



NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 20 July 2022 at 9:00am at the CTRC Board Room, 12 Mosman Street, Charters Towers.

M Drydale
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, 20 JULY 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. REPEAL OF RESOLUTION

NOTICE TO REPEAL A RESOLUTION

In accordance with the *Local Government Regulation 2012*, S262 or amendment of resolutions, and in reference to Council's Standing Orders Policy No S0048, S24, I hereby give notice to move a Motion to repeal Resolution No. 3902 taken at the April 2022 General Meeting, as set out below:

Resolution No.:3902

Moved: Mayor FC Beveridge

That Council:

- ***That Council engage an appropriately qualified service provider to undertake a cultural survey of Council.***
- ***That the Mayor and Council, provide scope instructions to such appointed service provider.***

CARRIED

Mayor FC Beveridge

7. CONFIRMATION OF MINUTES

- ❖ Minutes of General Meeting held 15 June 2022.
 - ❖ Minutes of Special Meeting held 29 June 2022
 - ❖ Minutes of Statutory Budget Meeting held 29 June 2022
 - ❖ Minutes of Special Meeting held 12 July 2022
-

8. BUSINESS ARISING FROM PREVIOUS MINUTES

9. MAYOR'S AND COUNCILLORS' REPORTS

10. MAYORAL MINUTE

11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

11.1 PSA028/22 Mulching of Green Waste Services

EXECUTIVE SUMMARY

Council periodically requires the services of a suitably licenced and experienced contractor to carry out mulching of green waste located at the Stublely Street Landfill, and smaller satellite landfill sites.

OFFICER'S RECOMMENDATION

That Council:

- ***Award the contract for PSA028/22 Preferred Supplier of Mulching of Green Waste Services to McCahill Earthmoving & Supplies in accordance with their submission for a period of three years from 1 August 2022; and***
- ***Authorise the Chief Executive Officer to extend for a further two, 12-month extensions.***

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

Council released a public tender on the 16 of May 2022 for a Preferred Supplier Arrangement of mulching of green waste services required at the Stublely Street Landfill and smaller satellite sites located at Pentland, Greenvale and Ravenswood.

By developing a Preferred Supplier Arrangement for a three-year period, the contractor engagement process becomes more efficient as the Arrangement ensures the required insurances are maintained and pricing structure is set for the contract period. This provides better value to the community due to Council officers not having to evaluate contractor's compliance or fee structure details each time these services are required.

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

Stage 1 All required documentation provided, completed and signed as required.

Stage 2 Weighted criteria assessed.

Weighted Criteria

Experience, Capability and Capacity	50%
Developing Local Business & Industry	15%
Price	35%

Council received one submission.

START COMMERCIAL IN CONFIDENCE

ENDCOMMERCIAL IN CONFIDENCE

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025:

- Priority No 5 – Transparency & Accountability
- Priority No 7 – Assets & Infrastructure

CONSULTATION (Internal/External)

Internal: Environmental Services Coordinator - Mic Langburne
Procurement Officer - Sonja Cluff

External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: PAUL WESTON Procurement Coordinator Date: 10 June 2022	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 4657759
 - Evaluation Report Document No. 4657761
-

EXECUTIVE SUMMARY

Tenders have been sourced and assessed for the supply and delivery of one Vacuum Truck as part of the plant replacement program for the 2022/23 financial year.

OFFICER'S RECOMMENDATION

That Council:

- ***Accept the quotation from Honeycombes Sales and Service for the supply and delivery of one Hino 500 series FM2628 cab chassis with Vermeer Vacuum body with auto greasing, 360° viewing cameras and sign storage rack to the value of **COMMERCIAL IN CONFIDENCE**.***

BUDGET & RESOURCE IMPLICATIONS

Original budget allocations for the replacement of the above plant are \$396,000 (incl. GST.) This allocation was based on a replacement asset of similar capacity to deliver existing services.

This asset is critical to Council operations with high demands. It is noted the recommended unit exceeds the budgeted allocation however this is due predominately to the added extras of auto greasing, 360° viewing cameras and sign storage rack. (The cost of the unit excluding the extras is minimally higher than budget estimates.) The addition of these extras will provide operational efficiencies, improved service delivery, reduce maintenance/damage and increase operational safety. The addition of these inclusions also demonstrates that it remains the best value for money in comparison to other units and the recommended extras will provide long-term benefits to Council. The review team believes that this warrants support for their inclusion in the initial purchase price.

COMMERCIAL IN CONFIDENCE

COMMERCIAL IN CONFIDENCE ENDS

The evaluation panel determined this product to be superior to others tendered based on experience with the Vacuum unit, product support and the cab chassis. Of the shortlisted products quoted, the Vermeer Vacuum unit was the preferred option which each shortlisted supplier quoted. Therefore, the determining factor for the recommendation is based on the cab chassis.

The key criteria the recommended product demonstrates superiority, includes:

- Mechanical performance and familiarity,
- Service and product support experience,
- Whole of life costs, and
- Overall best value for investment.

COMMERCIAL IN CONFIDENCE

COMMERCIAL IN CONFIDENCE ENDS

Note: The cab chassis product quoted by Vac Truck Industries is considered too small to meet operational requirements and expectations by the evaluation panel, therefore was not shortlisted for further consideration.

BACKGROUND

During budget development of the plant replacement program for the 2022-23 financial year, it was identified the above asset was due and required replacement. Through consultation with key stakeholders, it was identified the asset currently performing the required services satisfactorily met existing operational expectations. However, to ensure industry had opportunity to provide varying options and solutions to improve the services delivered to the community, alternate options were requested as part of the tender process.

Of the tenders received, the shortlisted products were each capable of providing quality services specific to their areas of expertise.

The evaluation process included desk top evaluation on shortlisted products. The shortlisted products were then evaluated using the Institute of Public Works Engineering Australasia (IPWEA) Fleet module to determine asset whole of life costs (based on 10 year replacement) and undertake an asset best value analysis. Results of these evaluations are shown in the below graphs.

COMMERCIAL IN CONFIDENCE

COMMERCIAL IN CONFIDENCE ENDS

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 7 – Assets & Infrastructure

CONSULTATION (Internal/External)

Internal: Manager Workplace Health & Safety - Simon Faber
 Work Health & Safety Advisor - Tiana Lohmann
 Procurement Coordinator - Paul Weston
 Reticulation Coordinator - Ross Laffey
 Workshop Coordinator - Regan Jones
 Acting Workshop Team Leader - David Storey
 Plumbing Team Leader - Peter Stanley
 Plumbing Team Member - Darryl West
 Plumbing Team Member - Brian Hammond

External: Nil

LEGAL CONSIDERATIONS

Conditional registration requirements for Queensland Transport and Main Roads. Legal load limits for Queensland Transport and Main Roads. 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

Consideration and action have been taken to address operator safety and comfort, and capacity to meet service delivery requirements and expectations. There are no enterprise, political, public relations, financial or work health and safety risk implications that warrant the recommendations being declined.

Report Prepared by: GLENN PETERSEN Manager Fleet Services Date: 1 July 2022	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

Nil

REFERENCE DOCUMENT

- Honeycombes Sales and Service tender response Document No. 4665986
- Officer's Report Document No. 4665529
- Request for Tender: T030/22 Supply and Delivery of One Vacuum Truck Document No. 4665983
- Summary Report: T030/22 Supply and Delivery of One Vacuum Truck Document No. 4665987
- Multi-party evaluation report Document No. 4665988

EXECUTIVE SUMMARY

Council is presented with the Draft Terms of Reference for the Miners Memorial Advisory Group for consideration.

OFFICER’S RECOMMENDATION

That Council:

- ***Adopt the Terms of Reference for the Miners Memorial Advisory Group P0164/IS; and***
- ***Authorise the Chief Executive Officer to vary the terms of reference document as required.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications from adopting the terms of reference. The committee will make recommendations for inclusions (e.g., interpretive panels) within five (5) poppet head structures as part of the Miners Memorial project.

BACKGROUND

In June 2022 Council resolved to approve submission of project nomination to Local Roads and Community Infrastructure Program (LRCI), Phase 3 for the Miners Memorial project which has since been approved by the Federal Government.

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 will connect the carpark on Stubley Street to a raised viewing platform over the historical Wyndham No. 3 mine shaft, which is currently being constructed.

The Miners Memorial will include five poppet head structure walk throughs with memorial signage, interpretative panels and historical mining equipment. Further information is available at www.charterstowers.qld.gov.au/mosman-st-walking-track-extension

The purpose of the Group is to act as an advisory body for the primary purpose of providing ideas for inclusions within the Miners Memorial project such as interpretive panels within the five-poppet head structure walk throughs. The group will meet over a 3-month period, as required from July 2022 to August 2022 with aim to collate and provide ideas by the end of August 2022.

Following collation of ideas, Historian, Mr Michael Brumby, will be engaged to undertake research and writing for the project.

Membership has been sought based on Councillor, staff representation, design architect, and members of the community who have an understanding of the Charters Towers Region and mining history of the region, as per below. The first meeting of the group will be held on 27 July 2022.

Charters Towers Regional Council	Mayor (Chair) Portfolio Councillor (Tourism) Chief Executive Officer Director Infrastructure Services Manager Operations Manager Community Services Manager Council Facilities
Minutes Secretary:	Executive Assistant to the Director Infrastructure Services
Charters Towers Community Member	3 x Representative
Department of Resources	1 x Representative
Civil/ Structural Designer	1 x Representative
Architect	1 x Representative
Interpretive Sign Designer	1 x Representative

Expressions of interest have been circulated to key stakeholders as outlined above.

