding applications open. As such, it is recommended that Council offer a lease for a 12 month period, with a 12 month option to Warringnu to provide certainty to the group.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025

- Priority No 3 – Social Cohesion

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

Internal: Manager Community Services and Acting Manager Regional Development - Hayley Thompson  
Facilities Compliance Coordinator - Wally Thomasson

External: Board Member, Warringnu - Jennifer Huxley

### **LEGAL CONSIDERATIONS**

#### Local Government Regulation 2012

Section 236(1)(b)(ii) provides that a non-current asset can be disposed of to a community organisation. A community organisation is defined in Schedule 8 as "an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit". The 60 and Better Program, which is auspiced by the Charters Towers Warringnu Aboriginal and Torres Strait Islander Corporation, meets the definition of a community organisation.

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

Council has previously received advice from Malcolm Fisher of Roberts Nehmer McKee on this matter and confirmed that a Commercial Tenancy Agreement is suitable in this situation as the period is no more than three years and the tenant is a community organisation.

### **POLICY IMPLICATIONS**

The Lease meets the disposal conditions of the *Local Government Regulation 2012*.

Council was asked to provide clarification on the ownership of fixtures and fittings in this building earlier this year. Council's Facilities Coordinator informed that, in accordance with precedents set for other facility leases and considering the existing Tenancy Agreement, any items that are fixed to the premises (such as shelving, electrical sockets, desks etc.) and are not able to be removed without damage to the structure, belong to Council. Any fixture or fitting that is not affixed, belongs to the 60 and Better Group. However, if the Group had items that are fixed and they would like permission to remove same on the basis that they believe they have rightful ownership, they are welcome to make application to Council for its consideration.

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

### **RISK IMPLICATIONS**

As recommended, the lease being entered into is a standard REIQ Commercial Tenancy Agreement and it is proposed that it will not be registered on the title. Whilst registration does provide indefeasibility, it is considered that the Agreement contains sufficient measures to protect Council's risk. Additional factors supporting this proposal are that the new lease is for a relatively short timeframe, an agreement between the parties has been in place for approximately 18 years without registration and no unresolved disputes have ever occurred between the parties. There are also financial costs to produce an identification survey to meet registration requirements that neither party have budgeted for.

Political, public relations, financial, workplace health and safety risk implications have been considered and there are no risk implications that warrant the recommendations being declined.

<b>Report Prepared by:</b> MELISSA KING <b>Governance Officer</b> Date: 07 June 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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### **ATTACHMENTS**

- Nil

### **REFERENCE DOCUMENT**

- Existing Tenancy Agreement – Document No. 1261893
- Extension of Tenancy – Document No. 4625076
- Officer's Report Document No. 4654375



**EXECUTIVE SUMMARY**

Council received eight (8) applications for assistance under Round One – 2022/2023 of the Community Grants Programme. Applications were assessed by a panel in accordance with the criteria specified in the Community Grants policy.

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

- ***Approve the community grant application by Greenvale Country Club Inc for facility improvements at the Greenvale Country Club in the amount of \$4,652 (ex GST),***
- ***Approve the community grant application by Charters Towers Isolated Children's Parents' Association auspiced by Isolated Children's Parents' Association - Queensland Inc for the 2022 Fit for Rural Futures Sports Camp in the amount of \$5,000 (ex GST),***
- ***Approve the community grant application by Southern Cross Western Horse Association Inc for Equestrian Centre venue hire fees for 2022 Ranch Horse Show in the amount of \$950 (ex GST),***
- ***Approve the community grant application by Towers Pastoral, Agricultural and Mining Association Inc for the 2022 Charters Towers Show in the amount of \$5,000 (ex GST),***
- ***Approve the community grant application by Gudjalbara Indigenous Corporation for the 2022 Charters Towers NAIDOC events and carnival in the amount of \$5,000 (ex GST),***
- ***Approve the community grant application by Charters Towers Junior Cricket Association Inc for the purchase of a display case food warmer in the amount of \$950 (ex GST),***
- ***Approve the community grant application by Charters Towers Ministers Fraternal auspiced by Charters Towers Dalrymple Friends of the Theatre Inc for the 2022 Community Christmas Carols in the amount of \$900 (ex GST),***
- ***Approve the community grant application by Charters Towers Performing Arts Festival Association Inc in the amount of \$5,000 (ex GST).***

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**BUDGET & RESOURCE IMPLICATIONS**

There are sufficient funds available in the Community Grants Budget with a total of \$75,000 currently available for allocation. Based on the Officer's Recommendation an amount of \$27,542 excluding GST will be expended in this funding round.

**BACKGROUND**

Council received eight (8) applications for assistance under Round 1 of the 2022/2023 Community Grants Programme. All applications were considered by a panel consisting of Mayor Beveridge, Deputy Mayor Lohmann, Cr. Bennetto, Cr. Barr, Cr Mathews, Cr Robertson, and Cr. Hastie in accordance with the criteria specified in the Community Grants policy.

It is recommended that Council approve the following applications:

- Greenvale Country Club Inc for facility improvements at the Greenvale Country Club in the amount of \$4,652 (ex GST),
- Charters Towers Isolated Children's Parents' Association auspiced by Isolated Children's Parents' Association - Queensland Inc for the 2022 Fit for Rural Futures Sports Camp in the amount of \$5,000 (ex GST),
- Southern Cross Western Horse Association Inc for Equestrian Centre venue hire fees for 2022 Ranch Horse Show in the amount of \$950 (ex GST),
- Towers Pastoral, Agricultural and Mining Association Inc for the 2022 Charters Towers Show in the amount of \$5,000 (ex GST),
- Gudjalbara Indigenous Corporation for the 2022 Charters Towers NAIDOC events and carnival in the amount of \$5,000 (ex GST),
- Charters Towers Junior Cricket Association Inc for the purchase of a display case food warmer in the amount of \$950 (ex GST),
- Charters Towers Ministers' Fraternal for the 2022 Community Christmas Carols in the amount of \$900 (ex GST),

- Charters Towers Performing Arts Festival Association Inc in the amount of \$5,000 (ex GST).

### **LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025

- Priority No 3 – Social Cohesion

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

Internal: Mayor Frank Beveridge  
Deputy Mayor Graham Lohmann  
Cr Sonia Bennetto  
Cr Allan Barr  
Cr Julie Mathews  
Cr Kate Hastie  
Cr Bernie Robertson  
Interim Chief Executive Officer – Martin Drydale

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.

<b>Report Prepared by:</b> HAYLEY THOMPSON <b>Manager Community Services</b> Date: 02 June 2022	<b>Report Authorised by:</b> Martin Drydale <b>I/Chief Executive Officer</b>
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### **ATTACHMENTS**

- N/A

### **REFERENCE DOCUMENT**

- Greenvale Country Club Inc Document No. 4648142
- Charters Towers Isolated Children's Parents' Association Document No. 4648773
- Southern Cross Western Horse Association Inc Document No. 4649521
- Towers Pastoral, Agricultural and Mining Association Inc Document No. 4650291
- Gudjalbara Indigenous Corporation Document No. 4650740
- Charters Towers Junior Cricket Association Inc Document No. 4650455
- Charters Towers Ministers' Fraternal Document No. 4651577
- Charters Towers Performing Arts Festival Association Inc Document No. 4650449
- Officer's Report Document No. 4652539

**EXECUTIVE SUMMARY**

Section 195 of the *Local Government Regulation 2021* states the requirements for providing community grants. The Community Grants Policy has been reviewed and amended following feedback on providing ongoing annual support for key local events.

**OFFICER'S RECOMMENDATION**

**That Council:**

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

**BUDGET & RESOURCE IMPLICATIONS**

The current budget allocation for Community Grants is \$75,000 per year. The amendment to the policy ringfences funding to be provided for the events in Schedule 1 of the Community Grants Policy from this budget.

**BACKGROUND**

A review of the Community Grants Policy has been undertaken following feedback received from Councillors at previous workshops when assessing applications concerning the provision of ongoing annual support for key local events.

The proposed changes to the policy include:

1. Section 5 Policy Provisions – amendment to wording regarding support to school awards nights enabling funding to be provided annually without need to apply.
2. Section 5 Policy Provisions – addition of the below list of events that Council will support on an annual basis without the need to apply for funding.

<b>Event</b>	<b>Location</b>	<b>Support Provided</b>
Country Music Festival Parade	Gill Street/Mosman Street	Up to \$1,000 cash towards road closure
Country Music Festival	Showgrounds	Waiver of hire fees
Motor Show and Swap Meet	Showgrounds	Waiver of hire fees
Charters Towers Show	Showgrounds	Waiver of hire fees
Community Christmas Carols	World Theatre	Waiver of hire fees
Christmas Fair	Showgrounds	Waiver of hire fees

The amended policy will commence on 1 July 2022.

**LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025

- Priority No 3 – Social Cohesion

**CONSULTATION (Internal/External)**

Internal: All Councillors  
I/Chief Executive Officer - Martin Drydale  
External: N/a

**LEGAL CONSIDERATIONS**

*Local Government Regulation 2012* sets out requirements for Council to adopt a Community Grants Policy.

**POLICY IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> HAYLEY THOMPSON <b>Manager Community Services</b> Date: 3 June 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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**ATTACHMENTS**

- STRAT0002 – Amended Community Grants Policy

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4653660
-

**NUMBER:** STRAT0002/CCS

**ACT:** Local Government Act 2009  
Local Government Regulation 2012 (Sect 195)

**POLICY TITLE:** COMMUNITY GRANTS POLICY

**1. PURPOSE AND SCOPE**

- 1.1 Charters Towers Regional Council (Council) provides annual grant funding to support community organisations who make a positive contribution to the sustainable development of this region’s social, cultural, economic, sporting, recreational and environmental lifestyle.
- 1.2 The purpose of the Community Grants Policy (Policy) is to establish an application process and criteria for allocation of grants to ensure a fair, equitable and transparent framework for distribution of finite funds made available through budget process.

**2. COMMENCEMENT OF POLICY**

- 2.1 This Policy will commence from 1 July 2022. It replaces all other policies relating to Community Grants (whether written or not).

**3. APPLICATION OF POLICY**

This policy applies to grants to community organisations provided by Council.

- 3.1 The compliance measures outlined in this Policy will allow Council to accurately reflect the level and costs provided to community organisations through the Policy.
- 3.2 This Policy does not guarantee the provision of any grant to all or any community organisations.
- 3.3 This Policy does not apply to grants allocated/funded from funding sources external to Council.
- 3.4 This Policy has been developed in accordance with the provisions contained in the *Local Government Regulation 2012*, namely sections 194 and 195:

**194 Grants to community organisations**

A local government may give a grant to a community organisation only—

- (a) if the local government is satisfied —
  - (i) the grant will be used for a purpose that is in the public interest; and
  - (ii) the community organisation meets the criteria stated in the local government’s community grants policy; and
- (b) in a way that is consistent with the local government’s community grants policy.

**195 Community grants policy**

A local government must prepare and adopt a policy about local government grants to community organisations (a **community grants policy**), which includes the criteria for a community organisation to be eligible for a grant from the local government.

**4. DEFINITIONS**

Community organisation	An entity that carries on activities for a public purpose or whose primary objective is not directed at making a profit. May include clubs and community associations.
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Funding agreement	The agreed terms and conditions of assistance to be provided and signed by all parties.
Grant	The sum of money/in-kind support given to community organisations for an event/project/service.
In-kind support	Includes the provision of any service, facility or activity that would normally attract a fee or the waiver of any fee or payment of any fee on behalf of the applicant for any such service, facility or activity.
Incorporated	Means incorporation under the <i>Associations Incorporation Act 1981</i> or other relevant legislation.
Grant Limit	A maximum of \$5,000 excluding GST in monetary value and/or in-kind support may be requested
Not for Profit Organisation	An organisation that does not operate for the profit or gain of its individual members. Any profit made by the organisation goes back into the operations of the organisation to help pursue its goals.
Event	Means an event, project, service (including sponsorship), facility or other activity for which assistance through grant funding is sought.
Purchase of service	Refers to a negotiated contractual arrangement to engage the services of an organisation or individual for payment.

### 5. POLICY PROVISIONS

- 5.1. A maximum of \$5,000 excluding GST in monetary value and/or in-kind support may be requested.
- 5.2. Support of School Awards Nights in the amount of \$100 will be offered on an annual basis to all schools within the Charters Towers Regional Council area.
- 5.3. Council will provide support to the events listed in Schedule 1 on an annual basis without the need to apply for funding in accordance with this Policy.
- 5.4. Two separate rounds will be called during a financial year, the first round following the adoption of the budget (for the period 1 July to 31 December) and the second round in January (for the period 1 January to 30 June).
- 5.5. Self-sufficiency is the underlying principle of this Policy. Council will continue to work with community organisations to build capacity to run successful community events so as to move away from continued dependency on ratepayer support.

### 6. ELIGIBILITY

Applicants must meet all of the following:

- Be a not for profit, incorporated community organisation
- Hold a current public liability insurance certificate to a value of not less than \$10 million;
- Be located and operate within the Charters Towers Region, and benefit the communities of the Charters Towers Region;
- Not operate or benefit from gaming machines;
- Not be a Political party;
- Not be a State and Commonwealth Government agencies with the exception of school award nights;
- Have no overdue debt to Council;
- Have attended training opportunities provided by Council associated with event management if the funding request is event related: and
- Have acquitted all Community Grants received from Council previously (if applicable).

### Ineligibility

Assistance will not be provided for events that:

- Are primarily for the benefit of an individual;
- Are primarily of a commercial nature;
- Take place outside of the region;
- Do not align with the objectives of Council's Corporate Plan;
- Fall within the responsibility of a State or Federal government department for delivery (with exception of school award nights);
- Are for repayments of debts or loans;
- Are for funding for individuals to attend/participate higher self-achievement events/courses;
- Are for components of events that include salaries/wages for staff or recurrent costs associated with day to day operations;
- Are received after the advertised closing date/time; and
- Are from organisations that have outstanding Grant requirements, ie. acquittals

### a. Assessment Criteria

All applications will need to demonstrate the community benefit anticipated to be derived from the event, including but not limited to:

- Opportunity or enhanced opportunity for community inclusion from the planned event;
- Enhancement of civic pride and sense of place to be derived from the event;
- Enhanced opportunities for local economic activities; and
- Other expected outcomes of the event that will provide a positive contribution to the quality of life within the Charters Towers Region.

Additional information outlining the following is also required:

- Demonstrate how the event will become self-sustaining;
- The organisation's capacity to manage funds and events;
- Alternatives for income or assistance available for the event;
- The manner in which the event meets Council's strategic aims and objectives as demonstrated through the Corporate and Community Plans; and
- Details of other grants that have been applied for/approved relating to the proposed event.