LINK TO CORPORATE PLAN

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

CONSULTATION (Internal/External)

Internal: Chief Executive Officer - Martin Drydale
Director Infrastructure Services - John Teague
Manager Council Facilities - Kylee Goss
EA to the CEO - Amy Russell

External: Community Member - Malcolm Macdonald
Community Member - Bob Read
Community Member - Ross Thomas
Department of Resources, Remediation Works Supervisor - Barry Whiting
i4architecture, Architecture Technician - Colin Quinn

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: KELIE STANDFAST Executive Assistant to the Director Infrastructure Services Date: 12 July 2022	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

- Attachment A - P0164/IS Terms of Reference Miners Memorial Advisory Group Document No. 4668847
- Attachment B – Miners Memorial Site Plan Document No. 4668901

REFERENCE DOCUMENT

- Officer’s Report Document No. 4668875
-

1 PURPOSE AND SCOPE

The Miners Memorial Advisory Group is to act as an advisory body to Council for the purpose of providing ideas for inclusion in five (5) poppet head structure walk throughs i.e., interpretive panels. The Committee will convene for a 3-month period, as required from 27 July 2022 with aim to provide ideas which will then be researched and written for inclusion in the project which will be completed by 30 June 2023.

2 ROLE

The role of The Miners Memorial Advisory Group is to:

- Provide input and ideas on inclusions within the Miners Memorial structures; and
- Provide a final report and recommendation to Council on its activities (tabling of meeting minutes).

The Miners Memorial Advisory Group has no authority to:

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

Advisory Group Members:

Members will be required to:

- have an association with, and understanding of, the Charters Towers Region;
- be able to work as part of a team.

The Miners Memorial Advisory Group will work in accordance with Council's policies and directives as set out below:

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

3 ROLES OF MEMBERS

Members' roles and responsibilities are as follows:

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

4 GENERAL

4.1 Membership

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

**TERMS OF REFERENCE
MINERS MEMORIAL ADVISORY GROUP
P0164/IS**

Agency	Representative/s
Charters Towers Regional Council	Mayor (Chair) Portfolio Councillor (Tourism) Chief Executive Officer Director Infrastructure Services Manager Operations Manager Community Services Manager Council Facilities
Community Member	3 x Representative
Department of Resources	1 x Representative
Civil/ Structural Designer	1 x Representative
Architect	1 x Representative
Interpretive Sign Designer	1 x Representative

4.2 Chair

The Chair will be the Mayor or nominated proxy.

4.3 Secretariat

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

4.4 Agendas and Minutes

The Secretariat will be responsible for the following:

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

4.5 Frequency of Meetings

Meetings will be held as required from July 2022 to August 2022.

4.6 Term of Committee

The Miners Memorial Advisory Group will aim to have the process resolved by August 2022.

4.7 Quorum

A quorum will exist if at least five (5) representatives, including a minimum two (2) non-Council representatives, are in attendance and the Chairperson deems there is adequate representation.

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

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

4.8 Conflicts of interest

Commitment to Avoiding Conflicts of Interest:

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

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

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

Declaring and Managing Conflicts of Interest:

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

Members will:

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

Recording the Management of Conflicts of Interest:

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

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

5 COMMUNICATION

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

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

Email: mail@chartersowers.qld.gov.au

DOCUMENT REVIEW:

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

Document Adopted: Council Meeting

Resolution Number

Document Contact: John Teague

Director Infrastructure Services

Document Authorised: Martin Drydale

Chief Executive Officer

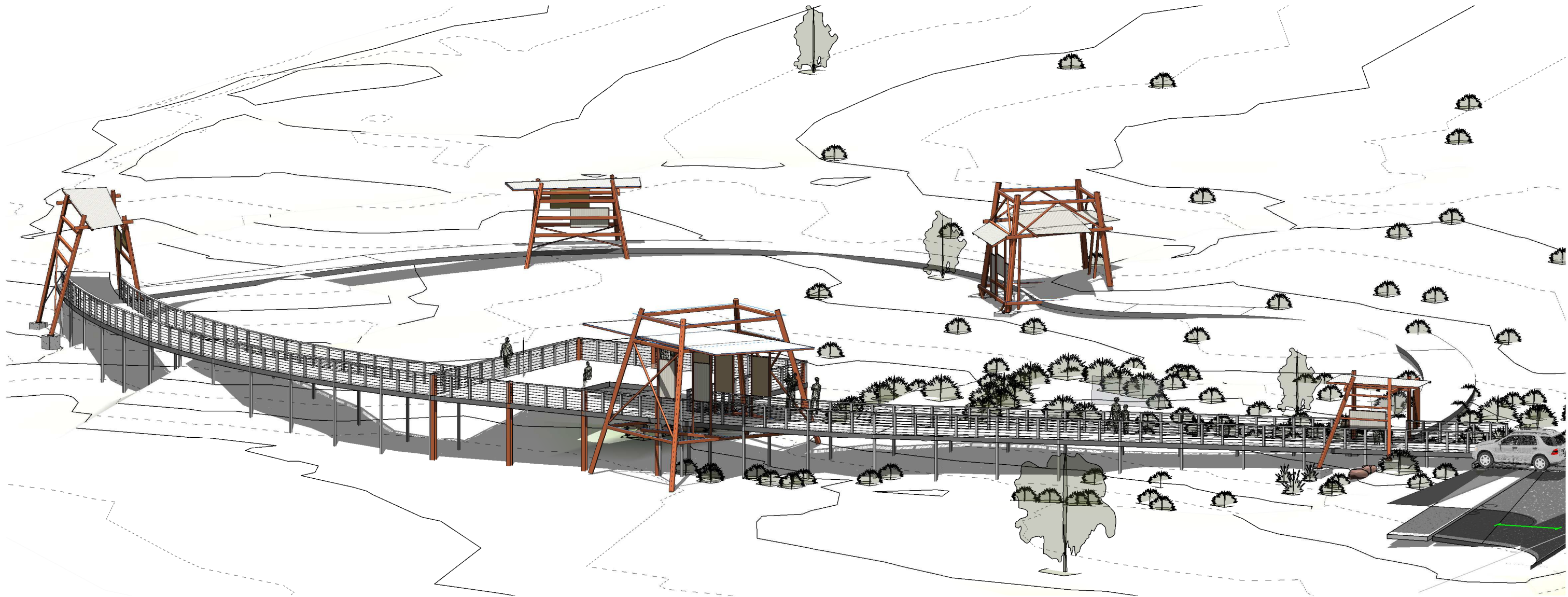
Document ECM No: 4668847

CEO Signature

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
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201	STRUCTURE 1 - ELEVATIONS
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210	STRUCTURE 2 - FLOOR & ROOF PLAN
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212	STRUCTURE 2 - DETAILS 1
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220	STRUCTURE 3 - FLOOR PLAN & ROOF PLAN
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230	PROPOSED STRUCTURE 4
231	STRUCTURE 4 - ELEVATIONS
300	PROPOSED ELEVATIONS
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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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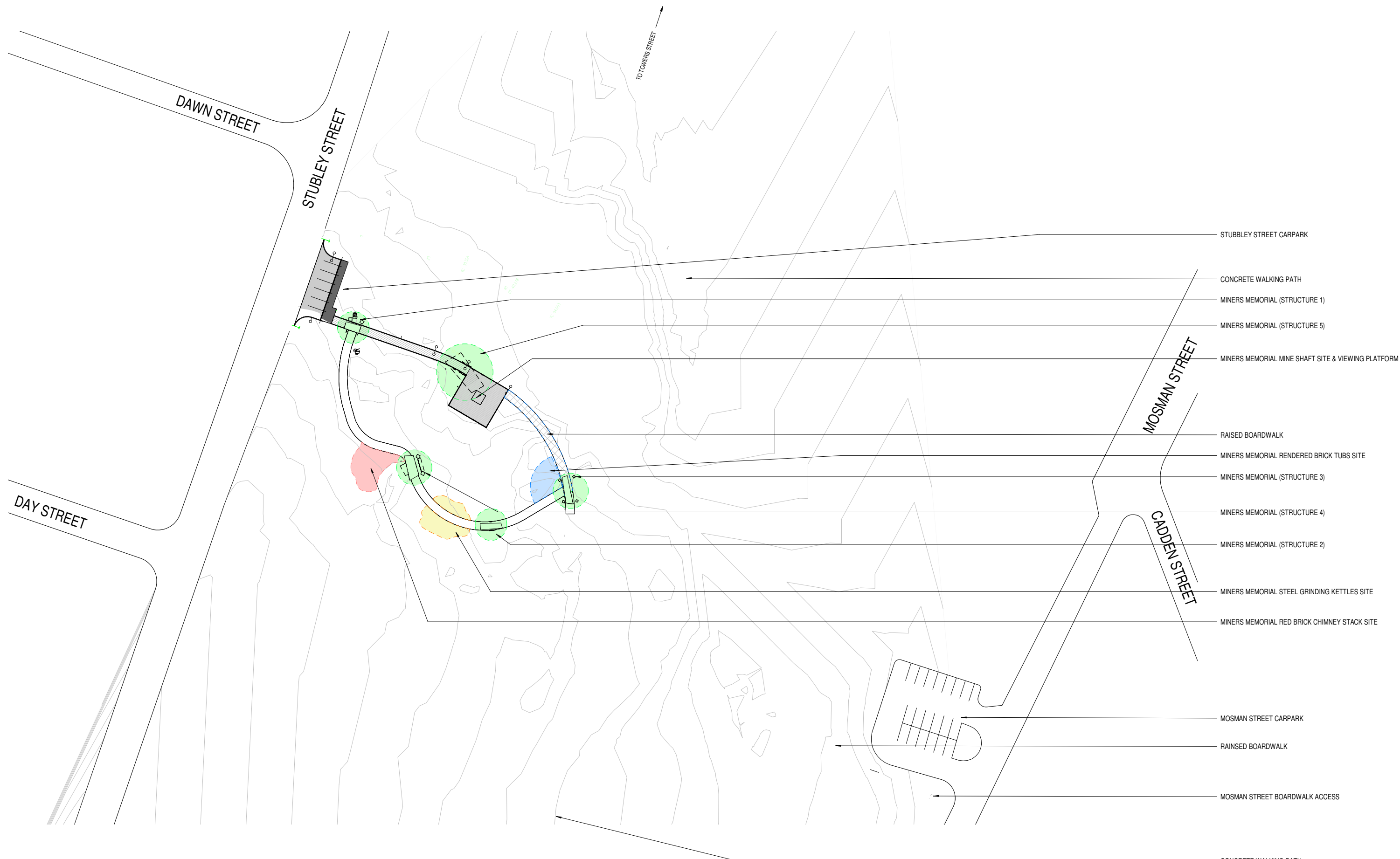
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 green building council australia
 ACCREDITED PROFESSIONAL