Preference will be given to requests that:

- Have the greatest potential to benefit the communities of the Charters Towers Region;
- Can demonstrate other financial or in kind partnerships that will assist in the delivery of the event including self-funding; and
- Demonstrate planning for self-sustainability

### b. Application requirements

Applications must be completed on the current prescribed Application Form and must, unless otherwise waived by Council, be accompanied by the following documentation:

- Evidence of incorporation; and
- Copy of the applicant's up to date certificate of insurance/currency for Public Liability Insurance

If funding request is for an amount higher than \$1,000 the applicant must also provide copies of the following:

- Copy of the organisation's most recent audited financial statements;
- Letters of Support – minimum of three (3);
- An Event Checklist (only if funds/support are required for an event);
- Risk Management Plan (only if funds/support are required for an event); and
- Business Plan (only if funds/support are required for a recurring event).

Applications must be lodged with Council no later than the closing date/time nominated. Late applications will not be accepted.

**c. Administration**

This Policy will be administered by Council’s Corporate and Community Services Directorate, utilising a committee of officers appointed by the Chief Executive Officer and the relevant portfolio Councillor/s. The committee will assess all applications in consultation with appropriate staff and Councillors and make recommendations to Council.

Successful applicants may be required to meet any or all of the following conditions:

- Execution and return of funding agreement reflecting acquittal processes. Acknowledgment of Council as a funding body during the promotion and running of the event.
- Such further or other conditions Council deems appropriate to meet based on site/event specific criteria and as notified to the applicant as a condition of approval.

**d. Grant Promotion and Education**

Council commits to inform the community of the availability of its grants program, by undertaking educational activities to assist community organisations to develop grant writing skills with a view to ensuring consistency in the provision of information and equity of process.

**Variations**

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

**Associated Documents**

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

**Schedule One**

<b>Event</b>	<b>Location</b>	<b>Support Provided</b>
Country Music Festival Parade	Gill Street/Mosman Street	Up to \$1,000 cash towards road closure
Country Music Festival	Showgrounds	Waiver of hire fees
Motor Show and Swap Meet	Showgrounds	Waiver of hire fees
Charters Towers Show	Showgrounds	Waiver of hire fees
Community Christmas Carols	World Theatre	Waiver of hire fees
Christmas Fair	Showgrounds	Waiver of hire fees



**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  
Resolution Number \_\_\_\_\_

Document Contact: Hayley Thompson  
Manager Community Services

Document Authorised: Martin Drydale  
I/Chief Executive Officer

Document ECM No: 1066538

          <hr/> <p>CEO Signature</p>
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### **EXECUTIVE SUMMARY**

Council has been approached by International Legends of League to host an event in Charters Towers in October 2022.

### **OFFICER'S RECOMMENDATION**

*That Council:*

- ***Confirm and endorse the actions of the I/Chief Executive Officer in approving sponsorship in the amount of \$15,000 towards the hosting of the International Legends of League events in 2022.***

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### **BUDGET & RESOURCE IMPLICATIONS**

Sponsorship can be funded from unspent Community Grant funds.

### **BACKGROUND**

International Legends of League (ILOL) is a community-based organisation who have successfully completed seventy (70) events since its inception in 2004. Each event is 4 days in duration and includes local media, school visits, social events, and Rugby League. The main highlight of a 4-day ILOL event is a full day of rugby league, culminating in an exhibition game of rugby league played between Australian Legends team and a local Allstars Legends team from the local region. The events are delivered in collaboration with local sport clubs, schools, local councils, and local businesses using the former players as respected and recognisable spokespeople.

The ILOL players are former NRL, State of Origin, NRL Indigenous Allstars players and Australian representative players with very high public profiles. Since 2004, ILOL have held events across regional Queensland, NSW, PNG, and the Northern Territory. ILOL use their very high-profile players across each four-day event to deliver greater impact in the community. The high-profile players are utilised as a "vehicle" in which to deliver key targeted messages, drive engagement and achieve awareness and promotional outcomes. Hard to reach rural and remote audiences of all demographics, including Aboriginal and Torres Strait Islander Peoples respond positively to players delivering messages, promoting programs, and services or visiting schools, clubs and communities.

The four-day event includes:

- Two days school/community presentations.
- Coaching Clinics.
- Corporate Bowls Day.
- Corporate Dinner.
- Game Day – Australian Legends vs Local All Stars match, Women's games, Kids games, Men's games.

The weekend of 8-9 October 2022 has been proposed as a suitable date (to be confirmed).

### **LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025

- Priority No 3 – Social Cohesion

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

Internal: All Councillors

I/Chief Executive Officer – Martin Drydale

External: ILOL - Craig Teevan

President – Charters Towers Rugby League Ltd - Jeff Burton

### **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 foreseeable risk implications relating to the sponsorship that warrant the recommendation being declined.

<b>Report Prepared by:</b> HAYLEY THOMPSON <b>Manager Community Services</b> Date: 2 June, 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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### **ATTACHMENTS**

- n/a

### **REFERENCE DOCUMENT**

- International Legends of League Proposal – ECM Document No. 4651381
  - Officer's Report Document No. 4651605
-

## 12.7 2021-2022 Charters Towers Regional Arts Development Fund Committee Funding Recommendation

### EXECUTIVE SUMMARY

The Charters Towers Regional Arts Development Fund (CTRADF) Committee received one (1) application for the remaining 2021-2022 funding. The Committee's recommendation was approved by the I/Chief Executive Officer and is presented for Council's ratification.

### OFFICER'S RECOMMENDATION

*That Council:*

- **Endorse the decision of the I/Chief Executive Officer to approve the undermentioned Regional Arts Development Fund application for the remaining 2021-2022 funding.**

Applicant	Purpose of Grant	Recommended Grant Amount
Charters Towers Regional Council	Queensland Day - Celebrating Faces & Places of Charters Towers Street Party Activities	\$8,834.60 ex GST

### **BUDGET & RESOURCE IMPLICATIONS**

Payment will be made from Work Order Number 4000563 with 2021-2022 remaining funding available for community applications to the value of \$8,834.60 (ex. GST).

### **BACKGROUND**

There was only one scheduled RADF funding round for the 2021-2022 financial year. After this Round the remaining funds were offered to the community through an Out of Round process and no applications were received from the community. To fill a gap in service delivery, Council staff applied for funds to value add to the Queensland Day Street Party by utilising and engaging local and regional community groups, individuals, and businesses to facilitate workshops, perform or entertain the community at the Queensland Day Celebration.

The application (including supporting material) and the Committee Assessment Sheet was forwarded via email to the CTRADF Committee members for the application to be assessed against the fund's eligibility criteria. Committee members completed the Committee Assessment Sheets and returned them to the RADF Liaison Officer (RLO) for collation. The application was approved by the CTRADF Committee and confirmed by the Committee Chair, Deputy Mayor Graham Lohmann, as evidenced in the attached memo (refer *Attachment 1*).

Due to the application being time sensitive for Council to advertise the activities effectively before the event for it to be successful, the recommendation of the CTRADF Committee was approved by the I/Chief Executive Officer to enable staff to proceed with the project.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025: Community Focus Area 3 – Social Cohesion

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

Internal: I/Chief Executive Officer – Martin Drydale  
Manager Community Services – Hayley Thompson  
External: CTRADF Committee members via email

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> KATHY THORLEY <b>Customer Service Team Leader</b> Date: 6 June 2022	<b>Report Authorised by:</b> HAYLEY THOMPSON <b>Manager Community Services</b>
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**ATTACHMENTS**

- Attachment 1 – Signed Memo of Recommendation for the successful 2021-2022 Out of Round RADF application. Document No. 4647091

**REFERENCE DOCUMENT**

- Charters Towers Regional Council Application and Support Material ECM Document No. 4646850 and 4646852
  - Completed 2021-2022 Committee Assessment Sheets ECM Document No. 4646859
  - Officer's Report ECM Document No. 4587008
-

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



**INTERNAL MEMORANDUM**

<b>TO</b>	Council
<b>FROM</b>	Kathy Thorley
<b>DATE</b>	24 May 2022
<b>SUBJECT</b>	RADF Committee Meeting Recommendation for Funding
<b>REFERENCE</b>	Cr Graham Lohmann

Dear Council

The RADF Committee has approved one (1) Out of Round application for the remaining 2021-2022 RADF funding.

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

<b>Applicant Name</b>	<b>Purpose of Grant</b>	<b>Recommended Grant Amount (ex GST)</b>	<b>GST Yes/No</b>	<b>Project Dates</b>
Charters Towers Regional Council	Queensland Day - Celebrating Faces & Places of Charters Towers Street Party Activities	\$8,834.60	Yes	05/06/2022

With appreciation

Kathy Thorley  
RADF Liaison Officer  
Corporate and Community Services

Confirmed by

Cr Graham Lohmann  
RADF Committee Chairman

ECM Doc # 4647091

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

### 13.1 Big Rocks Weir Monthly Report (Pre-Construction)

#### EXECUTIVE SUMMARY

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

#### OFFICER'S RECOMMENDATION

*That Council:*

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

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

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

#### **BACKGROUND**

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

The monthly report for Big Rocks Weir is attached.

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

Corporate Plan 2021-2025

- Priority No 1 – Economic prosperity
- Priority No 2 – Environmental Health

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

Internal: // Chief Executive Officer – Martin Drydale

Director Infrastructure Services – John Teague

External: Big Rocks Weir Project Steering Committee

GHD (as Councils Design Engineers)

Department of Regional Development, Manufacturing and Water

#### **LEGAL CONSIDERATIONS**

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

#### **POLICY IMPLICATIONS**

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

#### **RISK IMPLICATIONS**

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

#### **MEDIA/COMMUNICATION**

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

<b>Report Prepared by:</b> MARK HARVEY <b>Water Projects Manager</b> Date: 2 June 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>//Chief Executive Officer</b>
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#### **ATTACHMENTS**

- Big Rocks Weir Monthly Report (Pre-Construction) – May 2022 Document No. 4652476  
(Confidential)

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 4652584

### **EXECUTIVE SUMMARY**

Council, in partnership with Smart Precinct NQ, has an agreement in place to deliver a pilot business support program to businesses in the Charters Towers Region. An update has been provided by Smart Precinct NQ with progress on Key Performance Indicators (KPI's).

### **OFFICER'S RECOMMENDATION**

*That Council:*

- ***Note the update for the delivery of business support programs and steps taken by Smart Precinct NQ to address business challenges within the Charters Towers Region.***

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### **BUDGET & RESOURCE IMPLICATIONS**

There are no budget implications arising from adopting this report.

### **BACKGROUND**

Smart Precinct NQ and Charters Towers Regional Council (Council) have an agreement, signed in December 2021, to provide innovation, entrepreneurship, and economic activation for the Charters Towers Region.

Smart Precinct NQ has created a strong online presence to promote the business support program which has been supported and further promoted by Council (CT Business Buzz and on Council's social media channels).

Several one-on-one business mentoring sessions, together with monthly online sessions have been created and delivered.

The attached report created by Smart Precinct NQ presents information and outcomes up to the end of April 2022.

The listed KPIs as per the contractual agreement, are each addressed with actuals for the most current outcomes achieved by this pilot joint initiative.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025

- Priority No 1 – Economic Prosperity
- Priority No 3 – Social Cohesion
- Priority No 10 – Innovation & Transformation

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

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

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

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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



<b>Report Prepared by:</b> MELANIE LAVELLE-MALONEY <b>Tourism, Trade and Investment Advisor</b> Date: 06 May 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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### **ATTACHMENTS**

- Report to Charters Towers Regional Council on Smart Hub Charters Towers Performance - April 2022 from Smart Hub - Document No. 4642511.

### **REFERENCE DOCUMENT**

- SPNQ – CTRC and SPNQ Business Support Project Jan – June 2022 – Council resolution and signed agreement – Document No. 4597873
  - Officer's Report Document No. 4642927
-

**Report to Charters Towers Regional Council on Smart Hub Charters Towers Performance**

Action	KPI	Performance Measure	Expectation	Actuals
1	Develop and communicate an understanding of key business conditions in Charters Towers and the region.	A. Deliver a monthly report of current business start-ups, closes and net position for Charters Towers for those businesses engaged through SPNQ.	Deliver monthly reports as supplied by Smart Precinct NQ.	<p>10 businesses have been engaged through Smart Hub Charters Towers Mentoring sessions since inception. Businesses engaged were in different stages of development and in areas of real estate, health, farming, accommodation, catering, design and media.</p> <p>Of these businesses, 6 were in the early-stage development or ideation phase and 4 were in the growth phase.</p>
		B. Provide commentary on key concerns and aspirations for businesses in Charters Towers Region based on SPNQ clientele and surveys.		<p>Of the early-stage businesses, their main concerns were in relation to seed capital, market validation, and these businesses were seeking an understanding of how they can benefit from digital strategies and automation tools.</p> <p>Those in the growth phase had cash flow and operational concerns and were seeking support for planning, growth strategies and HR. Many required support with implementing the right systems and processes, as well as development of clear action plans to meet their goals.</p> <p>Goals discussed included revenue growth, hiring new employees, delegating responsibilities internally to relieve management of administrative tasks.</p> <p>Improved internal communications and staff</p>