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No.	Description	Date
1	PRELIMINARY	Date 1

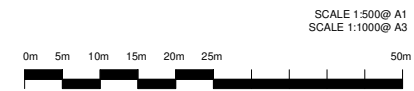
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DATE APRIL 2021
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 1621 SK 000 1



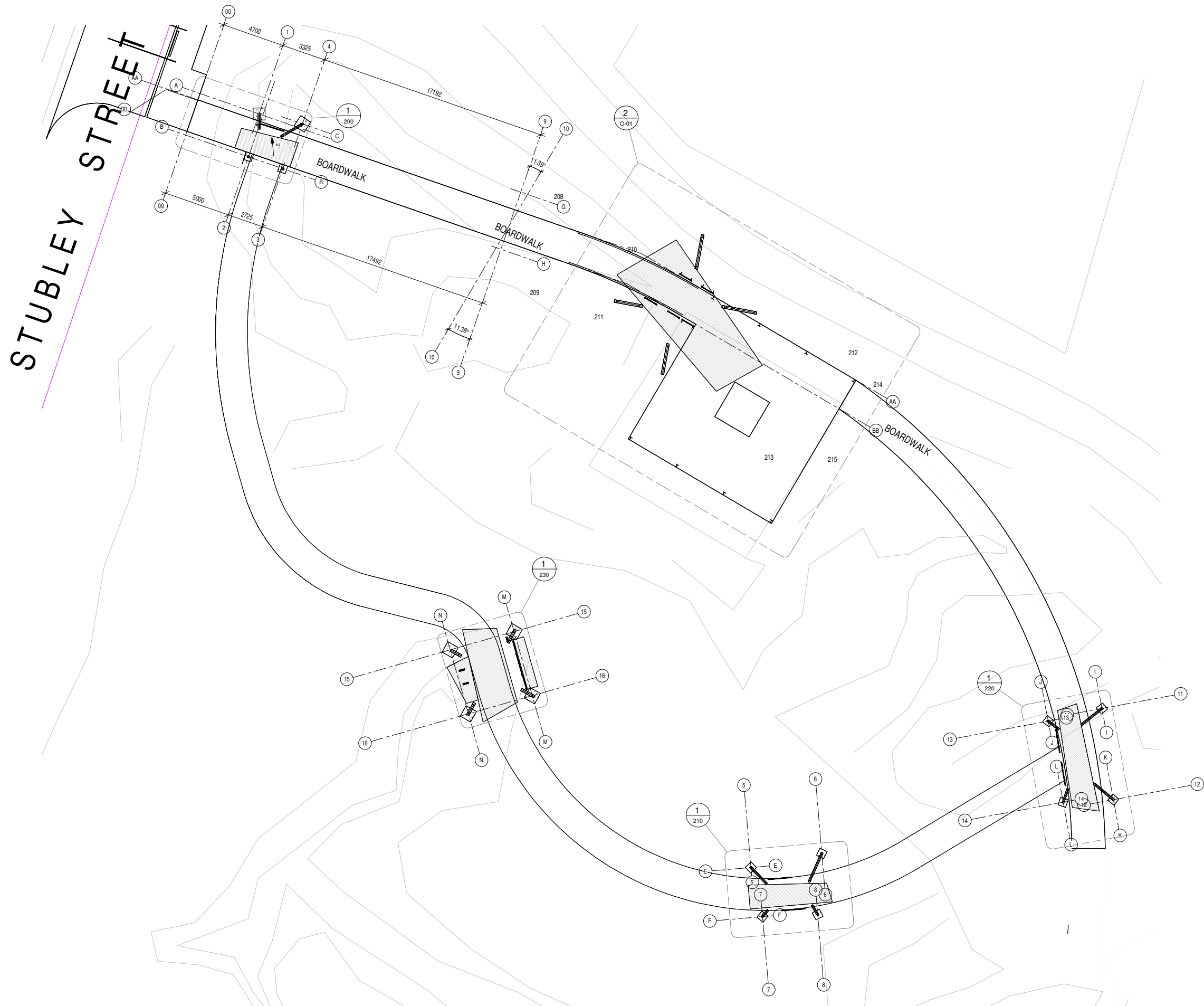
- STUBBLEY STREET CARPARK
- CONCRETE WALKING PATH
- MINERS MEMORIAL (STRUCTURE 1)
- MINERS MEMORIAL (STRUCTURE 5)
- MINERS MEMORIAL MINE SHAFT SITE & VIEWING PLATFORM
- RAISED BOARDWALK
- MINERS MEMORIAL RENDERED BRICK TUBS SITE
- MINERS MEMORIAL (STRUCTURE 3)
- MINERS MEMORIAL (STRUCTURE 4)
- MINERS 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>GENERAL NOTES</p> <p>1. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS 2. VERIFY ALL DIMENSIONS BEFORE COMMENCING ANY WORK</p>	<p>PROJECT MINING MEMORIAL CLIENT Charters Towers Regional Council LOCATION 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>COPYRIGHT 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>SITE PLAN - OVERALL</p> <p style="text-align: right;">Page 13</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: ???m²
 PROPOSED NEW RESIDENCE : ???m²

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
 607 FLINDERS STREET, TOWNSVILLE, NORTH QUEENSLAND
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AMENDMENTS		
No.	Description	Date

DESIGNED	JL
DRAWN	CQ
DATE	APRIL 2021
SCALE	A1 As indicated
ISSUED	

SITE PLAN - STRUCTURES

1621 SK 011

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EXECUTIVE SUMMARY

The previous arrangement expired for Saleyards Manure Removal (PSA041/20) on 31 December 2021. Council initially advertised in January 2022, however only one submission was received which was not accepted at the April 2022 General Meeting of Council. The April resolution (3903) requested that the tender be readvertised. This report provides a recommendation following the readvertisement of the tender.

OFFICER'S RECOMMENDATION

That Council:

- ***Award the contract for PSA029/22 Preferred Supplier of Saleyards Manure Removal to Black River Produce Pty Ltd for a period of three years from 1 September 2022; and***
- ***Authorise the Chief Executive Officer to extend for a further two, 12-month extensions.***

BUDGET & RESOURCE IMPLICATIONS

There is no budget impact in the management of the preferred supplier arrangement.

BACKGROUND

Council released a second public tender on the 18 May 2022 for the acquisition and removal (off site) of manure from yards/pens located at the Dalrymple Saleyards for a period of three years.

Council's intention was to preferably incur no, or minimal costs associated with the acquisition and removal of manure however all options and submissions were considered, with Council to decide on the submission that provided the best value overall.

The manure, as a resource, may provide opportunities to create a new business/industry or to value-add to an existing business/industry and the tender welcomed interest in that regard.

Responses were to outline the intended use of the product, estimated quantities required and proposed arrangements to acquire and remove of same, including resources available to carry out the removal.

Submissions were evaluated against the following criteria.

- Contract methodology
- Capacity and capability to deliver
- Community value
- Overall value for money

COMMERCIAL IN CONFIDENCE

COMMERCIAL IN CONFIDENCE END

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 2 - Environmental Sustainability
- Priority No 5 - Transparency & Accountability
- Priority No 10 - Innovation & Transformation

CONSULTATION (Internal/External)

Internal: Saleyards Coordinator - Jeff McHugh
 Procurement and Depot Coordinator - Paul Weston
 Saleyards Superintendent - Ralph Peno

External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: KYLEE GOSS Manager Council Facilities Date: 7 July 2022	Report Authorised by: JOHN TEAGUE Director Infrastructure Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer’s Report Document No. 4666866
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12. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

12.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2021-22 adopted amended budget is presented for consideration, together with the Income Statement, Balance Sheet and Cash Flow as at 30 June 2022.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the monthly financial report presenting the financial position as at 30 June 2022 in relation to the 2021-22 amended budget and including the:*
 - *Consolidated Income Statement.*
 - *Consolidated Balance Sheet.*
 - *Consolidated Cashflow Statement.*

BUDGET & RESOURCE IMPLICATIONS

A monthly report is presented to Council on its financial position and includes an analysis of actual versus amended budget performance at a whole of organisation level.

It should be noted the report reflects an interim position for income and expenditure levels that are subject to change through the year end/ audit process.

BACKGROUND

This report provides commentary on 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 30 June 2022

The following tables provide a snapshot of key 2021-22 financial information for the period 1 July 2021 to 30 June 2022.

Income Statement Summary as at 30 June 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.

With the 2021-22 financial year now closed, it is reasonable to expect actual income and expenditure to align closely to 100% of total amended budget for the year.

The interim position for total recurrent revenue (excluding DRFA) as at 30 June 2022 is \$43.4 million or 106% of the amended 2021-22 budget.

The interim position for total recurrent expenditure (excluding DRFA) as at 30 June 2022 is \$39.6 million or 89% of the amended 2021-22 budget. After accrued payments are processed, it is anticipated the final 2021-22 position will be closer to 100%

The table below provides a summary of key income statement information and is extracted from the 30 June 2022 Income Statement (Attachment A).

Income Statement Summary	Amended Budget (\$'000s)	2021-22 EOM June 2022 (\$'000s)	Variance %	Notes
Total recurrent revenue (excl DRFA)	\$40,684	\$43,389	106%	<ul style="list-style-type: none"> Above target
Total recurrent expenses (excl DRFA)	(\$44,360)	(\$39,615)	89%	<ul style="list-style-type: none"> Salaries remain on target Processing of accrued payments for materials & services expenditure will result in a position closer to target
Operating result (excl DRFA)	(\$3,676)	\$3,774		
DRFA operating result (rev less exp below)	\$-	(\$)		<ul style="list-style-type: none"> New Accounting Standards match timing of DRFA revenue to works carried out
DRFA revenue	\$34,000	\$14,132	42%	<ul style="list-style-type: none"> Interim position for 2021 DRFA event works carried out 2021-22
DRFA expenses	(\$34,000)	(\$14,132)	42%	
Capital revenue	\$14,241	\$11,833	83%	<ul style="list-style-type: none"> Interim position for 2021-22 capital works funded projects. It is anticipated a number of capital works projects will carry-over to 2022-23
Net result	\$10,565	\$15,607		<ul style="list-style-type: none"> Reconciles with Balance Sheet

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 interim position; operating surplus of \$3.8 million and a net surplus of \$15.6 million as at 30 June 2022.

Balance Sheet Summary as at 30 June 2022

The table below provides a summary of key balance sheet information and is extracted from the Balance Sheet as at 30 June 2022 (Attachment A). The table also includes May 2022 figures for comparison of movement against the highlighted balance sheet items.

Balance Sheet Summary	Amended Budget (\$'000s)	2021-22		Notes
		EOM June 2022 YTD (\$'000s)	May 2022 (\$'000s)	
Cash at bank	\$34,986	\$43,526	\$60,604	<ul style="list-style-type: none"> Cash plus investments balance approx. \$1m increase from May; June balance includes \$14.4m restricted cash as per Contract Liabilities line item
Short term investments	\$1,000	\$19,000	\$1,000	<ul style="list-style-type: none"> Maturity of Qld Country Bank term deposit in June. Current balance reflects CBA 3-month term deposits
Property plant & equipment	\$471,599	\$464,189	\$462,059	<ul style="list-style-type: none"> All asset types (Increase from prior month reflect spend on capital projects)
Receivables (Current)	\$2,325	\$3,756	\$2,281	<ul style="list-style-type: none"> Increase from May reflects sundry debtor invoices raised, notably saleyard fees, roads contribution & animal registrations
Payables (Current)	\$3,350	\$6,341	\$2,079	<ul style="list-style-type: none"> EOFY drives an increase in payables processed. Also includes GST payable from subsidy money and grant funds received in June
Accrued expenses & unearned revenue	\$1,500	\$162	\$-	<ul style="list-style-type: none"> Balance reflects 22-23 animal registrations raised in June. Accrued expense actuals are realised as part of post year-end processing
Contract assets	-	\$1,837	\$3,635	<ul style="list-style-type: none"> Decrease from prior month can be attributed to DRFA subsidy money and LRCI grant funds received for works previously completed Decrease from prior month due to works being carried out against grant revenue received in advance.
Contract liabilities	-	\$14,399	\$17,194	<ul style="list-style-type: none"> Most of the balance can be attributed to the DRFA 2021 work packages; \$12.1 m received in advance

Cash & Investments, and Borrowings as at 30 June 2022

The cash & investments, and borrowings as at 30 June 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.

Cash & Investments	2021-22		Notes
	Amended Budget (\$'000s)	EOM June 2022 YTD (\$'000s)	
Current account		\$261	• Daily transaction management
Investment – CBA # 1		\$2,000	• 3 month matures 22/09/22 – rate 2.45%
Investment – CBA # 2		\$17,000	• 3 month matures 23/09/22 – rate 2.41%
Investment – QTC		\$43,265	• Daily cash fund – interest rate 0.72%
Total cash & investments	\$35,986	\$62,526	

Borrowings			
Current – QTC	\$147	\$153	• Quarterly payments payable over next 12 months
Non-current – QTC	\$656	\$650	• Payable over term– maturity date 15/06/2027
Total borrowings	\$803	\$803	• 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 June 22 YTD	May 2022 YTD	Notes
Current ratio	>1.1	4.70	2.80	2.98	• Above target
Cash cover ratio	>1.1	4.13	2.52	2.67	• Above target
Cash capacity in months (excludes externally restricted cash)	>3 months	6.00	8.03	7.41	• 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 June 2022 YTD (\$'000s)	Notes
General rates	\$13,775	\$13,989	<ul style="list-style-type: none"> 2nd half-yearly rates notices issued in March 2022 2021-22 excess water is not recognised until end of financial year transactions are finalised
Waste management	\$1,354	\$1,361	
Water	\$6,458	\$5,016	
Sewerage	\$3,713	\$3,666	
Total rates & charges	\$25,300	\$24,032	

2021-22 Rating Calendar:

- 1st half-yearly rates levies issued in October 2021.
- 2nd half-yearly rates levies issued in March 2022.
- 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 June 2022 YTD (\$'000s)	% of rates debtors	% of rates revenue	Notes
Rates debtors				
• Current (2021-22 rates)	\$819	54%	3.4%	• Decrease of \$362k from May due to payments still being received for 2 nd half yearly rates levies
• Overdue (2020-21 rates)	\$285	19%	1.18%	• Minor decrease from prior month
• Overdue (2019-20 rates)	\$207	14%	0.9%	• Very minimal movement from prior month
• Overdue (pre-2019-20 rates)	\$202	13%	0.8%	• Very minor movement from prior month
Total rates debtors	\$1,513	100%		

Prepaid Rates & Charges

Prepaid rates (current liabilities)	\$1,633	<ul style="list-style-type: none"> Rates paid in advance, mostly via periodic planned payments. Increase of \$365k since May due to periodic payment plans undertaken at rate payers' choice
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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.

Report Prepared by: BELINDA BLOKLAND Financial Services Coordinator Date: 6 July 2022	Report Authorised by: TED HARRINGTON Chief Financial Officer
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ATTACHMENTS

- Attachment A: Council's position as at 30 June 2022 including:
 - Consolidated Income Statement
 - Consolidated Balance Sheet
 - Consolidated Cashflow Statement

REFERENCE DOCUMENT

- Officer's Report Document No. 4664968
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STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending
30 June 2022



	2021/2022 Amended Annual Budget	2021/2022 Actuals YTD	2021/2022 Percentage Position 100%
REVENUE			
Recurrent Revenue			
Nett Rate Levies & Charges			
General Levies	13,774,850	13,988,865	102%
Waste Management Levies	1,353,680	1,361,138	101%
Water Allocation Levies	6,245,608	5,016,386	80%
Sewerage Levies	3,713,076	3,666,093	99%
Excess Water Levies	212,500	-	0%
Total Nett Rate Levies & Charges	25,299,714	24,032,482	
Fees & Charges			
Water Fees & charges	100,000	99,062	99%
Sewerage Fees & charges	6,480	8,432	130%
Other Fees & charges	4,167,426	5,310,604	127%
Total Fees & Charges	4,273,906	5,418,098	
Other Income Received			
Interest received (includes rates & community loans)	249,150	300,228	121%
Sales	280,000	375,798	134%
Contract Income - RMPC, RPC, PW	2,722,469	2,948,853	108%
Other recurrent income	143,990	502,060	349%
Total Other Income Received	3,395,609	4,126,939	
Operating Grants & Subsidies			
Operating Grants & Subsidies	7,714,661	9,811,504	127%
Non Capital Flood Event Grants	34,000,000	14,132,355	42%
Total Operating Grants & Subsidies	41,714,661	23,943,859	
TOTAL Recurrent Revenue	74,683,890	57,521,378	77%
Capital revenue			
Capital grants, subsidies, contributions & donations			
Capital Grants & Subsidies	14,048,372	11,544,676	82%
Gain on Sale of Assets	193,000	288,858	150%
Total Capital Revenue	14,241,372	11,833,534	
TOTAL INCOME	88,925,262	69,354,912	78%
EXPENSES			
Recurrent expenses			
Materials, Services & Maintenance	(14,963,720)	(10,590,921)	71%
Flood Event Materials, Services & Maintenance (DRFA)	(34,000,000)	(14,032,899)	41%
Employee Benefits	(20,066,643)	(19,617,432)	98%
Flood Event Employee Benefits (DRFA)	-	(99,456)	0%
Audit Fees	(166,000)	(114,911)	69%
Finance Costs	(68,000)	(60,217)	89%
Depreciation & amortisation	(9,096,000)	(9,232,139)	101%
TOTAL Recurrent Expenses	(78,360,363)	(53,747,975)	69%
Capital operating expenses	-	-	
TOTAL EXPENSES	(78,360,363)	(53,747,975)	69%
Notional result attributable to council (exc DRFA)	10,564,899	15,606,937	
Notional result attributable to council (inc DRFA)	10,564,899	15,606,937	
Notional Operating Position before Capital Income (exc DRFA)	(3,676,473)	3,773,403	
Notional Operating Position before Capital Income (inc DRFA)	(3,676,473)	3,773,403	
Notional Op Position before Capital Income & Excess Water	(3,888,973)	3,773,403	
Notional Cash available for Capital including Grants	19,660,899	24,839,076	
Notional 'Council funded Cash' available for Capital	5,419,527	13,005,542	

STATEMENT OF FINANCIAL POSITION
For the Period Ending
30 June 2022



	2021/2022 Amended Annual Budget	2021/2022 Actuals YTD
CURRENT ASSETS		
Cash at Bank & On-Call Investments	34,985,606	43,525,748
Short Term Investments	1,000,000	19,000,000
Cash Floats	6,100	6,100
Trade and Other Receivables	2,324,848	3,756,648
Contract Assets	-	1,837,236
Inventories	674,715	737,403
Accrued revenue & prepayments	1,942,490	571,957
TOTAL CURRENT ASSETS	40,933,759	69,435,092
NON-CURRENT ASSETS		
Receivables	-	-
Property, plant and equipment	471,599,476	464,189,346
TOTAL NON-CURRENT ASSETS	471,691,476	464,373,346
TOTAL ASSETS	512,625,235	533,808,438
CURRENT LIABILITIES		
Trade and other Payables	3,350,000	6,340,763
Contract Liabilities	-	14,399,562
Borrowings	148,542	152,524
Annual & LSL Provisions	3,718,585	3,715,063
Accrued Expenses & Unearned Revenue	1,500,000	162,100
TOTAL CURRENT LIABILITIES	8,717,127	24,770,012
NON-CURRENT LIABILITIES		
Borrowings	654,102	650,341
Non Current LSL Provision	1,672,308	1,672,309
TOTAL NON-CURRENT LIABILITIES	2,418,410	2,506,650
TOTAL LIABILITIES	11,135,537	27,276,661
NET ASSETS	501,489,698	506,531,777
COMMUNITY EQUITY		
Council Capital	341,142,306	334,051,091
Asset Revaluation Reserve	124,361,786	124,361,786
Retained Surplus/(Deficiency)	-	15,606,937
Cash Reserves	35,985,606	32,511,963
TOTAL COMMUNITY EQUITY	501,489,698	506,531,777