				<p>engagement strategies were another area of need.</p> <p>Businesses shared some concerns in relation to the ‘tall poppy syndrome’ of successful companies and how they are perceived in the region and this may be inhibiting their aspiration. They didn’t want to look too successful.</p> <p>Of those engaged predominantly female business owners and senior employees attended mentoring &amp; consulting sessions. There was a shared fear of the impacts of the Gold Tower project and how this would impact businesses in the main street.</p> <p>Positively, businesses were passionate about their community and supporting the region with their services and creating local jobs.</p>
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2	<p>Make available key business growth programs to CTCRC businesses including;</p> <ul style="list-style-type: none"> <li>Start-Up On Ramp</li> <li>iActivate (CQU)</li> <li>Big Little Business Growth Clinics (Australian Centre for Business Growth)</li> <li>Cyber Aware Direct Advisory</li> <li>Ecommerce Start up</li> <li>Townsville Smart Precinct Office drop in space for Charters Towers businesses</li> </ul>	<p>A. Deliver a monthly report on business participation for Charters Towers.</p>	<p>Deliver monthly reports as supplied by Smart Precinct NQ as per proposed report dates in Action 1.</p>	<p>Start-up Onramp, iActivate, Big Little Business, Business Advisory and Funded Mentoring Sessions have been made available to businesses in the region.</p> <p>One on one Business mentoring sessions have been most successful, delivered both online and in person and in and out of business hours. These sessions allowed our business and advisory team to better understand and address individual needs of the businesses we met.</p> <p>The Charters Towers Community is still learning about the services available and building trust with the brand. Big Little Business is the right program to fit the needs of most businesses; however, feedback suggested there was a financial entry barrier. In response to this, we created 5 scholarships offering a \$900 discount. To run this program successfully we need at least 5 businesses to create positive peer support. We are continuing to engage the community to build this cohort.</p>
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3	Co-create and implement a model by which people, and businesses can utilise the space nominated by CTRC to engage in events and programs.	A. Report on business community events and utilization of the space.	Deliver monthly reports as supplied by Smart Precinct NQ as per proposed report dates in Action 1.	<p>With the support of the local Smart Hub team a designated space was created to create visibility for the activities in the local library and a co working area should businesses need access to a working space. This included the SPNQ Team delivering both digital and printed assets to create and introduce community to the service offering</p> <p>To date, there has been limited utility of this space, which is expected in the early awareness building phase. Opportunities for building more activity and engagement include collaboration with JCU's drought hub extension officers and other state and federal programmes. This would begin to create 'critical mass' at the hub and build towards the vibrancy we are aiming for. *engagement lead presence may also contribute to utility.</p> <p>Future collaboration with chamber and other networking and business-related organisations to introduce services and programs and integrate and build trust with community members will increase numbers. Covid has presented challenges in the first 3 months with limited face to face events and activities.</p>
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4	Host regular outreach nights to enable start-ups & businesses the opportunity to interact with potential investors and businesses.	A. Host monthly ecosystem events to build and strengthen connections between entrepreneurs, industry, government, investors, and academia		<p>Events hosted have included an online and in person information sessions, 1 online and 2 hybrid monthly meet ups covering topics such as</p> <p>Partnerships and Prosperity- February Global Ambition- March NFT's and The Potential of Digital Goods- April Hot Spot Focus- Featuring Businesses around the QLD region/networking</p> <p>During these meet ups we have engaged 4 local Charters Towers businesses to feature on the Hot Spot and share their business story and introduce them to the wider north QLD business ecosystem.</p>
5	Collaborate with key business ecosystem actors to better support Charters Towers Businesses and amplify the desired impact while reducing any potential duplication	A. Work with the local Chamber of Commerce, Townsville Enterprise and RDA aligning efforts to support business growth in Charters Towers.	Proposed meeting dates to be set with organisations by Smart Precinct.	<p>The SPNQ and Smart Hub team shared coffee and local business sentiment with a Charters Towers Chamber of Commerce representative and collaborated on co-delivering the Chamber networking event in the Smart Hub location, scheduled for May 12th. This event will feature guest speakers representing both Chamber of Commerce, Smart Precinct NQ and Charters Towers Council Regional Council. The event will also host a local business Q &amp; A and information for future services.</p> <p>In Celebration of Small Business Month, Smart hub will also deliver two workshops with the support of DESBT for up to 40 businesses and feature in 2 ABC Interviews celebrating small businesses and their stories.</p>

6	Attraction of Venture Capital to Charters Towers.	A. Educate local investors about early-stage investment.	As per program format, topics to be covered in units and "Pitch Nights" to be held at end of Cohorts as per description.	In discussions with local businesses, it becomes clear the first step is ensuring businesses are investment ready and helping them to prepare to have investment discussions. As the SPNQ early stage venture fund is developed, we will begin to engage local investors.
		B. Run at least two (2) investor pitch nights to enable growing businesses to "pitch" their venture to attract private investment		We have planned an investment readiness information workshop for June.  A learn to pitch event will follow
7	Increase the impact of CTCRC contributions towards business growth in the region by developing user pays services where other funding is available to support.	A. Continue to develop revenue generating activities where the capacity to pay exists and there is a gap with existing service providers	Identifying suitable grant opportunities to facilitate business support services.	We have recently supported the community to apply for the Business Basics Grant of \$5000. We created 'How to apply' information videos for social media as guidance on eligibility, preparation and application processes. This funding could assist in businesses accessing Business Advisory Services or courses like the Big Little Business program.

8	Co-develop an innovation/start-up procurement strategy with CTRC to support local start-ups	A. Pilot an innovation procurement with CTRC where a CTRC procurement challenge can be defined and published with local start-ups and SME's can develop and pitch solutions.		TBD
		B. Review the learnings of the pilot and deliver recommendations for rolling out a start-up supportive procurement methodology for the challenges facing CTRC.		TBD



9	Regular reporting	A. Provision of a monthly report to be presented to CTRC General Meetings.	General Meeting reports due from Smart Precinct NQ dates: - <del>7 April (March report)</del> - 5 May (April report) - deferred by CTRC CEO - 2 June (May report) - 7 July (June report)	
		B. Provision of a final summary 6 month Report to be presented to CTRC General Meeting		

**KPI'S**

<b>Section 6</b>	<b>Contract</b>	<b>Actuals</b>
6.2	SPNQ to engage with a minimum 5 established businesses per month	10 businesses over March & April.
6.3	SPNQ to engage with a minimum of 1 new start up business per month	4 businesses are in the start-up phase

**Further Comments**

#### EXECUTIVE SUMMARY

A review of this Policy has been undertaken to ensure it is in accordance with current legislation.

#### OFFICER'S RECOMMENDATION

*That Council:*

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

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

There are no budget implications arising from adopting this policy.

#### **BACKGROUND**

This policy was introduced in November 2020 following legislative requirements for Councils that employ 'Councillor Advisors' or 'Councillor Administrative Support Staff' to assist Councillors in completing their duties.

Only certain Councils prescribed by Regulation can appoint Councillor Advisors and Charters Towers Regional Council is not one of the prescribed Councils.

The recent review identified one small change to include reference to the booking of meeting rooms and/or office spaces for Councillors.

There are no changes to positions identified as support to Councillors:

- **Executive Assistant to the Mayor** – this position is a permanent, full-time position responsible for providing administrative support to the Mayor.

Should the Executive Assistant to the Mayor position be vacant, the Mayor may seek support from the Executive Assistant to the CEO in the first instance or secondly the OCEO Administration Officer.

- **Executive Assistant to the CEO** – this position is a permanent, full-time position responsible for providing administrative support to the CEO and Councillors.

Should the Executive Assistant to the CEO position be vacant, a Councillor may seek support from the Executive Assistant to the Mayor in the first instance or secondly the OCEO Administration Officer.

- **OCEO Administration Officer** – this position is responsible for supplying administrative support to the Office of the CEO.

- **Ad-Hoc Support Staff** – From time to time and only with permission of the CEO, Councillors may receive administrative support from Council Employees other than those listed.

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

CTRC Corporate Plan 2021-2025

- Priority No 5 – Transparency & Accountability

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

Internal: I/Chief Executive Officer – Martin Drydale

EA to the Mayor – Jenny Brown

External: Department of Local Government

#### **LEGAL CONSIDERATIONS**

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

#### **POLICY IMPLICATIONS**

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

**RISK IMPLICATIONS**

There are no perceived risk implications that warrant the recommendation being declined. The policy is in place to clearly guide Councillors in requesting administrative support.

<b>Report Prepared by:</b> AMY RUSSELL <b>Executive Assistant to the Chief Executive Officer</b> Date: 31 May 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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**ATTACHMENTS**

- S0078/OCEO Councillors Administrative Support Staff Document No. 1401526

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4651525
-

**NUMBER:** S0078/ OCEO  
**ACT:** Local Government Act 2009  
**POLICY TITLE:** Councillor Administrative Support Staff

**POLICY**

**1.PURPOSE AND SCOPE**

1.1 This policy will ensure accountability and transparency in respect to administrative assistance provided to councillors in carrying out their duties as elected representatives and create an appropriate standard for interactions between the two. The policy applies to the Councillors and staff of the Charters Towers Regional Council (Council).

**2.COMMENCEMENT OF POLICY**

2.1 This Policy will commence from 15 June 2022.

**3.APPLICATION OF POLICY**

3.10 The policy meets the legislation (*Local Government Act 2009 (the Act) section 170AA Guidelines about provision of administrative support to councillors*) in relation to the Chief Executive Officer of a local government providing guidelines about the provision of administrative support by local government employees to a councillor. These guidelines include:

- i. When a councillor may be provided with administrative support by a local government employee;
- ii. How and when a councillor may give a direction to a local government employee in relation to the provision of administrative support; and
- iii. A requirement that a councillor may give a direction to a local government employee only if the direction relates directly to administrative support to be provided by the local government employee to the councillor under these guidelines.

**4.DEFINITIONS**

4.1

<b>Term</b>	<b>Definition</b>
CEO	Chief Executive Officer
Councillors	The Mayor, Deputy Mayor and Councillors as elected representatives of the Charters Towers Regional Council
Councillor Administrative Support Staff (Support Staff)	Designated council employees who assist the Mayor and Councillors in meeting the responsibilities of their roles and delivery of important services and infrastructure for local communities
Council Employee	All persons employed by the Council on a permanent, temporary or casual basis and includes persons engaged under a contract of service, and volunteers
Council	Charters Towers Regional Council
Register of Interest	Is a register to record a councillors' or council employees' interests or the interests of person who is closely related to that employee
OCEO	Office of the Chief Executive Officer

**5.POLICY PROVISIONS**

5.1 Support Staff Provided to the Councillors

The following Council Employee Support Staff positions and resources are specifically provided to support Councillors in their duties:

- i. Executive Assistant to the Mayor – this position is a permanent, full-time position responsible for providing administrative support to the Mayor. Should the Executive Assistant to the Mayor position be vacant, the Mayor may seek support from the Executive Assistant to the CEO in the first instance or secondly the OCEO Administration Officer.

- ii. Executive Assistant to the CEO – this position is a permanent, full-time position responsible for providing administrative support to the CEO and Councillors. Should the Executive Assistant to the CEO position be vacant, a Councillor may seek support from the Executive Assistant to the Mayor in the first instance or secondly the OCEO Administration Officer.
- iii. OCEO Administration Officer – this position is responsible for supplying administrative support to the Office of the CEO.
- iv. Ad-Hoc Support Staff – From time to time and only with permission of the CEO, Councillors may receive administrative support from Council Employees other than those listed.

Support Staff will be located at the Council Administration Centre at 12 Mosman Street, Charters Towers unless otherwise arranged and communicated by the CEO.

## 5.2 Tasks that may be carried out by Support Staff.

The following tasks may be directed by a Councillor to the above listed Support Staff:

- Answering phone calls on behalf of the councillor;
- Managing the councillor's email inbox and appointments calendar;
- Booking a suitable meeting space or office space for Councillors (refer to Councillors Expenses Reimbursement and Provision of Facilities Policy S0017/OCEO);
- Managing correspondence flows and drafting replies to correspondence;
- Liaising with staff about office maintenance or health and safety issues on behalf of the councillor;
- Filing, photocopying, printing and ordering stationery;
- Support with organisation of community events and meetings, for example Market Day stall set up, Australian Citizenship Ceremonies;
- Travel and/or room bookings and coordination eg conferences;
- Logging customer requests for service jobs from the community, for example requests for street or open space maintenance;
- Locating and researching information for councillors such as legislation, information from Council's website or other resources; and
- Any other relevant administrative task/s approved in writing by the Chief Executive Officer.

**Note:** A direction purportedly provided by a councillor to a council employee is of no effect if the direction does not comply with these guidelines – section 170AA(3) of the Act.

## 5.3 Reasonable Requests for Assistance (also see Acceptable Requests Guidelines for Councillors Policy)

- a) In accordance with section 170A of the Act, a councillor may ask council staff for advice or information.
- b) Unless the information is generally in the public domain, any information or advice a councillor receives pursuant to these guidelines is subject to section 171 and 171A of the Act, Councillor Code of Conduct Policy and Councillor Use of Confidential Information Policy.
- c) Councillors must not request information that cannot be lawfully disclosed, such as information under the *Crime and Corruption Act 2001* or the *Public Interest Disclosure Act 2010* or information that is subject to legal professional privilege.
- d) Communications by councillors with employees must;
  - be conducted in accordance with the principles prescribed in section 4(2) of the *Local Government Act 2009*;
  - be conducted in accordance with the Councillors' and Employee Codes of Conduct;
  - comply with the law, council policies, guidelines and procedures; and
  - be conducted in good faith.

- e) As per section 170A(1) of the *Local Government Act 2009*, acceptable requests from councillors for advice or assistance are only to be submitted in writing (including via email) to a relevant officer listed above.

5.4 Councillor Advisors

Council does not have any allocated Councillor Advisor positions.

5.5 Complaints

A Councillor's failure to follow any council policy regarding Support Staff contravenes the behaviour standards set out under the Code of Conduct for Councillors and is considered inappropriate conduct.

### 6. VARIATIONS

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

### ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Local Government Electoral Act 2011*
- *Information Privacy Act 2009*
- *Right to Information Act 2009*
- *Public Sector Ethics Act 2004*
- Councillor Code of Conduct (S0056/OCEO)
- Employee Code of Conduct (HR-P-001)
- Acceptable Requests Guidelines for Councillors (S0036/OCEO)
- Councillors Expenses Reimbursement and Provision of Facilities Policy (S0017/OCEO)
- General Complaints Policy (S0014/OCEO)



**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 15 June 2022  
Resolution Number:

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

Document Authorised: Martin Drydale  
I/Chief Executive Officer

Document ECM No: 1401526

CEO Signature

## 13.4 Consideration to change the 2022 Statutory Budget Meeting date

### **EXECUTIVE SUMMARY**

The Statutory Budget Meeting is scheduled for Wednesday 27 July 2022. It is recommended the meeting be moved to Wednesday 29 June 2022 to allow the new budget to commence from 1 July 2022.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- ***Reschedule the Statutory Budget Meeting from Wednesday 27 July 2022 to Wednesday 29 June 2022.***

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### **BUDGET & RESOURCE IMPLICATIONS**

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

### **BACKGROUND**

The Statutory Budget Meeting is scheduled for Wednesday 27 July 2022. It is recommended the meeting be moved to Wednesday 29 June 2022 to allow the newly adopted budget to commence from 1 July 2022.

### **LINK TO CORPORATE PLAN**

CTRC Corporate Plan 2021-2023

- Priority No 5 – Transparency & Accountability

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

Internal: CTRC Elected Members' Calendars  
I/Chief Executive Officer – Martin Drydale  
Chief Financial Officer – Ted Harrington  
Financial Services Coordinator – Belinda Blokland

External: Nil

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATIONS**

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

### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> AMY RUSSELL <b>Executive Assistant to the CEO</b> Date: 31 May 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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### **ATTACHMENTS**

- Nil

### **REFERENCE DOCUMENT**

- Officer's report Document No. 4651548
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### 13.5 Unconfirmed Minutes of a Tourism Advisory Committee Meeting held 31 May 2022

#### **EXECUTIVE SUMMARY**

The unconfirmed Minutes of a Meeting of the Charters Towers Tourism Advisory Committee held on 31 May 2022 are tabled for Council's information.

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

*That Council:*

- *Note the Unconfirmed Minutes of the Tourism Advisory Committee Meeting held on 31 May 2022.*

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

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

#### **BACKGROUND**

A meeting of the Charters Towers Tourism Advisory Committee was held on 31 May 2022. This was the third meeting of the Committee for 2022.

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

Corporate Plan 2021 – 2025.

- Priority No. 1 – Economic Prosperity

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

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

External: Members of the Charters Towers Tourism Advisory Committee

#### **LEGAL CONSIDERATIONS**

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

#### **POLICY IMPLICATIONS**

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

#### **RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> JENNIFER BROWN <b>Executive Assistant to the Mayor</b> Date: 6 June 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>Interim Chief Executive Officer</b>
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#### **ATTACHMENTS**

- Unconfirmed Minutes – Charters Towers Tourism Advisory Committee Meeting held 31 May 2022  
– Document No. 4653720

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 4652597
-

<b>1.0</b>	<b>Opening of meeting</b>
	Cr Sonia Bennetto welcomed members and opened the meeting at 11.42 a.m.
<b>2.0</b>	<b>Attendance &amp; Apologies</b>
	<p><b>Charters Towers Regional Council</b> Chair, Cr Sonia Bennetto Portfolio Councillor, Julie Mathews Interim Chief Executive Officer, Martin Drydale Tourism, Trade and Investment Advisor, Melanie Lavelle-Maloney Executive Assistant to Mayor, Jennifer Brown</p> <p><b>Members</b> Tracy Maff, Community Representative – Microsoft Teams Lorrae Strahorn, Hospitality – Microsoft Teams Heather Allen, Community Representative/Ravenswood (Ravenswood Gold) – Microsoft Teams Raylea Thomson, Accommodation Provider Tania Ault, Community Representative Wayne Miller, President - Chamber of Commerce and Mines Representative</p> <p><b>Apology</b> Manager, Community Services, Hayley Thompson</p>
<b>3.0</b>	<b>Declarations of Interests</b>
	<p>The Chair asked if there were any declarations of interests.</p> <p>No declaration of interests were received.</p>
<b>4.0</b>	<b>Confirmation of minutes</b>
	Cr Sonia Bennetto moved, seconded by Wayne Miller that the Unconfirmed Minutes of a Tourism Advisory Committee Meeting 01 March 2022 be taken as read and confirmed with an amendment to Heather Allen’s surname. <b>CARRIED</b>
<b>5.0</b>	<b>Action Items</b>
	<ul style="list-style-type: none"> <li>Seismograph Station – Cr Bennetto invited Wayne Miller to provide an update regarding the seismograph station on Towers Hill. Wayne advised that Mayor Frank Beveridge has information regarding this area. Wayne advised that Mayor Beveridge thinks the project will happen. Further information is to be provided and Wayne thought that this information would be supplied by Geoscience Australia. This matter will remain on future Agendas.</li> </ul>
<b>6.0</b>	<b>Items</b>
	<p>Updates from Members – The Chair invited members to provide any updates from their sectors. Cr Bennetto welcomed Martin Drydale to the Meeting as the Interim Chief Executive Officer.</p> <ul style="list-style-type: none"> <li><b>Community Representative/Ravenswood Gold</b> - Heather Allen advised that an application had been submitted by the Ravenswood Restoration Preservation Association to the Resources Community Infrastructure Fund for \$1M and additional \$50000 being provided by Ravenswood Gold to improve children’s playground equipment. Currently awaiting results of application. Heather also advised that the attendees of the Women in Sugar Conference spent a day in Ravenswood as part of the Conference. They had a tour of the mine and a number of them said that they would return sometime in the future.</li> </ul>

- **Charters Towers Chamber of Commerce and Mines Inc.** - Wayne Miller referred to the Charters Towers Chamber of Commerce and Mines Inc. Tourism signage project and stated that he felt Council had provided a negative response to the proposal and the momentum in respect to the project had been lost. Cr Mathews and Cr Bennetto disagreed that Council provided a negative response and advised that as a Local Government it is governed by various layers as well as taking into consideration the safety of the community. It was noted that Council had not been provided with all the information that was needed to decide on the project ie Engineering Solution included but not limited to a CAT drawing of the design of the signage and how the signage will be supported so that it is safe. Cr Mathews advised of her preparedness to attend a future Executive Meeting of the Chamber to discuss further.
- In respect to the Tourism Signage Project, Council's Tourism, Trade and Investment Advisor, recommended that the Chamber use the funding that they received to update the shop locally sign located on Flinders Highway East. Wayne advised that he didn't think the funding could be utilised for this purpose.
- Wayne asked if the footpath outside the Noodle Shop, be looked at as it has a slant. Cr Bennetto advised that this matter would be passed onto to Council's Director Infrastructure Services.
- **Accommodation Provider – Raylea Thomson** – Raylea and Melanie advised that Charters Towers Tourist Park (Sunset experience), together with the Miner's Cottage and Venus Battery have been chosen to participate in the National Experience Content Initiative. This initiative will bring international exposure to the town and this is a collaborative initiative of Tourism Australia and Townsville Enterprise Limited.
- **Community Representative – Tania Ault** – Advising that she has been in an Acting Art Teacher capacity at the Charters Towers State High School and assisting with Arts Projects. Tania has also been working with Ravenswood State School students

**Planning for placement of Tourism Frames – 4 x Frames – Locations, QR Code and sequencing**

Chair, Cr Bennetto, invited Council's Tourism, Trade and Investment Advisor to talk to project. Melanie advised that there are some leftover funds from the Community Services Budget. These funds will enable at least two frames to be constructed straight away. Possible locations for the frames include:

- Pentland (White Mountains)
- Hervey Range
- Ravenswood
- Burdekin River at Macrossan (consideration of which side of the river)

Melanie advised that it will take at least twelve (12) months to install the four frames. It is suggested that a QR Code be placed on the frames to take the visitor to information regarding the location and to where the next frame is situated. It is also recommended to tag the town where the frames are located. The frames must be easily accessible. Permission from the relevant authorities need to be obtained.

Members were advised that a map of the region will be provided, and members can nominate locations. These suggestions will be collated.

**Possible Projects – WWII Brochure with information and Mining Brochure**

Melanie shared with the Members projects that would be simple to complete and provide additional information to what is currently contained in Council’s Visitor Guide. These projects include:

- World War Two (WWII) history brochure, and
- Mining history brochure.

Martin Drydale suggested additional one of the Architecture.

Lorrae Strahorn suggested a brochure that has children’s activities/playground availability.

**Other Projects**

Chair, Cr Bennetto, invited Melanie and Martin to share about other exciting projects Council is looking at in the coming financial year:

- Liveability Project. Coming soon and showcasing why people have moved to Charters Towers and what they love about the region. Campaign with Channel 10 and social media platforms. Can be used for recruitment of staff. Schools have shown interest for placement on websites. People involved in the campaign have included small business owners, teachers, medical practitioners and tradespeople. Stars of the promotion are the people who have moved to Charters Towers. Lorrae made mention of the article that recently appeared in the Sunday Mail and felt as though both of these campaigns will complement each other.
- Martin Drydale advised on projects that will be deliberated later this week in budget discussions including livability project; television promotion; media and image library – accessible to anybody and, self-drive tourism application (moving forward into the 21<sup>st</sup> Century). A question was raised as to Council’s awareness of costs associated with the updating of the application. Martin advised that Council was aware and has factored this into the project.

**7.0 General Business**

Chair, Cr Bennetto, invited General Business from the floor:

- Wayne Miller made comment that these projects are all good news.
- Cr Mathews advised that Council will go out to community consultation in respect to the upgrading of the Kennedy Regiment Memorial Pool. It was suggested that the coat of arms of the Kennedy Regiment or a poppy in the tile work be included as a feature in the upgraded pool in remembrance of the Kennedy Regiment.
- Tania Ault requested consideration be given to more murals in the town/region. The Chair advised that this has been discussed in RADF meetings. At one stage a suggested 3D mural of a mine shaft near the VIC. Lorrae made mention on the large blank wall at the rear of the World Theatre. Suggestion to invite “big ticket” people to do murals eg Zookeeper (Monto). Cr Mathews liked the idea of more murals and made the comment that Council does not have to be the same as somewhere else.
- Heather Allen asked if there were stocks of brochures for Ravenswood and requested more. Three-fold brochure and information needs updating. Refer to Manager Community Services for follow up.
- Raylea Thomson advised that tourist numbers are down on last year, very slow at present.
- Melanie advised that Council is a finalist for the Top Tourist Inland Town and Mayor Beveridge and Cr Mathews will be attending the evening Awards Ceremony on Monday 13<sup>th</sup> June.



<b>8.0</b>	<b>Close of Meeting</b>
	Chair, Cr Bennetto, thanked the members for their attendance and there being no further business closed the meeting at 12.42 p.m.
<b>9.0</b>	<b>Next Meeting</b>
	4 <sup>th</sup> July 2022 at 11.30 a.m.

**SUMMARY OF ACTIONS**

<b>Item No.</b>	<b>Description</b>	<b>Progress</b>	<b>Update – 01/03/2022</b>
GB	Seismograph Station	None	No progress to date
GB – 31/05/2022	Three-fold brochure – Ravenswood – Request to update – – To be referred to Manager Community Services for follow up.		
Item 6 – 31/05/2022 – Chamber of Commerce	Request for footpath to be looked at as it has a slant. Outside of former Noodle Shop where the Charters Towers Chamber of Commerce and Mines Office is now. To be referred to Director Infrastructure Services for follow up.		



**EXECUTIVE SUMMARY**

Council’s endorsement of the Burdekin and Charters Towers Multi-Hazard Resilience Strategy is sought.

**OFFICER’S RECOMMENDATION**

*That Council:*

- **Endorse the Burdekin and Charters Towers Multi-Hazard Resilience Strategy as tabled.**

**BUDGET & RESOURCE IMPLICATIONS**

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

**BACKGROUND**

The Burdekin and Charters Towers Multi-Hazard Resilience Strategy builds upon the local efforts that informed the Burdekin and Haughton Flood Resilience Strategy, Together, these strategies address the spectrum of hazard exposures relevant to our regions.

The purpose of this Strategy is to guide how Councils and Queensland Reconstruction Authority can work together to proactively support resilience actions and planning across the Burdekin and Charters Towers regions, now and into the future.

**LINK TO CORPORATE PLAN**

Corporate Plan – 2021-2025

- Priority No 3 - Social Cohesion

**CONSULTATION (Internal/External)**

**Internal:** Chair LDMG – Mayor Frank Beveridge  
Deputy Chair LDMG – Deputy Mayor Cr Graham Lohmann  
Former Chief Executive Officer – Aaron Johansson  
Director Infrastructure Services – John Teague  
Executive Assistant to Mayor/Executive Officer - LDMG

**External:** Resilience Projects – Queensland Reconstruction Authority – Laura Gannon

**LEGAL CONSIDERATIONS**

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

**POLICY IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

<b>Report Prepared by:</b> JENNIFER BROWN <b>Executive Assistant to the Mayor</b> Date: 6 June 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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**ATTACHMENTS**

- Burdekin and Charters Towers Multi-Hazard Resilience Strategy – Document No. 4653642  
**(Confidential)**

**REFERENCE DOCUMENT**

- Email correspondence from Queensland Reconstruction Authority attaching Strategy – Document No. 4653642
- Officer’s Report Document No. 4652606

**EXECUTIVE SUMMARY**

The Charters Towers Regional Council 2020-24 Priority Projects Plan was developed to identify the current term of Council's key projects for the Region.

This annual report provides a progress update on each project.

**OFFICER'S RECOMMENDATION**

*That Council:*

- ***Note the Charters Towers Regional Council 2020-24 Priority Projects Plan annual update, as tabled.***

**BUDGET & RESOURCE IMPLICATIONS**

There are no direct budget implications arising from adopting this report.

**BACKGROUND**

Resulting from the outcome of a Councillor workshop held in early 2020, the 2020-24 Priority Projects Plan was developed to assist with identifying key projects for any upcoming funding opportunities that may arise.

The 2020-24 Priority Projects Plan identifies ten (10) key priority projects:

- 777 Block – Industrial Economic Development.
- Saleyards Infrastructure Upgrades.
- 150 Year Celebrations – Tourism Experience.
- Water Infrastructure Upgrade – Stage 2.
- Sewage Treatment Plant Upgrade.
- Kennedy Regiment Memorial Pool Replacement.
- Young's Block – Flying Fox Management Strategy.
- Pump Track – Defiance Mill Park.
- Charters Towers Water Park.
- Charters Towers Airport RNAV Installation.

The plan reflects the key priority projects Elected Members identified for the community and highlights the importance of each individual project.

It is noted that these priorities can evolve over time as milestones are achieved, the needs of the community change and/or new opportunities arise.

A detailed update of each project listed in the plan can be seen below:

**1. 777 Block – Industrial Economic Development****Overview:**

Over the years, Council has had numerous enquiries from potential investors looking for commercial and industrial property but has lacked the land resources to act on these opportunities. This forced investors to go elsewhere and with them take valuable economic development opportunities. Due to this, Council purchased three (3) parcels of fit-for-purpose land totalling 777 hectares on Stockroute Road, located approx. 14km NE of the Charters Towers CBD.

To allow safe road train access to the 777 Block, a major highway intersection is needed that will connect the Flinders Highway to Titleys Road. Without this intersection, future development of the block and securing economic investment is unlikely.

The scope of the intersection project includes:

- Preliminary design (Including concept)
- Traffic Management Plan/Event Management Plan
- Detailed design (including road lighting)
- Internal Traffic Management Plan
- Water Infrastructure Upgrade

**Project Overall Cost:**

Estimated \$5M

**Funding Secured to date:**

Nth QLD Recovery & Resilience Grants (Stream 2) – Land Management for the weeds on the 777 Block for \$60,000

**Works Completed:**

Initial Master Plan was undertaken by Langtree Consulting.

**2. Saleyards Infrastructure Upgrades****Overview:**

The Saleyards is a vital facility for the region that has experienced an increased demand in recent years due to the boom in the beef cattle industry.

Since the creation of the Priority Projects Document in 2020, the increased usage and pressure on the facility has demonstrated a change in the amount of work needed to be undertaken to keep up with the increasing demand. The original Priority Projects document focussed on an upgraded intersection and Event Management Access Plan. However, it is imperative to the safety of users and livestock, and for the economic development of the region, that a new scope of works be created.