STATEMENT OF CASHFLOW
For the Period Ending
30 June 2022



	2021/2022 Amended Annual Budget	2021/2022 Actuals YTD
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from customers	44,579,998	52,841,899
Payments to suppliers & employees benefits	(71,966,078)	(40,545,885)
	<u>(27,386,080)</u>	<u>12,296,014</u>
Interest Received	248,900	300,137
Non capital grants & contributions	7,714,661	9,811,504
Non capital NDRRA Event Grants	34,000,000	14,132,355
Borrowing costs	(25,000)	(24,743)
Net Cash inflow (outflow) from operating activities	<u>14,552,481</u>	<u>36,515,267</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Payments for property, plant & equipment		
Payments for property, plant & equipment	(25,174,417)	(17,900,427)
	<u>(25,174,417)</u>	<u>(17,900,427)</u>
Receivables-Community Loan Repayments	2,059	1,899
Proceeds from sale of property, plant & equipment	193,000	-
Capital grants, subsidies, contributions	14,048,372	11,544,676
Net cash inflow (outflow) from investing activities	<u>(10,930,986)</u>	<u>(6,353,852)</u>
CASH FLOW FROM FINANCING ACTIVITIES		
Repayment of External Loan Borrowings	(147,852)	(147,631)
Net cash flow from financial activities	<u>(147,852)</u>	<u>(147,631)</u>
NET INCREASE (DECREASE) IN CASH	<u>3,473,643</u>	<u>30,013,784</u>
Opening Cash		
Beginning of Reporting Period - Cash at Bank	32,511,963	32,511,963
Beginning of Reporting Period - Cash Floats	6,100	6,100
Cash at beginning of reporting period	<u>32,518,063</u>	<u>32,518,063</u>
Closing Cash		
End of Reporting Period - Cash at Bank	35,985,606	62,525,748
End of Reporting Period - Cash Floats	6,100	6,100
Cash at end of reporting period	<u>35,991,706</u>	<u>62,531,848</u>
Cash Movement		
Net Increase/(Decrease) in Cash at Bank	3,473,643	30,013,784
Net Increase/(Decrease) in Cash Floats	-	-
NET INCREASE (DECREASE) IN CASH	<u>3,473,643</u>	<u>30,013,784</u>

EXECUTIVE SUMMARY

Council periodically requires the services of suitably licenced and experienced auctioneering providers to assist in the disposal of non-current assets such as fleet items, miscellaneous items (chattels), and on occasion real estate. This tender was advertised to establish a preferred supplier for these services for a three-year period.

OFFICER’S RECOMMENDATION

That Council:

- ***Award the contract for PSA011/22 Preferred Supplier of Auctioneering Services to Ray White Nasco / Geaney’s, for a period of three (3) years from July 2022; and***
- ***Authorise the Chief Executive Officer to exercise the option to extend for a further two (2) x 12-month periods subject to contract performance being met.***

BUDGET & RESOURCE IMPLICATIONS

There is no significant budget impact as any resulting contract in relation to these services would be met from existing budgets.

BACKGROUND

Council advertised a public tender on 28 March 2022 for a Preferred Supplier Arrangement for auctioneering services required for disposing of non-current assets such as vehicles, plant, equipment, chattels, and on occasions real estate and property for rate arrears.

By developing a Preferred Supplier Arrangement for a three (3) year period, a contractor engagement process is more efficient as the Arrangement ensures the required insurances are maintained and pricing structure is set for the contract period. This provides better value to the community by not having to evaluate contractor’s compliance or fee structure details each time these services are required.

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

- Stage 1 All required documentation provided, completed, and signed as required.
- Stage 2 Weighted criteria assessed.

Weighted Criteria

- Experience, Capability and Capacity 40%
- Performance 20%
- Developing Local Business & Industry 10%
- Price 30%

Council received a total of 4 submissions.

COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

The evaluation panel determined that the Ray White Nasco / Geaney’s submission offered the best value for money for these services.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 5 - Transparency & Accountability

CONSULTATION (Internal/External)

Internal: Manager Fleet Services - Glenn Petersen
Procurement Team Leader - Jody Bredden
Chief Financial Officer - Ted Harrington

External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: PAUL WESTON Procurement Coordinator Date: 10 June 2022	Report Authorised by: TED HARRINGTON Chief Financial Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 4655884
 - Vendor Panel Evaluation Report Document No. 4655886
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12.3 Proposed Amendments to the 2022-23 Fees and Charges Schedule

EXECUTIVE SUMMARY

Council's approval is sought for amendments to the current 2022-23 Fees and Charges Schedule.

OFFICER'S RECOMMENDATION

That Council:

- **Amend the 2022-23 Fees and Charges Schedule as per Section 97 of the Local Government Act 2009 as tabled:**

Description	Amended description	Current Fee	Amended/ New Fee
Sale of used 1,000 litre pods	Sale of used 1,000 litre pods (IBCs) – no warranty or guarantees provided. Unsuitable for organic material	\$200.00	\$50.00
Saleyards – pre-arranged overtime performed by Saleyard staff required to return to work following completion of ordinary hours Mon-Fri after 4pm	Nil	A minimum of four (4) hours charged for service/s performed and \$82.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours	A minimum of four (4) hours charged for service/s performed and \$86.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours
Yard Dues – Standard	Nil	\$1.00	\$1.05
Export Cattle Weigh (in/out) over cattle weighbridge	Nil	\$3.00	\$3.05
Dip		\$3.00	\$3.05
Individual Weigh		\$3.00	\$3.05
Cleaning excess hay from sale pens following sale – per pen providing 48 hours' notice or more.	NA		POA
NLIS Charges – Replacement of non-working device	Nil	\$14.00	\$16.00
NLIS Charges – Installation of device where no device is present, but evidence that a device has previously being fitted	Nil	\$14.00	\$16.00
NLIS Charges – Installation of device for calves born on the premises	Nil	\$14.00	\$16.00

BUDGET & RESOURCE IMPLICATIONS

The recommendation will have a minimal impact on the revenue generated through fees and charges however does provide a greater parity between associated fees within the areas of cost recovery fees and/or their descriptions.

BACKGROUND

Following the adoption of the Fees and Charges for 2022-23, some minor changes have been identified by service teams. The proposed changes reflect a minor value overall but provide for greater parity of fees and charges.

The below table provides the description of the fee, the current fee, the proposed fee or change to description, and the justification for this amendment.

Assessment of Proposed Fee Amendments

Description of Fee	Current Fee	Proposed Change	Justification
Sale of used 1,000 litre pods	\$200.00	\$50.00 <i>Amended description:</i> Sale of used 1,000 litre pods (IBCs) – no warranty/ guarantees provided. Unsuitable for organic material	This change reflects the actual cost to Council for cleaning of pods prior to providing for sale. Pods are unable to be provided for organic material due to the initial materials contained therein, and Council is unable to warrant that cleaning has effectively removed all contaminants.
Saleyards – pre-arranged overtime performed by Saleyard staff required to return to work following completion of ordinary hours Mon-Fri after 4pm	A minimum of four (4) hours charged for service/s performed and \$82.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours	A minimum of four (4) hours charged for service/s performed and \$86.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours	Amending the hourly rate makes the charge consistent with the previous line item which accounts for a fee of \$86.00 per hour of part thereof.
Yard Dues – Standard	\$1.00	\$1.05	Amendment creates consistency between this rate and the Yard Dues for Cattle Sales
Export Cattle Weigh (in/out) over cattle weighbridge	\$3.00	\$3.05	Resolves an inconsistency between the export cattle weigh and the other weighing fees existed. This amendment creates parity of charging.
Dip	\$3.00	\$3.05	
Individual Weigh	\$3.00	\$3.05	
Cleaning excess hay from sale pens following sale – per pen providing 48 hours' notice or more	NA	<i>Additional line on item:</i> "Where in excess of 48 hours' notice is given for pen cleaning, and accepted by Council – POA and by agreement"	Officers have determined if notice of greater than 48 hours is given and accepted, a negotiated price may be charged, otherwise the signed charge of \$315 per pen applies, which includes labour, plant hire, electricity and other disposal and holding costs.
NLIS Charges – Replacement of non-working device	\$14.00	\$16.00	Align with minimum fee charge
NLIS Charges – Installation of device where no	\$14.00	\$16.00	Align with minimum fee charge

Description of Fee	Current Fee	Proposed Change	Justification
device is present, but evidence that a device has previously being fitted			
NLIS Charges – Installation of device for calves born on the premises	\$14.00	\$16.00	Align with minimum fee charge

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 5 - Transparency & Accountability

CONSULTATION (Internal/External)

Internal: Saleyards Coordinator - Jeff McHugh
 Manager Fleet Services - Glenn Petersen
 Manager Water & Wastewater - Peter Clark
 Environmental Services Coordinator - Mic Langburne
 Chief Executive Officer - Martin Drydale

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 risk implications that warrant the recommendation being declined.

Report Prepared by: TED HARRINGTON Chief Financial Officer Date: 7 July 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- 2022-23 Fees and Charges Schedule Document No. 4635662

REFERENCE DOCUMENT

- Officer's Report Document No. 4563243



FEES & CHARGES 2022-2023

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Commercial, Regulatory Fees & Other Charges	2022-2023 \$
AIRPORT	
Hangar Rental per aircraft per annum	954.00
Landing Fees - All Aircraft per tonne	10.00
Annual landing fee, per Aircraft	2,832.00
Terminal Building Usage per week	63.00
With electricity	At Cost
Airport Security Deposit - refundable - for:	
Key Only	50.00
Fob Only	100.00
Key & Fob	150.00
Airport Precinct Land Usage per annum (available for small storage container or building location and is subject to Council approvals)	
Ticket Office Rental - per month	178.00
BUILDINGS HIRE	
Arthur Titley Centre	
Security Deposit - Community Organisations	No Charge
Security Deposit - all others	768.00
Security Deposit Keys - only if full security deposit not paid	58.00
HALL ONLY (PER DAY)	
(Paid when booking made and not refundable if cancelled within a 30 day period before the event.)	
Balls, weddings, cabarets, private function	358.00
Dances and socials (<i>no alcohol</i>)	152.00
Dinners, presentation nights, indoor sporting events	265.00
Free Childrens' shows, school displays	No Charge
Careers market	87.00
Travelling shows, commercial displays	872.00
Decorating/preparation	47.00
Meetings - Not for profit organisations	No Charge
Function - Not for profit organisations - Nil catering	121.00
Function - Not for profit organisations - With catering	173.00
Meetings/Conferences - Commercial Functions - Nil catering	236.00
Meetings/Conferences - Commercial Functions - With catering	300.00
Uses not otherwise defined	300.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
FUNCTION ROOM ONLY (PER DAY)	
Balls, weddings, cabarets, private function	300.00
Dances and socials (<i>no alcohol</i>)	152.00
Dinners, presentation nights, indoor sporting events	265.00
Free Childrens' shows, school displays	No Charge
Careers market	87.00
Travelling shows, commercial displays	358.00
Decorating/preparation	47.00
Meetings - Not for profit organisations	No Charge
Function - Not for profit organisations - Nil catering	121.00
Function - Not for profit organisations - With catering	173.00
Meetings/Conferences - Commercial Functions - Nil catering	236.00
Meetings/Conferences - Commercial Functions - With catering	300.00
Uses not otherwise defined	300.00
HALL & FUNCTION ROOM (PER DAY)	
Balls, weddings, cabarets, private function	592.00
Dances and socials (<i>no alcohol</i>)	274.00
Dinners, presentation nights, indoor sporting events	477.00
Free Childrens' shows, school displays	No Charge
Careers market	156.00
Travelling shows, commercial displays	1,107.00
Decorating/preparation	47.00
Meetings - Not for profit organisations	No Charge
Function - Not for profit organisations - Nil catering	217.00
Function - Not for profit organisations - With catering	313.00
Meetings/Conferences - Commercial Functions - Nil catering	426.00
Meetings/Conferences - Commercial Functions - With catering	539.00
Uses not otherwise defined	539.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
Defiance Mill Park Meeting Rooms/ Offices / Playing Field	
Commercial Use (per day maximum amount)	79.00
Commercial Use (Hourly rate)	13.00
Not for profit Organisations	Nil
Playing field	262.00
Office/Shed Bay Rental	Per lease agreement
Other Public Halls	
Commercial Use (per day maximum amount)	152.00
Commercial Use (Hourly rate)	37.00
Cleaning (if required)	At Cost
Ravenswood Church (per day) <i>Fees not collected by Council</i>	
Weddings	183.00
Christening/Baptism/Confirmation	61.00
Funeral	61.00
Private Service	61.00
Equestrian Centre	
Classification 1 (Events being conducted whereon 85% of competitors are children)	
Per day or part thereof	157.00
	+ Elec
Booking fee - Classification 1 - non refundable	157.00
Classification 2 (All other events)	
Per day or part thereof	336.00
	+ Elec
Booking fee - Classification 2 - non refundable	269.00
Bond (All hirer's shall be required to pay a bond for the use of the venue to the applicable value)	
Shoulder Period Fee - per day (<i>access to the Equestrian Centre on the days prior and post the major event</i>)	57.00
Uncovered Arena	469.00
Covered Arena	469.00
Equestrian Centre Access Fob Fees	10.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
CAMPING FEES	
Ravenswood Camping Reserve	
Per site per day (unpowered site)	15.00
Per vehicle per week (unpowered site)	75.00
Per site per day (powered site)	20.00
Per vehicle per week (powered site)	100.00
Per person in a vehicle other than a private car per day, e.g. Bus	10.00
Campers without vehicles per person per day	10.00
CEMETERIES	
Lawn Section - Burial Fees	
Adult Grave	1,692.00
Child (Under 8 yrs) Grave	972.00
2nd Interment (Does not include additional desk top panel)	962.00
Sale of additional Desk Top Panel	430.00
<i>Outside of Working Hours - Weekends/public holiday (All Sections) or not concluded by 4 p.m. Weekdays - Up to 4 hrs</i>	
Adult Grave	2,208.00
Child (Under 8 yrs) Grave	1,244.00
Hourly charge over 4 hours	367.00
Monumental Sections (All Other Sections) - Burial Fees	
Adult Grave	1,276.00
Child (Under 8 yrs) Grave	666.00
<i>Outside of Working Hours - Weekends/public holiday (All Sections) or not concluded by 4 p.m. Weekdays - Up to 4 hrs</i>	
Adult Grave	1,670.00
Child (Under 8 yrs) Grave	1,061.00
Hourly charge over 4 hours	367.00
Note: Installation of Plaque on existing monumental work no fee.	No Charge
Plaque and engraving at Client's expense. Plaque to be installed by Cemetery Sexton.	
Ashes - Interment Fees	
Columbarium	121.00
Rose Garden	173.00
Existing Grave (per container of ashes)	132.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
Reservations	
All sections - per application	66.00
Columbarium - per application	66.00
Exhumations	
Minimum 4 hours	1,373.00
Hourly Charge over 4 hours	367.00
Monumental Works	
Work Permit	53.00
Security Permit - Monumental Works	147.00
Township Cemeteries - Burial Fees	
Ravenswood, Pentland & Greenvale Cemeteries - Adult Grave	1,686.00
Ravenswood, Pentland & Greenvale Cemeteries - Child (Under 8 yrs) Grave	963.00
<i>Outside of Working Hours - Weekends/public holiday (All Sections) or not concluded by 4 p.m. Weekdays - Up to 4 hrs</i>	
Ravenswood, Pentland & Greenvale Cemeteries - Adult Grave	2,145.00
Ravenswood, Pentland & Greenvale Cemeteries - Child (Under 8 yrs) Grave	1,181.00
Ravenswood, Pentland & Greenvale Cemeteries - Hourly charge over 4 hours	367.00
Mingela Cemetery - Adult Grave	POA
Mingela Cemetery - Child (Under 8 yrs) Grave	POA
<i>Outside of Working Hours - Weekends/public holiday (All Sections) or not concluded by 4 p.m. Weekdays - Up to 4 hrs</i>	
Mingela Cemetery - Adult Grave	POA
Mingela Cemetery - Child (Under 8 yrs) Grave	POA
Mingela Cemetery - Hourly charge over 4 hours	POA
Records (Available free of charge on Council's website)	
Staff assistance in searching records - per 15 minute intervals	10.00
Supply of hardcopy records	At cost

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
CTRC EVENT SITE FEE	
Site Fee: Market Stall - Commercial	20.00
Site Fee: Market Stall - Demonstration/Not for Profit	No Charge
Site Fee: Food Stall - Commercial	25.00
Site Fee: Food Stall - Not for Profit	20.00
Site Fee: Other Event	POA
Electrical Outlet	5.00
Insurance - Stallholders, buskers & entertainers (Policy ATA172000PLB) per event	20.00
DISHONoured CHEQUE (BANK FEE)	
	At Cost
LICENCING (Fixed Premises, Mobile Premises & Temporary) A 100% discount applies where the applicant is Charters Towers Regional Council or a 50% discount applies where the applicant is a not for profit organisation.	
Food licence application	262.00
Preparation of food at home for markets annual licence (such as jams and cakes)	157.00
Alteration to a Food Premise	210.00
Operator of a low risk business annual licence (such as a juice bar)	262.00
Operator of a medium risk business annual licence (such as a café or restaurant)	341.00
Operator of a high risk business annual licence (such as a child care centre or hospital)	420.00
Temporary food licence application for a food stall (per event)	52.00
Temporary food licence application for a food stall (annually - pro-rata)	131.00
Temporary food licence application for a food staff (annually for a community service provider)	No Charge
Inspection outside of application and renewal assessment	210.00
Domestic water carrier	126.00
Food safety program accreditation application	420.00
Food safety program amendment	210.00
Health search	341.00
All Other	POA
GATES & GRIDS	
Approval to install	871.00
Approval to replace and/or remove	566.00
Search of Register	73.00
Permanent signage available from Council Store	POA
Temporary traffic signage available from Council for use during grid repair works - time limit applies	No Charge