This new scope will focus on safety, efficiency, increasing capacity, educational opportunities and will include an upgrade and renewal of aging infrastructure including:

- adding additional holding pens,
- renewing existing infrastructure such as unloading ramps,
- upgrading water infrastructure, and
- relocating items for better safety and to reduce stress on both livestock and handlers.

**Project Overall Cost:**

Approx. \$16M in Total (Intersection upgrade \$5M, Saleyard Upgrade \$10M, pipeline renewal \$1M)

**Funding Secured:**

*None to date.*

**Funding applications submitted:**

- Building Better Regions Fund BBRF - Infrastructure Projects  
This funding application was submitted with the overall project being a \$10M upgrade/renewal of the HM Clarke Saleyards. The application was sent on 10 February 2022 with the outcome expected later in 2022.
- Building Our Regions – Round 6 – Construction Projects  
This funding application was submitted with the project to include an upgrade of the current water network pipes throughout Charters Towers which includes an upgrade of the pipes to the saleyards to allow for more water flow at the overall cost of \$2.465M. The application was sent 17 May 2022 with an outcome expected later in 2022.

**Works Completed:**

- Survey undertaken.
- Formation of the Dalrymple Saleyards Master Plan Advisory Committee.
- A Master Plan is currently under discussion with the Dalrymple Saleyards Master Plan Advisory Committee and is due to be completed in December 2022. The project will progress to detailed design supported by a Sub-committee Langtree Consulting to undertake detailed design with input from the Sub-committee.
- Interim works to increase sale pen numbers for a short-term solution.

**3. 150 Year Celebrations – Tourism Experience****Overview:**

To support the celebration of the 150 years since the declaration of the gold fields in Charters Towers, Council developed an overarching plan to honour this significant milestone made up of the following elements:

- Mosman Street Road Reserve Walking Track including viewing platform over a mine shaft.
- Miner's Memorial.
- Underground Experience (yet to be workshopped).
- Various community events including:
  - o Qld Day Street Party.
  - o Spirits of the Night (Early August).

These elements of the celebrations plan were created with special attention to recreational, cultural, educational, and tourism opportunities in mind.

**Project Overall Cost:**

Approx. \$4.15M

**Funding Secured:**

Miners Memorial (Local Roads & Community Infrastructure Program (LRCI) Phase 3) - \$3,091,754

Board Walk & Viewing Platform (LRCI Phase 1) - \$1,061,964

**Works Completed:**

- Queensland Day Street Party – Sunday, 5 June 2022.

**Works Yet to be Completed:**

- Boardwalk and viewing platform over the mine shaft. Construction is underway with completion scheduled for 30 June 2022.
- Miners Memorial: Expected to commence in the second half of 2022.

**4. Water Infrastructure Upgrade Project – Stage 2**

**Overview:**

The Reservoir Upgrade is the second stage of the Water Infrastructure Upgrade Project and will consist of renewing the two aging reservoirs located on Towers Hill and constructing a pumping station. Due to the significant cultural and historical implications of replacing the reservoirs in their current location, it is not feasible to renew the infrastructure in its current location and therefore a new site has been proposed at the Charters Towers Racecourse.

**Project Overall Cost:**

\$23.25M

**Funding Secured:**

None to date.

**Works Completed:**

None to date.

**5. Sewage Treatment Plant Upgrade**

**Overview:**

The Charters Towers Sewage Treatment Plant requires upgrading due to the aging infrastructure and changes to Government Regulations. The scope of the project includes:

- New plant.
- Higher quality outgoing effluent resulting in more recycled water options for the community.

**Project Overall Cost:**

\$17M

**Funding Secured:**

None to date.

**Works Completed:**

None to date.

## **6. Kennedy Regiment Memorial Pool Replacement**

### **Overview:**

The Kennedy Regiment Memorial Pool is at the end of its service life, has numerous problems and leaks, and requires replacement.

In 2021 Council submitted a funding application to the Resources Community Infrastructure Fund (RCIF) and was successful in securing \$7.8M to fully replace the aging asset. The scope of the project includes:

- Replacing the 50M swimming pool (including disabled accessibility & solar heating)
- Replacing the toddlers pool (including wet play area)
- Replacing the water filtration system
- Refurbishing amenities
- Refurbishing spectator seating
- Upgrading the lighting system
- Improve visitor carparking

### **Project Overall Cost:**

Approx. \$7.8M

### **Funding Secured:**

Approx. \$7.8M

### **Works Completed:**

The final Project Funding Agreement has been signed by both CTRC & The Department of State Development, Infrastructure, Local Government & Planning at the end of May 2022.

### **Works Yet to be Completed:**

The next major milestone in this project will be to conduct extensive community engagement in the coming weeks.

Once community engagement is finalised, engineering and milestone planning will commence followed by construction. It is expected that the new facilities will be operational by March 2024 as per the funding agreement.

## **7. Young's Block – Flying Fox Management Strategy**

### **Overview:**

Flying foxes and their management have been a long running and contentious issue for the Charters Towers Region since 2001. Many attempts and strategies have been made to try and relocate the flying foxes. The latest attempt is to relocate them to Young's Block, a Council owned block of 20 hectares of land located on the Eastern side of Charters Towers. Stage one of this strategy is to establish an alternative roost at the block. Stage two is to implement a relocation strategy to relocate the flying foxes to the block.

In the past, all relocation projects have been managed by the Department of Environment and Science without consultation with Council and with limited success. Recently, the Department of Environment and Science have agreed to allow Council to have more control over the management and relocation of the flying foxes and is currently working with Council to develop a funding agreement that will allow Council to employ 2 full time staff for a two-year period who will be responsible for the maintenance at Young's Block and the relocation/dispersal of the flying foxes.

### **Project Overall Cost:**

It is estimated that the two full-time Flying Fox Ranger roles will cost around \$230,000 over a two-year period.

### **Funding Secured:**

Funding is still being negotiated with the Department of Environment and Science.

### **Works Completed:**

The alternative roost at Young's Block has been completed and an extra \$3,162.50 (with a 50% co-contribution from Council) was secured through Round 2 – 2021-24 Flying-Fox Roost Management in Queensland Grants Program to install sprinklers at the block that will enhance the Flying Fox habitat.

## **8. Pump Track – Defiance Mill Park – PROJECT COMPLETE**

### **Overview:**

The pump track was an idea ignited by a member of the community who wrote a letter to Council explaining the need for an upgrade to the high maintenance, deteriorated BMX Track at Defiance Mill Park. This upgrade was highlighted in the Mosman Creek Corridor Master Plan and its scope included:

- Site clearing & bulk earthworks
- Supply and installation of approx. 154m moduline pump track sections
- *Supply & installation of topsoil & turfing*
- *Supply and installation of artificial turfing*
- *Supply and installation of root barriers, planting and organic mulch*
- *Supply and installation of concrete footpaths and edging*
- *Supply and installation of irrigation system*
- *Supply and installation of bench seating*
- *Installation of solar lights*

### **Project Overall Cost:**

The initial cost was estimated to be \$400,000 which was soon found to be an unrealistic expectation with the actual costs being closer to \$800,000.

### **Funding Secured:**

This project was completely funded by LRCI Program – Phase 1.

### **Works Completed:**

The works have been completed and the official opening conducted in February 2022.

## **9. Charters Towers Water Park**

### **Overview:**

The Charters Towers Water Park has been a much talked about project amongst the community since the Mosman Creek Recreation Corridor Master Plan community consultations in 2010. The scope of the Water Park includes:

- Water Park & wet play areas.
- Shade structures over the play areas.
- Picnic Shelter/BBQ Station.
- Amenities Block.
- Pathways & lighting.
- External services.
- Landscaping.

### **Project Overall Cost:**

It was first estimated that the cost of the Park would be \$2.7M. This amount has been exceeded due to unforeseen issues arising due to soil contamination issues and the total cost is now estimated to be \$7.85M.

### **Funding Secured:**

LRCI Phase 2	\$1,446,153
W4Q	\$2,852,000
Council Reserves	\$3,551,148

### **Works Completed:**

The project is expected to be completed in October 2022 with an Official Opening scheduled shortly thereafter.

### **Works Yet to be Completed:**

- Continuing to work with GHD for the Environmental approvals for the site and subdivide off the Water Park site.
- Working with the lands department to subdivide from the balance of the land parcel.
- Awaiting approval for an extension of time from the LRCI funding body.

## **10. Charters Towers Airport RNAV Installation**

### **Overview:**

The Charters Towers Airport does not have a RNAV Navigational System and as a result, is unable to support air operations in poor weather conditions. This leaves the people of the Charters Towers Region vulnerable in the event of natural disasters and medical emergencies and severely impacts their quality of life.

The scope of works for this project includes:

- Design fees.
- Maintenance contract.
- CASA flight validation estimates.
- Fence line survey & certification.
- Tree removal.
- Perimeter fence relocation/replacement.
- Runway upgrades.
- Earthworks.
- Wind indicator relocation.

### **Project Overall Cost:**

\$900,000

### **Funding Secured:**

\$800,000 through the Regional Airports Program Round 2 was awarded in September 2022.

### **Works Completed:**

Initial works have commenced with the project to be completed in June 2023.

### **LINK TO CORPORATE PLAN**

Corporate Plan 2021-2025

- Priority No. 6 – Advocacy

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

Internal: Director Infrastructure Services – John Teague  
Executive Assistant to the Director Infrastructure Services – Kelie Standfast  
Executive Assistant to the Chief Executive Officer – Amy Russell  
Events Officer – Lisa Green  
Environmental Services Coordinator – Mic Langburne  
OCEO Administration Assistant – Annabelle Tindall

### **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 foreseeable risk implications relating to the sponsorship that warrant the recommendation being declined.

<b>Report Prepared by:</b> AMY RUSSELL <b>Executive Assistant to the CEO</b> Date: 7 June 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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### **ATTACHMENTS**

- N/A

## **REFERENCE DOCUMENT**

- 2020-2024 Priority Projects Plan Document No. 1381829
  - Council's Project page - [Projects – Charters Towers Regional Council](#)
  - Officer's Report Document No. 4654319
-



**EXECUTIVE SUMMARY**

The Acceptable Requests Guidelines for Councillors Policy was updated including a review against current legislation and to streamline the process of assisting Councillors with requests for information.

**OFFICER’S RECOMMENDATION**

***That Council:***

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

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**BUDGET & RESOURCE IMPLICATIONS**

There are no budget implications arising from adopting this policy.

**BACKGROUND**

The previous policy was adopted by Council at the December 2020 General Meeting of Council.

The policy was reviewed against current legislation and to allow additional staff to assist Councillors with requests for information.

Key changes include:

- A complete rewrite of the policy to be consistent with legislation and the values of the organisation.
- Incorporating an extract from the Code of Conduct for Councillors in Queensland.
- Creating an approved list of employee positions that Councillors can contact directly for information.
- Creating clear guidelines for what is considered an acceptable and unacceptable request in accordance with legislation and policy.
- Guiding positive, professional, and open communication between Councillors and staff.

**LINK TO CORPORATE PLAN**

CTRC Corporate Plan 2021-2025  
Priority Area 5 – Transparency & Accountability

**CONSULTATION (Internal/External)**

Internal: Councillor Workshop  
I/Chief Executive Officer – Martin Drydale  
EA to the Mayor – Jenny Brown  
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 perceived risk implications that warrant the recommendation being declined.

<b>Report Prepared by:</b> AMY RUSSELL <b>Executive Assistant to the Chief Executive Officer</b> Date: 2 June 2022	<b>Report Authorised by:</b> MARTIN DRYDALE <b>I/Chief Executive Officer</b>
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**ATTACHMENTS**

- S0036/OCEO Acceptable Requests Guidelines for Councillors Document No. 1207481

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4652628
-

**NUMBER:** S0036/OCEO  
**ACT:** Local Government Act 2009  
**POLICY TITLE:** Acceptable Request Guidelines for Councillors

**POLICY**

**1. PURPOSE AND SCOPE**

The Acceptable Request Guidelines apply to Councillors and employees of the Charters Towers Regional Council and ensure accountability, consistency, and transparency with respect to requests by Councillors to staff.

**2. COMMENCEMENT OF POLICY**

This Policy will commence from 15 June 2022. It replaces all other policies relating to Acceptable Request Guidelines for Councillors.

**3. APPLICATION OF POLICY**

The Acceptable Request Guidelines are adopted by resolution of Council to:

- a) Provide guidance to Councillors and staff about the acceptable manner in which a Councillor may ask staff members for advice to help the Councillor carry out his or her responsibilities under the *Local Government Act 2009 (the Act)*.
- b) Establish reasonable limits on requests that a Councillor may make.
- c) Detail how Council requires responses to be provided to particular requests.
- d) Define the staff whom Councillors may make requests for information.

*It is recognised that Councillors and Council employees live and work in relatively close communities where social interaction can be frequent and unavoidable. These Guidelines are not intended to constrain normal community interaction between Councillors and Council employees, but where such interaction is clearly work-related, these guidelines are aimed to facilitate a positive working relationship between Councillors as elected representatives of the community and the staff employed to administer the operations of Council.*

**4. DEFINITIONS**

4.1

Term	Definition
Assistance/Advice	Relates to the transfer of knowledge or an act of service.
CEO	Chief Executive Officer - has the same meaning as that described by the <i>Local Government Act 2009</i> definition for "Chief Executive Officer", i.e., those employees appointed under Section 194 of the Act (refer to Schedule 4 - Dictionary).
Council	Refers to the Charters Towers Regional Council
Councillors	Has the same meaning as that described by the <i>Local Government Act 2009</i> for "Councillors" and includes the Mayor (refer to Schedule 4 - Dictionary).
Employees	Has the same meaning as that described by the <i>Local Government Act 2009</i> definition for "local government employees", i.e., those employees appointed under Section 196 of the Act (refer to Schedule 4 - Dictionary).
Information	Includes documents or records held by the Council

## STRATEGIC POLICY

Manager	Includes persons appointed to positions including Manager or member of the Executive Leadership Team (ELT).
Other approved staff	Means for the purposes of these guidelines any staff member nominated in writing by the Chief Executive Officer or a Director as approved to receive requests for advice directly from Councillors. Attachment 1 to this Guideline is a list of other approved staff. The Chief Executive Officer is authorised to amend this list as necessary without re-submitting this Guideline to Council for adoption. For clarity, this authority enables the Chief Executive Officer to require a Councillor or Councillors to direct all requests: <ul style="list-style-type: none"> <li>• To a staff member that the Chief Executive Officer nominates.</li> <li>• About a particular subject to a staff member that the Chief Executive Officer nominates.</li> </ul>

### 5. Compliance with Code of Conduct for Councillors in Queensland

*Part 5A of the Act imposes upon Councillors the obligation to comply with the Code of Conduct for Councillors in Queensland (the Code). Under the Code Councillors must:*

*Carry out responsibilities conscientiously and in the best interests of the Council and the community.*

*For example, Councillors will, at a minimum, have the following responsibilities:*

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops, and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given.*
- 1.2 Respect and comply with all policies, procedures, and resolutions of Council. Treat people in a reasonable, just, respectful, and non-discriminatory way.*

*For example, Councillors will, at a minimum, act in the following ways:*

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty, and fairness.*
- 2.2 Not use abusive, obscene, or threatening language (either oral or written) or behaviour towards other Councillors, Council employees or members of the public.*
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health, and welfare. Ensure conduct does not reflect adversely on the reputation of Council*

*For example, Councillors will, at a minimum, conduct themselves in the following manner:*

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council*
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views*
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority, or dignity.*

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*A Councillor request for information is not acceptable and is not properly made unless in making the request the Councillor has fully complied with the Code of Conduct for Councillors in Queensland.*

## **6. DIRECTIONS TO STAFF**

Section 1 of the Local Government Act 2009 states:

- 1) *The Mayor may give a direction to the Chief Executive Officer.*
- 2) *No Councillor, including the Mayor, may give a direction to any other local government employee, except in accordance with guidelines made under section 170AA about the provision of administrative support to councillors.*

## **7. GUIDELINES**

### **7.1 MAYOR AND CHAIRPERSONS**

Section 170A (5) of the Act provides that these guidelines do not bind the Mayor, or the chairperson of a committee who makes a request for advice about his or her role as chairperson of the committee. To facilitate efficient provision of service by staff members the Mayor and chairpersons are encouraged to comply with these guidelines in all cases.

### **7.2. STAFF ATTENDANCE AT MEETINGS**

Any Councillor may request the Chief Executive Officer (CEO) or other ELT member to arrange for a staff member to attend a meeting involving the Councillor and a member of the public. Such a request is not a request for advice under section 170A of the Act. The Chief Executive Officer or ELT member is authorised to approve or refuse the Councillor's request. Reasons must be provided to the Councillor when a request is refused.

### **7.3. ROUTINE OPERATIONAL REQUESTS**

A request for assistance from staff about routine operational matters, for example the location of a meeting, is not a request for advice under section 170A of the Act and these guidelines do not apply to that request.

### **7.4. INTERACTION BETWEEN COUNCILLORS AND STAFF MEMBERS**

Interaction between Councillors and staff members must, at all times, be carried out in a professional and courteous manner.

Contact between Councillors and approved staff is appropriate for matters specific to that officer's area of individual responsibility.

Contact with Councillor support staff members (refer to S0078/OCEO Councillor Administrative Support Staff) is appropriate for all Councillor service requests and enquiries.

In some instances, the Chief Executive Officer or ELT member will direct individual staff members to contact Councillors to provide specific information or clarification relating to a specific matter.

When an urgent matter arises and an immediate response is required, Councillors are requested to contact either the CEO or ELT member.

### **7.5 LODGING A REQUEST**

Councillor requests for information or advice are to be made in writing e.g., via email with a cc to the relevant ELT member and Office of the CEO. These emails will be reviewed and replied to, as appropriate. Staff will only call Councillors in response to a request or where an email is considered inappropriate.

Staff (excluding the Chief Executive Officer) will not call Councillors outside office hours unless it is urgent, in response to a request to call or a message left. Staff will endeavour to contact Councillors using their preferred method of contact whether it be by email or phone call.

Councillors shall refer complaints to the CEO to be dealt with under Council's Complaints Management Policy.

In accordance with section 170A(9) and 170A(10) of the *Local Government Act 2009*, information or assistance requested and made in accordance with these guidelines will be responded to:

- i. Within 10 business days after receiving the request; or
- ii. If the CEO reasonably believes it is not practicable to comply with the request within 10 business days (i.e., the request may impact adversely on current staff workload) the CEO must give the Councillor notice about the belief and the reasons why the request cannot be responded to within 10 business days after receiving the request, and will ensure the request is answered within 20 business days after receiving the request.

### 7.6 REQUESTS FOR INFORMATION OR ADVICE

Subject to compliance with these guidelines, Councillors may make requests for information or advice to:

- The Chief Executive Officer about any council issue.
- An ELT member about any matter relevant to the ELT member's Department.
- Any staff member nominated in writing by the Chief Executive Officer.
- Other approved staff only if the Councillor believes that the matter about which advice is sought is a matter that falls within the area of responsibility or speciality of that staff member. When making a written request for advice to any other approved staff member a Councillor must ensure that a copy of the request is provided to the relevant ELT member and cc'd to the Office of the CEO.

#### 7.6.1 Requests to be made in Writing

Councillors must make all requests in writing.

This will ensure all requests are made and responded to in accordance with the guidelines. A record can then be maintained for all information provided.

#### 7.6.2 Requests must not be in Conflict with Policies, Local Laws, the adopted Budget, or the Corporate Plan

Councillors must ensure that any request they make is not in conflict with Council's adopted policies, local laws, resolutions, the adopted budget, and the Corporate Plan.

#### 7.6.3 Requests for Information Relating to a Matter in Respect of which the Councillor has a Prescribed or Declarable Conflict of Interest

Councillors have an obligation to ensure that they deal transparently with matters in which they have a conflict of interest.

A Councillor must not make a request in respect of a matter in which the Councillor may have a Prescribed or Declarable Conflict of Interest:

- Without the Council first resolving that the Councillor may make the request; or
- Except to the extent necessary to enable the Councillor to determine whether he or she has a conflict of interest in the matter, unless:
  - (a) The matter is an Ordinary Business Matter as defined in Section 150EF of the Act applies; or
  - (b) A Council meeting has resolved pursuant to Section 150ES of the Act that the Councillor may participate in a decision about the matter; or
  - (c) The Councillor
    - First applies to the Council for approval to make the request;
    - Gives reasons as to why it is necessary that the Councillor make the request;

- Sets out how the Councillor proposes to manage the Councillors conflict of Interest in the matter, or why that Conflict should not preclude the Councillor making the request; and
- The Council resolves to approve the Councillor making the request.

When the Chief Executive Officer believes that a Councillor has made a request in respect of a matter in which the Councillor may have a Prescribed or Declarable Conflict of Interest:

- (a) The Chief Executive Officer must in writing advise the Councillor about that belief, explaining the basis upon which the belief was formed;
- (b) The Councillor must either:
  - Withdraw the request, or
  - In writing inform the Chief Executive Officer that the advice or information is requested to enable the Council to determine whether the Councillor has a Prescribed or Declarable Conflict of Interest; or
  - In writing certify to the Chief Executive Officer that the Councillor does not have a Prescribed or Declarable Conflict of Interest in the matter.
- (c) If the Councillor advises that the advice or information is requested to enable the Councillor to determine whether the Councillor has a Prescribed or Declarable Conflict of Interest, the Chief Executive Officer must restrict the advice or information provided to the Councillor to the minimum necessary to fulfil that purpose.
- (d) The time period set out in section 170A of the Act for the Chief Executive to provide information or advice in response to the request does not commence until the Chief Executive Officer receives the Councillor's written response provided pursuant to clause 7.6.3(f).

#### 7.6.4 Requests for Confidential Draft and Deliberative Process Documents

There are a number of draft documents and reports under development that contain confidential information, and information that if released prematurely would enable a recipient to obtain a commercial advantage or to prejudice negotiations between the Council and affected persons and companies.

There is a potential for the Council to become liable for loss suffered by others through the early release of such information. Temporarily limiting Councillors' access to that draft information does not impact upon Councillor decision making because Councillors will be provided with reports and information to inform their decision making about the matter at a General Meeting of Council.

Council wishes to minimise the potential for the inappropriate or inadvertent release of deliberative process documents and to minimise the opportunity for allegations to be made that a Councillor has intentionally or inadvertently released information contained in those documents.

The Council adopts the following reasonable limits upon a Councillor's ability to request and obtain deliberative process information before the deliberation to which the information relates is finalised. If a Councillor requests advice, information, or documents that are confidential and:

- Are still in development by Council's administrative arm, including, but not limited to, documents that are the subject of internal consultation within Council's administrative arm, or require further consideration and deliberation at an administrative level before being presented to Council consideration or a decision; or
- Will be the subject of a future report to be tabled at a Councillor Workshop or General Meeting and the relevant staff member forms the view that it is advisable or expedient to present the advice, information or documents as part of a report to a Councillor Workshop or General Meeting.

If a Councillor is informed that the draft Information that the Councillor has requested will not be provided in response to the request, the Councillor may write to the Chief Executive Officer asking for a review of that decision. The review request need not to be considered unless it includes an explanation about



why the Councillor immediately requires the draft information to discharge his or her responsibilities as a Councillor. If a review request relates to a decision made by the Chief Executive Officer, then upon receipt of the review request the Chief Executive Officer must refer the request to the Mayor for decision.

### 7.6.5 **Provision of Advice and Information by Allowing Councillor to View Documents**

When the Chief Executive Officer reasonably believes that a response to a request involves providing a Councillor with access to information that has commercial sensitivity, the Chief Executive Officer has discretion to make the information available to the Councillor solely by the provision of access to view the documents, and without providing copies of the documents.

When a Councillor request is responded to by the provision of viewing access only, the Councillor must not photograph, transcribe, or otherwise record any part of the information.

If a Councillor is informed that their request will be responded to by the provision of viewing access only, the Councillor may write to the Mayor asking for a review of that decision. The review request need not be considered unless it includes an explanation about why the Councillor requires copies of the documents to discharge his or her responsibilities as a Councillor.

### 7.6.6 **Requests for Information or Advice Provided Previously**

Councillors are under obligations to carry out their responsibilities conscientiously and in the best interests of the Council and the community and have proper regard for the obligations of Council employees. To discharge those obligations, it is necessary that before making a request Councillors first seek to determine whether the information or advice has been provided to them previously or is readily available to them by simple search of those parts of the Council's information system that are available to Councillors or of public sources.

When a Councillor requests information or advice that has been provided previously and that remains available to the Councillor by a search, the staff member who receives the request:

- (a) Is not required to again provide the information to the Councillor; and
- (b) Must advise the Councillor about how to search for the document.

### 7.6.7 **Unreasonable Diversion of Resources**

Councillors must ensure that a request for advice does not substantially and unreasonably divert the resources of the Council from the performance of its functions. Councillors must consider the likely cost and resource implications when making requests for advice and if the cost of providing the information is likely to be high, the Councillor may make the request only to the Chief Executive Officer, who is expressly authorised by the Council under these guidelines to seek to minimise the costs of providing the advice.

### 7.7 **RESIDENT TELEPHONE CALLS**

Council's Administration Centre is open between 8:30am and 4:00pm Monday to Friday. All calls outside these hours to Council are directed to Council's after-hours service on 07 4761 5300.

It is not appropriate for Councillors to provide residents with a staff member's direct contact details. Similarly, staff will not provide residents with Councillors' contact details, other than the details which Councillors have designated for public use.

### 7.8 **OTHER APPROVED STAFF**

Other approved staff responding to a Councillor's request for advice must ensure that the CEO or appropriate ELT member is informed of the making of, and response to, all significant Councillor requests.

If a staff member believes that the cost of actioning a Councillor request will be high and/or outside approved budget, the request must be brought to the attention of the Chief Executive Officer prior to it being actioned.



If a staff member is concerned or unsure whether a request made by a Councillor is outside the scope of these Guidelines or may not comply with these Guidelines, the staff member must seek to resolve those concerns or clarify the matter with the Councillor in the first instance. If the Councillor maintains the request is to be met, the staff member must not act upon the request and must immediately obtain guidance from the Chief Executive Officer or appropriate ELT member.

### 7.9 **OBLIGATION TO REPORT NON-COMPLIANCE**

Councillors are reminded that when a request by a Councillor to a staff member does not comply with these Guidelines, the Chief Executive Officer must report the matter to the relevant State Government Department or Agency under applicable legislation.

### 8.0 **VARIATIONS**

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

## **ASSOCIATED DOCUMENTS**

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Local Government Electoral Act 2011*
- *Public Records Act 2002*
- *Right to Information Act 2009*
- *Information Privacy Act 2009*
- Councillor Administrative Support Staff Policy (S0078/OCEO)
- Election Caretaker Period Policy (STRAT0067/OCEO)
- Complaints Management Policy (S0014/OCEO)
- Councillors Code of Conduct (S0056/OCEO)
- Employee Code of Conduct (HR-P-001)
- Councillors Expenses Policy (S0017/OCEO)
- Councillors Confidentiality Policy (STRAT0020/OCEO)



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### ATTACHMENT 1 – OTHER APPROVED STAFF

#### OFFICE OF THE CHIEF EXECUTIVE OFFICER

- Executive Assistant to the Mayor
- Executive Assistant to the CEO
- Administration Officer
- Tourism Trade & Investment Advisor
- Economic Development Administration Officer
- Media & Communications Coordinator
- Marketing & Communications Officer

#### CORPORATE & COMMUNITY SERVICES

- Director Corporate & Community Services
- Executive Assistant to Director Corporate & Community Services
- Manager Regional Development
- Manager Community Services
- Manager People & Performance
- Manager Workplace Health & Safety
- IT Coordinator

#### INFRASTRUCTURE SERVICES

- Director Infrastructure Services
- Executive Assistant to Director Infrastructure Services
- Manager Water & Wastewater
- Manager Operations
- Manager Fleet Services
- Manager Council Facilities

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**14. REPORTS FOR CONSIDERATION - CONFIDENTIAL**

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**CLOSE OF MEETING FOR CONFIDENTIAL REPORTS**

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

Item 14.1      Work Health & Safety Report

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**CORPORATE & COMMUNITY SERVICES**

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**14.1      Work Health & Safety Report**

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

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**15. CLOSE OF MEETING**

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**CHARTERS TOWERS  
REGIONAL COUNCIL**

**MINUTES  
of the  
GENERAL MEETING  
of  
CHARTERS TOWERS REGIONAL COUNCIL  
held  
Wednesday 25 May 2022  
Commencing at 9:00am**

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## **1. OPENING OF MEETING**

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

## **2. ATTENDANCE/APOLOGIES**

Councillors:

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

Officers:

Mr M Drydale – Interim Chief Executive Officer  
Mr J Teague – Director Infrastructure Services  
Mrs A Russell – Executive Assistant to the Chief Executive Officer  
Mr T Harrington – Chief Financial Officer  
Mrs H Thompson – Acting Manager Regional Development  
Mr M Harvey – Water Projects Manager

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

Apologies:

Nil

Members of the Gallery:

Mr Jeff Doyle  
Mr George Milford

## **3. PRAYER**

Pastor Bennett Cain delivered an opening prayer. Pastor Bennett Cain departed the meeting at **9:03am**.