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
LIBRARY	
Joining Fees	
Approved Full Time Member - Permanent Residents (upon proof of residency)	No Charge
Tourist Member	No Charge
Library Bags - each	
Three (3) bags	15.00
Photocopying & Printing Charges	
A4 - B&W	0.20
A3 - B&W	0.30
A4 - Colour	1.00
A3 - Colour	1.60
A4 - B&W Double-sided	0.40
A3 - B&W Double-sided	0.60
A4 - Colour Double-sided	2.10
A3 - Colour Double-sided	3.10
Meeting Rooms	
Not for profit Organisations	No Charge
Not for profit Service Providers (Per day maximum amount)	79.00
Not for profit Service Providers (Hourly rate)	13.00
Commercial Use (Per day maximum amount)	152.00
Commercial Use (Hourly rate)	37.00
Cleaning (if required) per Council Cleaning Contract	At Cost
MATERIALS - SALES & HIRING	
Sale of used culverts	21.00
Hire of road sign per week	19.00
Hire of steel formwork per piece, per week	50.00
Hire of Bollards per week	3.00
Hire of Traffic Cones per week	3.00
Hire of Barrier Mesh per roll per week (50m roll)	10.00
Hire of Generator Power Board per day	21.00
Hire of Star Pickets with cap per week (each)	2.00
Sale of used 1,000 litre pods (IBCs) - no warranty / guarantees provided. Unsuitable for organic material	50.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
MISCELLANEOUS	
Non-Allocated GST Receipts	
Non-Allocated GST Free Receipts	
Sale of Maps	POA
PARKS	
Lissner Park/Centenary Park	
Rental where electricity is read	66.00
Not for profit Organisations	No Charge
Security deposit for organised event	291.00
PERMITS	
Stock Route Travel Permits	
<p>Permit to move or graze stock on the stock route network. Application required for a stock route travel permit to move stock on foot on: Stock Routes; Reserves for travelling stock; Roads and other land under local government control; and Unallocated State Land adjoining any of these listed land types.</p>	
Large stock (alpacas, camels, cattle, donkeys, horses, llamas, mules or vicunas)	\$0.02 per km per 20 head or part thereof
Small stock (goats and sheep)	\$0.02 per km per 100 head or part of 100 head
Stock Route Agistment Permits	
<p>A stock route grazing (agistment) permit is required to agist stock on: Stock routes; Reserves for travelling stock; Roads and other land under local government control</p>	
Large stock (alpacas, camels, cattle, donkeys, horses, llamas, mules or vicunas)	\$1.20 per head per week
Small stock (goats and sheep)	\$0.44 per head per week
Trustee Permit	
Trustee Permit for agistment of stock on reserves over which Council is trustee	\$2.50 per head per week
Stock Route Water Facility Agreement	Fees currently waived
Stock route water facilities are established water points located along the stock route network and include artesian bores, sub-artesian bores, dams and wells	

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
PRINTING & PUBLICATIONS	
Photocopying Charges	
A4 - B&W	0.20
A3 - B&W	0.30
A4 - Colour	1.00
A3 - Colour	1.60
A4 - B&W Double-sided	0.40
A3 - B&W Double-sided	0.60
A4 - Colour Double-sided	2.10
A3 - Colour Double-sided	3.10
Plotter - A1 Copy	34.60
Plan Copier - A1 Copy	5.20
Rates Notice - copy of, printed double-sided, colour (<i>free if emailed</i>)	2.00
Road Map & Register	19.90
Financial Statements (<i>Free from Council's website</i>)	18.90
Budget (<i>Free from Council's website</i>)	10.50
Annual Report (<i>Free from Council's website</i>)	31.50
Corporate Plan (<i>Free from Council's website</i>)	10.50
Council Meetings Agenda, per meeting; 3 working days notice required (<i>Free from Council's website</i>)	10.50
Council Meeting Minutes - per meeting (<i>Free from Council's website</i>)	10.50
Sale of Local laws/Local law Policies - per local law/policy	10.50
Callcott Collection	15.70
Ravenswood Booklet	4.00
Peter Lawson Prints - per pair	94.00
Within Living Memory - Soft Cover	26.00
Within Living Memory - Hard Cover	47.00
Around Charters Towers 5 Great Regional Drives	9.00
Pest Management Plan (<i>Free from Council's website</i>)	6.30

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
PRIVATE WORKS	
Jobs that have GST	As specified by Infrastructure /Finance
Jobs that are GST Free	As specified by Infrastructure /Finance
Private Works Application Fee - INF Quoted works	142.00
PROPERTY, RATING & DEVELOPMENT SEARCHES	
Local Government Act	
Full property search (Financial plus Records) + Inspection - Commercial	207.00
Urgent Searches - 2 day turnaround + 50%	
Part Rate Search (property details only)	15.00
Part Rate Search (including rate levy)	21.00
Meter Reading (Utility Rating Groups 31 & 32 only)	57.00
Written Requests from Government Agencies stating purpose of information will be assessed by Council and released in accordance with legislative provisions.	No Charge
Limited planning and development certificate	160.00
Standard planning and development certificate	535.00
Full planning and development certificate	1,070.00
Full building and plumbing certificate (plans issued where available and owners consent provided)	160.00
RURAL ADDRESSING	
Replacement of Damaged Rural Address Post - goods available from Council Store	POA
SERVICES/MAINS LOCATIONS (PRIVATE WORKS)	
Service Call (Per Person) within Charters Towers and Environs area	108.00
(Service Call includes 1/2 hour travel only / additional travel at same rates as labour)	
Service Call (Per Person) outside of Charters Towers and Environs area	At cost
After Hours	At cost
Repairs required	At cost
Testing of Backflow Device (+ parts) within Charters Towers Environs area	267.00
Testing of Backflow Device (+ parts) outside of Charters Towers Environs area	At cost

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
SEWERAGE/SEPTIC TANKS	
Sewerage Main Tappings (Cut-in)	1,204.00
Construction of manhole (<i>PRIVATE WORKS</i>)	POA
Contractor Disposal at Sewage Treatment Plant (<i>6115-1102</i>)	
Per load of up to 3,000 litres	315.00
Per 1,000 litres over 3,000 litres	79.00
SHARPS CONTAINERS	
Sale of 1.0 Litre Sharps Container	7.00
SHOWGROUNDS	
Major Events - per day	288.00
Note: Water as per applicable Excess Water Rate & Electricity as per applicable electricity tariff	+Elec; + Water
Shoulder Period Fee - per day (<i>access to the showground site on the days prior and post the major event</i>)	115.00
Note: Water as per applicable Excess Water Rate & Electricity as per applicable electricity tariff	+Elec; + Water
Note: Ensure electricity readings are done before and after the above events, arrangements to be made by Cashier. Also read the water meter before and after the event.	
Other Facilities, per day (includes electricity and water unless otherwise noted)	
Dining Hall	229.00
Stage	229.00
Poultry Pavilion	115.00
Salatina Hall	115.00
Food Stall (fee applicable only when power is used)	108.00
Markets (including use of Salatina Hall) Free of charge whilst conducted by TPA&M Assoc.	No Charge
Field Day - site fee (plus other facilities & electricity fees if applicable)	53.00
Dog Obedience Area (fee per occurrence - grassed area & light only) - not to conflict with Annual Show, other Significant Events or Markets, etc.	63.00
Ring lights associated with any of the above	+Elec
School Groups	229.00
Camping - Not for profit Groups, per vehicle per night (in accordance with the Charters Towers Overflow Facility Procedures & Guidelines and in line with current Commercial Van Rates in Charters Towers) <i>Max 8 people per site. Site Fee - Up to 2 people.</i>	31.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
Site Fee extras per night per site	
Adult	8.00
Child (16 yrs and under)	5.00
Child under 5 yrs	No Charge
Hire of camping area(s) associated with Showgrounds use where event not utilising entire venue - per area	237.00
Security Deposit - 20% of hire fee - minimum	496.00
Security Deposit Keys - only if full security deposit not paid	52.00
STREET WORKS <i>(PRIVATE WORKS)</i>	
Standard Inverts in K&C (outside of standard will be individually quoted)	POA
Standard Crossovers of K&C (outside of standard will be individually quoted)	POA
Footbridge slab over K&C	POA
KENNEDY REGIMENT MEMORIAL SWIMMING POOL <i>(Paid at Pools)</i>	
Admission - Adults (16 years and over)	4.00
Children (15 years and under)	3.00
Pensioners	3.00
Spectator	2.00
Multi-visit Passes (10 visits)	
Adults (16 years and over)	40.00
Children (15 years and under)	29.00
Pensioners	29.00
Season Passes	
Full Season (52 weeks)	
Adults (16 years and over)	334.00
Children (15 years and under)	250.00
Pensioners	250.00
Summer Season (34 weeks 1 September - 31 March)	
Adults (16 years and over)	218.00
Children (15 years and under)	164.00
Pensioners	164.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
Winter Season (18 weeks 1 April - 31 August)	
Adults (16 years and over)	115.00
Children (15 years and under)	86.00
Pensioners	86.00
Lane Hiring Fee per hour (Admission Charges remain applicable)	31.00
Facility Hire Fee per hour or part thereof (minimum 1 hour)	105.00
(Admission Charges not applicable)	
SWIMMING POOLS	
Swimming Pool filling fee	452.00
THEATRES, PLACES OF AMUSEMENT	
Annual Fee - halls	76.00
Squash courts, skating rinks & others	76.00
VISITOR INFORMATION CENTRE	
Printing [As per Library]	As per Library
Ghost of Gold Audio Self Drive Tour CD - Hire & Refundable Bond Deposit (7200-1100-0007)	5.00 + 10.00 (bond)
Towers Hill Amphitheatre Movie Presentation	
Individual Ticket Prices	
Adults (16 years and over)	10.00
Children (15 years and under)	6.00
Concession	9.00
Family (2 adults/2 children)	20.00
Group Ticket Prices (10-19 people)	
Adults	9.00
Students	8.00
Group Ticket Prices (20+ people)	
Adults	8.00
Students	6.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
Orientation Room	
Individual Ticket Prices	Donation
Group Ticket Prices	
Adults	2.00
Students	1.00
One free-of-charge admission for driver and/or tour guide for every 10 paying passengers applies to Towers Hill Amphitheatre Movie Presentation, Venus Gold Battery and Orientation Room	
Catering for groups can also be arranged at prices negotiated with food and beverage supplier and the group	
Displays for distribution at Visitor Information Centre	
Entities with the Charters Towers local government area	No Charge
Entities external to the Charters Towers local government area (per annum)	58.00
WATER SUPPLY	
Provision of new standard 20mm service (direct connection to existing main, within 30 metres - otherwise at cost)	2,310.00
Provision of new standard 25mm service (direct connection to existing main, within 30 metres - otherwise at cost)	3,632.00
Non standard service (larger than 25mm)	POA
Provision of 20mm meter only	485.00
Provision of 25mm meter only	POA
Provision of meter only, larger than 25mm	POA
Provision of Recycled Treated Wastewater (per kilolitre)	0.20
Provision of Non-potable water (per kilolitre)	0.24
REPLACEMENT WORKS	
Meter relocation	POA
Meter testing fee - 1st test	No Charge
2nd and subsequent tests	137.00
Replacement of broken or damaged meter - 20mm	485.00
Repairs to partly damaged meter - 1st offence	178.00
2nd offence	328.00
Replacement Taggle/AMR Device due to damage or breakage	POA
Township Works	
Meter disconnection or reconnection	485.00
Standpipe Supply	
Standpipe Registration Fee	105.00
Sale per kilolitre	10.50