## **4. CONDOLENCES**

Condolences were offered for:

David Guy  
William Pardon  
Jean Glenwright

## 5. DECLARATIONS OF INTEREST

Mayor FC Beveridge called for Declarations of Interest for items listed on the agenda:

### 12.3 2022/2023 Sole Suppliers

I, Councillor Sonia Bennetto, inform the meeting that I have a declarable conflict of interest in relation to Item 12.3 as my husband's business partnership (B&M Bennetto) has had past business dealings with Ravenswood Gold.

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

### 12.7 Compensation Agreement – Mining Leases ML1380, ML1682 and ML100145

I, Councillor Sonia Bennetto, inform the meeting that I have a declarable conflict of interest in relation to Item 12.7 as my husband has a contract with one of the suppliers, Ravenswood Gold.

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

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

*Voted unanimously for Cr Sonia Bennetto to remain in the room.*

### 12.5 RAL2021/0004: Development Permit for Reconfiguring a Lot 1 Lot into 116 Lots and Easements (over 10 Stages) at 1-21 Towers Street, Grand Secret QLD 4820 more formally described as Lot 145 on SP327488 (previously described as Lot 145 on SP305762)

I, Councillor Graham Lohmann, inform the meeting that I have a declarable conflict of interest in relation to Item 12.5 as the Grand Secret Estate Development is adjacent to my residence in Towers Street Grand Secret and its proximity may impact the future value of my property.

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

### 12.7 Compensation Agreement – Mining Leases ML1380, ML1682 and ML100145

I, Councillor Alan Barr, inform the meeting that I have a declarable conflict of interest in relation to Item 12.7 as Ravenswood Gold are a customer of my business (Barrs Tyres).

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

## 6. DEPUTATIONS

Nil.

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## 7. CONFIRMATION OF MINUTES

- ❖ Minutes of the General Meeting held 20 April 2022.

Resolution No.: 3927

Moved: Cr AP Barr  
Seconded: Cr JD Mathews

That the Minutes of the General Meeting held 20 April 2022 be confirmed.

**CARRIED**

- ❖ Minutes of the Special Meeting held 9 May 2022.

Resolution No.: 3928

Moved: Cr AP Barr  
Seconded: Cr GJ Lohmann

That the Minutes of the Special Meeting held 9 May 2022 be confirmed.

**CARRIED**

- ❖ Minutes of the Special Meeting held 13 May 2022.

Resolution No.: 3929

Moved: Cr BP Robertson  
Seconded: Cr KF Hastie

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

**CARRIED**

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## 8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

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## 9. MAYOR'S AND COUNCILLORS' REPORTS

Mayor FC Beveridge reported on:

Date	Details
20/04/2022	Chaired April General Meeting
20/04/2022	Participated in Councillor Workshops with ELT
20/04/2022	Filmed Mayoral Minute with Media Team
20/04/2022	777 Block tour with the Honourable Catherine King MP – Member for Ballarat
21/04/2022	Morning Tea with Julia Creek Dirt & Dust Festival – Convoy to the Creek participants
21/04/2022	Participated in Regional Queensland Council of Mayors Executive Meeting – Microsoft Teams
22/04/2022	RDA Chair duties – Participated in Committee Meeting via Microsoft Teams
22/04/2022	Attended Piano Night at the World Theatre
25/04/2022	Participated in Anzac Day Dawn service and Officiated at the Commemoration parade and ceremony at the Cenotaph
26/04/2022	Pre-Meeting with Director Infrastructure Services prior to Dalrymple Saleyards Master Plan Advisory Committee Meeting
26/04/2022	Chaired Dalrymple Saleyards Master Plan Advisory Committee Meeting
26/04/2022	Meeting with constituent
26/04/2022	Meeting with Australian Labor Party Candidate – Jason Brandon
27/04/2022	Participated in meeting providing an update as to Upper Burdekin Wind Farm project
27/04/2022	RDA Chair duties
28/04/2022	Meeting with Deputy Mayor
28/04/2022	Attended fundraising morning tea for victims of the Ukraine War
28/04/2022	Visited Towers Arts at the School of Mines
28/04/2022	Meeting with Andrew Briggs, Charters Towers Access Group and Cr Kate Hastie
28/04/2022	Attended Exhibition Launch – Memories of Charters Towers
29/04/2022	Participated in Media Interview with Bull FM
29/04/2022	Participated in Media Interview with 4GC
29/04/2022	Attended Official Opening of Gold City Dental
29/04/2022	Participated in Country Music Festival Parade on Council's float
29/04/2022	Officially opened Country Music Festival
02/05/2022	Attended NQ Games Closing Ceremony – Picnic Bay Surf Lifesaving Club
03/05/2022	Attended meeting organised by Townsville Enterprise Limited by Microsoft Teams
04/05/2022	Attended meeting with Deputy Mayor, CEO and representatives of Goldtower – Attended by Microsoft Teams
06/05/2022	Officially opened Rural Fire Service Exercise
09/05/2022	Chaired Councillors' meeting
09/05/2022	Chaired Special Meeting of Council
10/05/2022	Chaired LDMG Meeting
10/05/2022	Attended Meeting with Planning Consultants, Councillors and Senior Staff
10/05/2022	Attended Meeting with ELT and Councillors regarding Budget Update
10/05/2022	Media Interview – organised by Townsville Enterprise Limited
10/05/2022	Attended MITEZ meeting in Townsville
10/05/2022	RDA Chair duties – Dinner in Townsville
11/05/2022	Meeting with constituent
12/05/2022	Meeting with Senior Sergeant Neil King and Acting Chief Superintendent Chris Lawson – Queensland Police Service
12/05/2022	Meeting with Interim Director Corporate and Community Services regarding Budget Timeline
13/05/2022	Chaired Charters Towers Youth Council Meeting
13/05/2022	Chaired Special Meeting
13/05/2022	Attended Army Exercise – Charters Towers Airport

13/05/2022	Meeting with Manager – Dalrymple Trade Training Centre
14/05/2022	Meet and Greet 4RAR Band members prior to concert
14/05/2022	Attend 4 <sup>th</sup> RAR Band Concert at the World Theatre
17/05/2022	Attended North Queensland 2032 Trade and Investment Strategy Consultation via teams
20/05/2022	Media interview with Bull FM
20/05/2022	Media interview with 4GC
23/05/2022	Meeting with Chief Executive Officer – Weekly catch up
24/05/2022	Presentation to Columba Catholic College with Cr Sonia Bennetto
24/05/2022	RDA Chair duties

Deputy Mayor GJ Lohmann reported on:

Date	Details:
20/04/2022	Councillor meeting and workshop
21/04/2022	Community Advisory Network meeting
22/04/2022	Northern Queensland Legacy Annual Leadership and Culture Breakfast
24/04/2022	Murder on Mosman filming
25/04/2022	ANZAC Dawn Parade Charters Towers ANZAC Day commemoration Greenvale
28/04/2022	Mayoral meeting' Exhibition launch - Mike Carney Creative Industry Centre
29/04/2022	Charters Towers Country Music Parade Country Music Festival judging of princesses
2/05/2022	Federal election candidates meet and greet hosted by Chamber of Commerce and Mines
3/05/2022	Meeting with CEO pre-RDA investor meeting Meeting with RDA and potential investors
4/05/2022	Goldtower update meeting
5/05/2022	Selection panel for QPS Charters Towers Chamber of Commerce & Mines meeting
6/05/2022	Charters Towers Health Service Satellite Renal Dialysis Unit opening
9/05/2022	Councillor meeting Special meeting of Council
10/05/2022	Local Disaster Management Group meeting Weather briefing NQ ROC Budget workshop
11/05/2022	Weather briefing NQ ROC
13/05/2022	Special meeting of Council
17/05/2022	Defence activity exercise
19/05/2022	Community Advisory Network meeting
24/05/2022	VIC bus tour and presentations

Cr AP Barr reported on:

Date	Details
20/04/2022	General Meeting Fortnightly Workshops
4/05/2022	Fortnightly Councillor & ELT meeting
9/05/2022	Councillor Meeting Special Meeting of Council
10/05/2022	Councillor Workshops
13/05/2022	Special Meeting of Council
24/05/2022	VIC Bus Tour

Cr S Bennetto reported on:

Date	Details:
29/04/2022	Country Music Parade & Festival
9/05/2022	Councillor Meeting Special Meeting
10/05/2022	Volunteers Week Video Message 22/23 Budget Update Presentations relating to local projects
13/05/2022	Youth Council Meeting Special Meeting

Cr KF Hastie reported on:

Date	Details
20/04/2022	General Meeting & Workshops
22/04/2022	ANZAC commemoration - CTSHS
25/04/2022	ANZAC commemoration – Herveys Range
28/04/2022	Morning Tea – Ukraine fundraiser – Krissy Regan
28/04/2022	Meeting with Frank & Andrew Briggs
29/04/2022	Country Music Parade
30/04/2022	NQ Games – Presentation of Trophies – Go-Karting Meet
6/05/2022	Charters Towers Health Service Satellite Renal Dialysis Unit Opening
9/05/2022	Council Special Meeting
16/05/2022	Official Opening of the Qld State Muster of the Aust Caravan Club (85 vans)
24/05/2022	Visitor Information Centre – Bus Tour & Volunteer Presentations
24/05/2022	Move It Programme – Archery - PCYC

Cr JD Mathews reported on:

Date	Details
20/04/2022	General Meeting of Council
25/04/2022	Pentland Anzac Day Dawn Service & Service
29/04/2022	Country Music Parade
10/05/2022	Council Workshops
13/05/2022	Special Meeting of Council
	Numerous meetings with Ratepayers
	Chamber of Commerce Meeting
19/05/2022	Pentland Progress Meeting
20/04/2022	General Meeting of Council

Cr BP Robertson reported on:

Date	Details
4/05/2022	Sale
9/05/2022	Special Meeting
13/05/2022	Special Meeting

## 10. MAYORAL MINUTE

Nil.

## 11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

### 11.1 Department of Resources Deane Street Historical Shaft Works

#### EXECUTIVE SUMMARY

Department of Resources are undertaking a heritage shaft preservation project on a shaft located on the western side of Upper Deane Street. This report is presented to Council for information.

#### OFFICER'S RECOMMENDATION

***That Council:***

- ***Note the heritage shaft preservation project being undertaken by Department of Resources on Upper Deane Street.***

Resolution No.: 3930

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

***That Council:***

- ***Note the heritage shaft preservation project being undertaken by Department of Resources on Upper Deane Street.***

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 4642489

### 11.2 Request to remove Talavera Road from Council's asset register

#### EXECUTIVE SUMMARY

Council has received notification from flood damage project manager that property owner has requested to opt out of flood damage restoration works.

#### OFFICER'S RECOMMENDATION

***That Council:***

- ***Remove Talavera Road from Council's asset register.***

Resolution No.: 3931

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

***That Council:***

- ***Remove Talavera Road from Council's asset register.***

**CARRIED**

## **REFERENCE DOCUMENT**

- Officer's Report Document No. 4642517
- 

### **11.3 Energy from Waste – Stage 2 – Outline Design Endorsement**

#### **EXECUTIVE SUMMARY**

In 2021, the North Queensland Regional Organisation of Councils (NQROC) signed a Memorandum of Understanding to work in a spirit of collaboration to investigate Energy from Waste (EfW) options for the Northern Region.

Based on the initial EfW Business Plan developed by Ramboll Consulting, further work is recommended to mature the project to the second stage of Outline Design.

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

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

- ***Endorse the North Queensland Energy from Waste (EfW) Business Plan Executive Summary;***
  - ***Endorse the actions of the Mayor in supporting progression of the EfW Project from the Business Plan to Stage 2; and***
  - ***Allocate \$12,079 in the 2022-23 budget to fund Stage 2 of the EfW project.***
- 

Resolution No.: 3932

Moved: Cr JD Mathews

Seconded: Cr KF Hastie

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

- ***Endorse the North Queensland Energy from Waste (EfW) Business Plan Executive Summary;***
- ***Endorse the actions of the Mayor in supporting progression of the EfW Project from the Business Plan to Stage 2; and***
- ***Allocate \$12,079 in the 2022-23 budget to fund Stage 2 of the EfW project.***

**CARRIED**

## **REFERENCE DOCUMENT**

- Officer's Report Document No. 4642533
- 

### **11.4 Review of STRAT0047 Open Space Policy**

#### **EXECUTIVE SUMMARY**

The policy has been reviewed to ensure the defined service delivery standards are achievable. Use of the policy provides quantifiable targets to enable Councillors, community and staff to understand the agreed levels of service for open spaces.

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

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

- ***Adopt the reviewed and updated STRAT0047 Open Space Policy.***
-



Resolution No.: 3933

Moved: Cr GJ Lohmann  
Seconded: Cr AP Barr

***That Council:***

- ***Adopt the reviewed and updated STRAT0047 Open Space Policy.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4642597

**ATTENDANCE**

Mr T Harrington, Chief Financial Officer entered the meeting at **9:36am**

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

**12.1 Monthly Financial Report**

**EXECUTIVE SUMMARY**

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

**OFFICER'S RECOMMENDATION**

***That Council:***

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

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

Resolution No.: 3934

Moved: Cr BP Robertson  
Seconded: Cr S Bennetto

***That Council:***

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

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

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4637945

## ATTENDANCE

Mrs H Thompson, Acting Manager Regional Development entered the meeting at **9:40am**.

---

### 12.2 2022-2023 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, and the attached schedule provides a listing of proposed fees and charges to be adopted for the 2022-2023 financial year.

#### OFFICER'S RECOMMENDATION

***That Council:***

- ***Adopt the attached schedule of Fees and Charges for the 2022-2023 financial year.***
- 

Resolution No.: 3935

Moved: Cr AP Barr

Seconded: Cr KF Hastie

***That Council:***

- ***Adopt the attached schedule of Fees and Charges for the 2022-2023 financial year.***

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 4637963
-



## ATTENDANCE

In accordance with the Conflict of Interest in Item 12.3, Cr S Bennetto departed the meeting at **9:45am**.

### 12.3 2022/2023 Sole Suppliers

#### EXECUTIVE SUMMARY

The *Local Government Regulation 2012 s235(a)* 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 such 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 for the period 1 July 2022 to 30 June 2023.***

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 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)
OneMusic Independent Cinemas Assoc Narpaca Inc. Performing Arts Connections Aust. Regional Galleries Assn Qld	Resonate Broadcasting 4GC/Hot FM and The Bull FM88.	Rocket Run Killameter Couriers Aramex (formerly Fastway Couriers) Westons Carrying Gulf Western Followmont
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 Studiocanal Pty Ltd	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	Gold City Mini Bins

Supplier		
Transmission Films Pty Ltd Umbrella Studios Paramount Pictures Pty Ltd R&R Films Becker Film Group	Haulmark Trailers Toyota Manual Handling Flocon Conplant (Ammann) Tutt Bryant (Bomag) Wirtgen (Hamm) Rosmech Sullair	
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	
Australia Post	Ruswin	Arjo Australia
Eco Lab	Hi-Tech Solutions	Northern Refuelling Maintenance Pty Ltd
Applied Satellite Technology Australia	VOR Environmental Australia Pty Ltd	Gough Plastics
BOC	Formsite	Local Government Managers Association (LGMA)
Electoral Commission of Queensland (ECQ)	Mt Isa Townsville Economic Zone (MITEZ)	NQ Region of Councils (NQROC)
Local Government WorkCare Scheme (LGW)	Mandalay Technologies	ResourceHub Consultancy
Ballistic Training	QGE Gun Exchange	Upland Services
Water Industry Operators Association (WIOA)	Shepherd Services	Allflex
Peoples News		

Resolution No.: 3936

Moved: Cr JD Mathews

Seconded: Cr KF Hastie

**That Council:**

- ***In accordance with Section 235(a) of the Local Government Regulation 2012, resolve to apply sole supplier status to the following suppliers for the period 1 July 2022 to 30 June 2023.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4642883

## ATTENDANCE

Cr S Bennetto returned to the meeting at **9:52am**.

### 12.4 PQS008/22 Vegetation Control Services

#### EXECUTIVE SUMMARY

Council engages a range of contractors to deliver Vegetation Control Services. To improve the efficiency of the procurement activities associated with engaging contractors for these services, a panel of pre-qualified suppliers has been developed in accordance with S232 of the Local Government Regulation.

#### OFFICER'S RECOMMENDATION

##### *That Council:*

- ***Approve the pre-qualified Supplier Arrangement for Vegetation Control Services with the contractors listed in Table 1 for a period of three years from 1 July 2022 with an option at the CEO's discretion to extend for a further 12 months.***

**Table 1. Pre-Qualified Tenderers – Vegetation Control Services PQS008/22**

<b>TENDERER</b>	<b>Category</b>
Ausfield Services	Roadside slashing & vegetation control/General slashing/General herbicide spraying/General vegetation control
Centrogen	Roadside slashing & vegetation control/General slashing/General herbicide spraying/General vegetation control/Tree loping, pruning & stump grinding
PMA Corporation	Roadside slashing & vegetation control/General slashing/General herbicide spraying/General vegetation control
Queensland Pacific Rim	General herbicide spraying

Resolution No.: 3937

Moved: Cr JD Mathews

Seconded: Cr KF Hastie

##### *That Council:*

- ***Approve the pre-qualified Supplier Arrangement for Vegetation Control Services with the contractors listed in Table 1 for a period of three years from 1 July 2022 with an option at the CEO's discretion to extend for a further 12 months.***

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 4636255

## ATTENDANCE

In accordance with the Conflict of Interest in Item 12.5, Cr GJ Lohmann departed the meeting at **9:53am**. Mr T Harrington, Chief Financial Officer departed the meeting at **9:53am**.

**12.5 RAL2021/0004: Development Permit for Reconfiguring a Lot 1 Lot into 116 Lots and Easements (over 10 Stages) at 1-21 Towers Street, Grand Secret QLD 4820 more formally described as Lot 145 on SP327488 (previously described as Lot 145 on SP305762)**

**EXECUTIVE SUMMARY**

Council is in receipt of Development Application RAL2021/0004 seeking a Development Permit for Reconfiguring a Lot 1 Lot into 116 Lots and Easements to be constructed over 10 Stages at 1-21 Towers Street, Grand Secret QLD 4820, more formally described as Lot 145 on SP327488 (previously described as Lot 145 on SP305762).

The proposal triggered Impact Assessment in accordance with the Charters Towers Regional Town Plan Version 2 (the Town Plan) and 9 properly made submissions were received. It is important to acknowledge 2 of the 9 submissions were lodged by the same individuals.

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

**OFFICER'S RECOMMENDATION**

***That Council:***

- ***Approve Development Application RAL2021/0004 for Reconfiguring a Lot 1 Lot into 116 Lots and Easements (over 10 Stages), made by Grand Secret Pty Ltd C/- Milford Planning on land at 1-21 Towers Street, Grand Secret QLD 4820 more formally described as Lot 145 on SP327488 (previously described as Lot 1 on SP305762). The approval is subject to reasonable and relevant conditions and supported by a notice of reasons.***

Resolution No.: 3938

Moved: Cr KF Hastie

Seconded: Cr JD Mathews

***That Council:***

- ***Approve Development Application RAL2021/0004 for Reconfiguring a Lot 1 Lot into 116 Lots and Easements (over 10 Stages), made by Grand Secret Pty Ltd C/- Milford Planning on land at 1-21 Towers Street, Grand Secret QLD 4820 more formally described as Lot 145 on SP327488 (previously described as Lot 1 on SP305762). The approval is subject to reasonable and relevant conditions and supported by a notice of reasons.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4568986

**ATTENDANCE**

Cr GJ Lohmann returned to the meeting at **9:57am**.

## 12.6 MCU2021/0011 – Development Permit for Material Change of Use for Extractive Industry (Quarry)

### EXECUTIVE SUMMARY

Council is in receipt of Development Application MCU2021/0011 seeking a Development Permit for a Material Change of Use (Extractive Industry) at 7966 Hervey Range Road, Dotswood QLD 4820 more formally described as Lot 4 on SP112529. The application has triggered Impact Assessment in accordance with the Charters Towers Regional Town Plan Version 2 (the Town Plan) with one submission being received. It is recommended that Council approve Development Application MCU2021/0011 subject to reasonable and relevant conditions.

### OFFICER'S RECOMMENDATION

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

- ***Approve Development Application MCU2021/0011 for Material Change of Use for Extractive Industry (Quarry), made by Zinaback Pty Ltd C/- Gilvear Planning Pty Ltd on land at 7966 Hervey Range Road, Dotswood QLD 4820 more formally described as Lot 4 on SP112529. The approval is subject to reasonable and relevant conditions and supported by a notice of reasons.***

Resolution No.: 3939

Moved: Cr S Bennetto

Seconded: Cr AP Barr

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

- ***Approve Development Application MCU2021/0011 for Material Change of Use for Extractive Industry (Quarry), made by Zinaback Pty Ltd C/- Gilvear Planning Pty Ltd on land at 7966 Hervey Range Road, Dotswood QLD 4820 more formally described as Lot 4 on SP112529. The approval is subject to reasonable and relevant conditions and supported by a notice of reasons.***

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 4638716

### ATTENDANCE

Mrs H Thompson, Acting Manager Regional Development departed the meeting at **10:01am**.

The meeting adjourned for morning tea at **10:01am**.

The meeting resumed at **10:20am**.

Mr M Harvey, Water Projects Manager entered the meeting at **10:20am**.

## ATTENDANCE

In accordance with the Conflict of Interest in Item 12.7, Cr AP Barr departed the meeting at **10:21am**.

---

### 12.7 Compensation Agreement – Mining Leases ML1380, ML1682 and ML100145

#### EXECUTIVE SUMMARY

Ravenswood Gold is seeking to enter into a Compensation Agreement with Council for Additional Surface Area (ASA) over Mining Leases ML1380 and ML1682 and Restricted Land Applications (RLA) over Mining Leases ML1380 and ML100145.

#### OFFICER'S RECOMMENDATION

##### *That Council:*

- ***Agree to enter into a Compensation Agreement with Ravenswood Gold for the grant of Additional Surface Area over Mining Leases ML1380 and ML1682 and Restricted Land Applications over Mining Leases ML1380 and ML100145, in accordance with Council's previous Compensation Agreements with the Company; and,***
  - ***Authorise the Chief Executive Officer to review the Compensation Agreement if required, negotiate any amendments to the Compensation Agreement, including price and conditions, and execute the Compensation Agreement as required.***
- 

Resolution No.: 3940

Moved: Cr KF Hastie  
Seconded: Cr JD Mathews

##### *That Council:*

- ***Agree to enter into a Compensation Agreement with Ravenswood Gold for the grant of Additional Surface Area over Mining Leases ML1380 and ML1682 and Restricted Land Applications over Mining Leases ML1380 and ML100145, in accordance with Council's previous Compensation Agreements with the Company; and,***
- ***Authorise the Chief Executive Officer to review the Compensation Agreement if required, negotiate any amendments to the Compensation Agreement, including price and conditions, and execute the Compensation Agreement as required.***

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 4639198
- 

## ATTENDANCE

Cr AP Barr returned to the meeting at **10:28am**.

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## 12.8 Risk Appetite Statement

### **EXECUTIVE SUMMARY**

Council has recently considered its level of risk appetite associated with the delivery of Community Focus Areas and Organisational Focus Areas and developed a risk appetite statement to provide guidance for Council staff in managing risk and the delivery of services to the community.

### **OFFICER'S RECOMMENDATION**

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

- ***Approve the Charters Towers Regional Council Risk Appetite Statement shown in Appendix 1 for inclusion and reference in the Enterprise Risk Management Framework and Guidelines (STRAT0021).***

Resolution No.: 3941

Moved: Cr GJ Lohmann

Seconded: Cr KF Hastie

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

- ***Approve the Charters Towers Regional Council Risk Appetite Statement shown in Appendix 1 for inclusion and reference in the Enterprise Risk Management Framework and Guidelines (STRAT0021).***

**CARRIED**

### **REFERENCE DOCUMENT**

- Officer's Report Document No. 4642749

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

**13.1 Councillor Remuneration from 1 July 2022 and amended Statutory Policy S0061 Councillor Remuneration**

**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 2022 as follows:***

<b><i>Mayor</i></b>	<b><i>\$110,386</i></b>
<b><i>Deputy Mayor</i></b>	<b><i>\$63,684</i></b>
<b><i>Councillor</i></b>	<b><i>\$55,192</i></b>

***with a base payment of \$36,794.67 payable for the 12 months and a meeting fee of \$1,533.11 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 2022 to 30 June 2023:***

- 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. Fortnightly Workshops (24 workshops and /or as determined); and***

- ***Adopt Statutory Policy S0061 Councillor Remuneration***

Resolution No.: 3942

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

***That Council:***

- ***Adopt the recommendations of the Local Government Remuneration Commission's Councillors' Remuneration from 1 July 2022 as follows:***

<b><i>Mayor</i></b>	<b><i>\$110,386</i></b>
<b><i>Deputy Mayor</i></b>	<b><i>\$63,684</i></b>
<b><i>Councillor</i></b>	<b><i>\$55,192</i></b>

***with a base payment of \$36,794.67 payable for the 12 months and a meeting fee of \$1,533.11 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 2022 to 30 June 2023:***

- 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. Fortnightly Workshops (24 workshops and /or as determined); and***

- ***Adopt Statutory Policy S0061 Councillor Remuneration***

**CARRIED**



## **REFERENCE DOCUMENT**

- Officer's Report Document No. 4641017
- 

### **13.2 Amended STRAT0020 Councillors Confidentiality Policy**

#### **EXECUTIVE SUMMARY**

A review of this policy was undertaken in accordance with legislative changes and to more accurately reference the current practices of Council.

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

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

- ***Adopt the amended STRAT0020/OCEO Councillors' Confidentiality Policy.***
- 

Resolution No.: 3943

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

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

- ***Adopt the amended STRAT0020/OCEO Councillors' Confidentiality Policy.***

**CARRIED**

## **REFERENCE DOCUMENT**

- Officer's Report Document No. 4641857
- 

### **13.3 Amended Strategic Policy S0017 Councillor Expenses Reimbursement & Provision of Facilities Policy**

#### **EXECUTIVE SUMMARY**

A review of this policy was undertaken in accordance with legislative changes and to more accurately reference current practices of Council.

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

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

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

Resolution No.: 3944

Moved: Cr KF Hastie

Seconded: Cr JD Mathews

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

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

**CARRIED**

## **REFERENCE DOCUMENT**

- Officer's Report Document No. 4641818
-

## ATTENDANCE

Mr S Faber entered the meeting at **10:42am**.

---

### 13.4 Big Rocks Weir Monthly Report (Pre-Construction)

#### EXECUTIVE SUMMARY

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

#### OFFICER'S RECOMMENDATION

***That Council:***

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

Resolution No.: 3945

Moved: Cr AP Barr

Seconded: Cr S Bennetto

***That Council:***

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

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 4641865
- 

## ATTENDANCE

Mr M Harvey, Water Projects Manager departed the meeting at **10:48am**.

---

## 13.5 Purchase of 3-5 Bow Street and 7 Bow Street Charters Towers

### EXECUTIVE SUMMARY

The purchase of 3-5 Bow Street and 7 Bow Street, Charters Towers accommodates for further development opportunities within the CBD.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- *Note the purchase of 3-5 Bow Street, Charters Towers in accordance with s143 (4) of the Local Government Regulation 2022, on 25 August 2020 for **COMMERCIAL IN CONFIDENCE**; and*
- *Endorse the actions of the Interim Chief Executive Officer in negotiating the purchase of 7 Bow Street, Charters Towers for **COMMERCIAL IN CONFIDENCE**.*

Resolution No.: 3946

Moved: Cr KF Hastie  
Seconded: Cr GJ Lohmann

#### *That Council:*

- *Note the purchase of 3-5 Bow Street, Charters Towers in accordance with s143 (4) of the Local Government Regulation 2022, on 25 August 2020 for **COMMERCIAL IN CONFIDENCE**; and*
- *Endorse the actions of the Interim Chief Executive Officer in negotiating the purchase of 7 Bow Street, Charters Towers for **COMMERCIAL IN CONFIDENCE**.*

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 4646192

## 14. CONFIDENTIAL REPORTS

### CLOSE OF MEETING

Resolution No.: 3947

Moved: Cr S Bennetto

Seconded: Cr KF Hastie

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the General Meeting be closed to the public at **10:53am** for discussion of the following matters:

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

**CARRIED**

### OPENING OF MEETING

Resolution No.: 3948

Moved: Cr AP Barr

Seconded: Cr S Bennetto

That the meeting be opened at **10:57am** for the taking of resolutions.

**CARRIED**

### CORPORATE & COMMUNITY SERVICES

#### 14.1 Work Health & Safety Report

##### **EXECUTIVE SUMMARY**

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

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

***That Council:***

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

Resolution No.: 3949

Moved: Cr KF Hastie

Seconded: Cr JD Mathews

***That Council:***

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

**CARRIED**

##### **REFERENCE DOCUMENT**

- Officer's Report Document No. 4641134

**15. CLOSE OF MEETING**

There being no further business, the General Meeting closed at **10:58am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 15 JUNE 2022.

Mayor

Date

UNCONFIRMED