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
WHEELIE BINS	
New wheelie bin	105.00
Old damaged wheelie bin (specially marked as 'no pickup')	21.00
Wheelie Bin Hire	
Wheelie bin hire fee - Approved events - per bin (minimum \$50.00) Note: dependant on availability	5.00
Wheelie bin hire fee - Approved events - Council delivered & collected (limit of 20 bins) Note: dependant on availability	250.00 flat fee
Wheelie Bins commercial - outside collection area Commencement of service begins with purchase of bin	As per rates group charge plus 20%
WORLD THEATRE GALLERY	
Commission on Sold Art Work - Amateur Artists	10%
Commission on Sold Art Work - Professional Artists	20%
Gallery Hire - Commercial use - day	105.00
Gallery Hire - Commercial use - week	367.00
Gallery Hire - Commercial use - month	1,154.00
Gallery Hire - by invitation	No Charge
WORLD THEATRE VENUE HIRE/TICKETS	
Cinema	
Adults	10.00
Students (Secondary, TAFE, Uni with Student ID)	10.00
Pensioner	10.00
Children aged 3+ to primary	10.00
Fundraising Events	10.00
Family (max. 2 adults/4 persons in total)	
One free-of-charge admission for on-duty Companions/Carers with ID	No Charge
Cinema Room Hire (tech support mandatory) - BYO Film per day	321.00
Cinema Room Hire (tech support mandatory) - Forum per day	642.00

Commercial, Regulatory Fees & Other Charges	2022-2023 \$
Mt Leyshon Auditorium Hire fees [Tech Support Mandatory]	
Commercial Hire - 1 Day	1,192.00
Local/ Not for Profit Group - 1 Day	794.00
Local/ Not for Profit Group Meeting/Presentation - up to 4 hours (more than 3 bookings per annum)	393.00
Contract Cleaning Fee minimum (subject to change)	122.00
Ticket Booking Fee - Local/ Not for Profit Group	2.00
Ticket Booking Fee - Commercial Hire: Ticket \$30 or less	3.00
Ticket Booking Fee - Commercial Hire: Ticket \$50 or less	5.00
Ticket Booking Fee - Commercial Hire: Ticket \$50 or more	7.00
Extra hours for outside usual operating hours/hire allocation - fee per hour	55.00
TV hire (when available) onsite only - per hour	55.00
Extra technical support - per hour	55.00
Orchestra Pit Cover - remove/re-install	1,284.00
Other fees and charges may be negotiated per booking	POA
Merchandise sales commission (no food or drink sales permitted)	10%
School hire fees - 1 Day Hire - Awards	794.00
School hire fees - 2 Day Hire - Awards	1,100.00
School hire fees - 3 Day Hire	1,833.00
School hire fees - 7 Day Hire - 5 rehearsals / 2 performances	2,444.00
Ticket Booking Fee	2.00
Woodburn Stevens Room Hire (Upstairs BANK) / VIP Room / Gallery Foyer	
Commercial Hire - 1 Day - Meeting	244.00
Commercial Hire - 1/2 Day - Dinner/Meeting	183.00
Local/Not for Profit Group - 1/2 Day - Dinner/Meeting	61.00
Local/Not for Profit Group - Meeting - venue related	No Charge
Ghost Tours - Cleaning fee per month	61.00
Tickets to attend LIVE performances - various \$\$ depending on the show [please check with venue]	POA
Gateway Online per ticket booking fee	1.00
LEASES & CONTRACTS	
Mining Leases	
Mining Compensation Agreement (using CTRC template)	At Cost

Saleyard Fees	Details	Paragraph of the Local Government Act under which fee is fixed	2022-2023 Cost \$
MISCELLANEOUS			
Minimum charge for Saleyard service/s provided	Minimum Charge	s262(3)(c)	16.00
Purchase of truck wash down bay key	Per Key		42.00
Use of truck wash down bay	Per minute		1.00
Pre-arranged overtime - To comply with this categorisation client requests for Saleyard staff to work overtime (outside the hours Monday – Friday 7:00am – 4:30pm) must be made to and approved by Council Management during the hours Monday – Friday 8:00am – 2:30pm.	Where there are multiple customers involved in a pre-arranged overtime engagement, the total pre-arranged overtime fee shall be apportioned accordingly across all customers involved.		
Pre-arranged overtime performed by Saleyard staff continuously following ordinary hours (Monday – Friday 7:00am – 4:30pm)	Fee per hour or part thereof.	s262(3)(c)	86.00
Pre-arranged overtime performed by Saleyard staff required to return to work following completion of ordinary hours (Monday – Friday after 4:30pm).	A minimum of four (4) hours charged for service/s provided and \$86.00 per hour or part thereof for overtime performed continuously following completion of minimum 4 hours.		
Call out – To comply with this categorisation client requests for Saleyard staff to work overtime are made and approved by Council Management outside the hours Monday – Friday 8:00am – 2:30pm.	Where there are multiple customers involved in a single callout, the total callout fee shall be apportioned accordingly across all customers involved.		
Callout fee for Saleyard staff outside of normal working hours (Monday - Friday 7:00am - 4:30pm)	Fee per hour or part thereof. A minimum of four (4) hours charged for service/s provided.	s262(3)(c)	344.00
Callout fee for Saleyard staff on Public Holidays and outside 7:00am - 4:30pm	Price available on negotiation		
Licence for stock feeding at Council's Saleyards	Per annum		
Livestock Contractors Licence	Per annum		
Yard Dues - Standard	Yard Dues payable per head per day or part thereof. Cow with calf at foot charged as one unit.		
Destruction of animals within normal working hours (Monday - Friday 7:00am - 4:30pm)	Per head, + any incidental costs incurred (i.e. Veterinary fees)		
Disposal of animals within normal working hours (Monday - Friday 7:00am - 4:30pm)	Per head		
Disposal of animals that are not consigned to Dalrymple Saleyards within normal workings hours (Monday - Friday 7:00am - 4:30pm)	Per head		
Destruction and/or disposal of animals that are not consigned to Dalrymple Saleyards and service rendered outside of normal working hours (Monday - Friday 7:00am - 4:30pm)	Outside or normal working hours (Monday to Friday 7:00am - 4:30pm) refer to the categories, pre-arranged overtime and callout fees. Per head + applicable minimum hourly rate. Where there are multiple customers involved in the service provided, the total callout fee or overtime fee shall be apportioned accordingly across all customers involved.		
Use of Head Bail	Per head		
Sale Clerk Booklets	each		

Saleyard Fees	Details	Paragraph of the Local Government Act under which fee is fixed	2022-2023 Cost \$
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NLIS CHARGES

<i>Charges reflect costs of moving stock from holding pens to readers and return. Reading Fees do not include costs of unloading/loading stock.</i>			
Public Auction Sale Cattle Read Fees	Per head	s262(3)(c)	2.00
Private Treaty Cattle Read Fees	Per head, + standard Yard Dues	s262(3)(c)	1.00
Wand Read Fee	Per head	s262(3)(c)	2.00
Replacement of non-working device	Per device	s262(3)(c)	16.00
Installation of device where no device is present, but evidence that a device has previously been fitted	Per device	s262(3)(c)	16.00
Installation of device where no device is present and evidence that a device has never been installed, with the exception of calves born on the premises	Per device	s262(3)(c)	63.00
Installation of device for calves born on the premises	Per device	s262(3)(c)	16.00
Rollback Fee	Per hour	s262(3)(c)	47.00

Saleyard Fees	Details	Paragraph of the Local Government Act under which fee is fixed	2022-2023 Cost \$
CATTLE SALES			
Permit to Operate Public Auction Sales	Commission Component % of the Net Agent's Public Auction Sale Proceeds	s262(3)(c)	0.132%
Special Sale Booking Fee. Includes Cattle, Stud Stock and Horse Sales (non refundable)	Per sale	s262(3)(c)	525.00
Cleaning excess hay from sale pens following sale * *where in excess of 48 hours notice is given for pen cleaning, and accepted by Council –	Per pen	s262(3)(c) POA and by agreement	315.00
Cattle sold at a Public Auction Sale	Yard dues are payable per head per day, with the exception of the two (2) days before and four (4) days after the sale day.	s262(3)(c)	1.05
	Plus % of Net Proceeds	s262(3)(c)	0.65%
Cattle, horses and lots not sold (passed in)	Per head/lot	s262(3)(c)	3.15
Yard Dues	Yard Dues are payable per head per day, with the exception of the two (2) days before and four (4) days after the sale day.	s262(3)(c)	1.05
	Plus % of Net Proceeds	s262(3)(c)	0.75%
	Minimum per sale	s262(3)(c)	311.00
	Plus % of Net Proceeds	s262(3)(c)	0.75%
	Minimum per sale	s262(3)(c)	311.00
CATTLE TICK CLEARANCE SERVICES DALRYMPLE SALEYARDS			
Minimum Inspection Fee		s262(3)(c)	41.00
Use of Dip	Per head. Standard Yard Dues apply.	s262(3)(c)	3.15
Use of Dip - Pre-treatment for tick clearance	Yard Dues payable per head per day, with the exception of the four (4) days after a pre-treatment service is rendered at Dalrymple Saleyards.	s262(3)(c)	3.15
Inspection fee - normal working hours	Per head	s262(3)(c)	1.00
Inspection Fees - outside of normal working hours , weekends and public holidays	Inspection Fees - outside or normal working hours (Monday to Friday 7:00am - 4:30pm) refer to the categories, pre-arranged overtime and callout fees. Per head + applicable minimum hourly rate		
INSPECTION & SPRAY SERVICES AT DALRYMPLE SALEYARDS			
Horses and large and small stock - normal working hours	First animal	s262(3)(c)	48.00
	Each additional animal	s262(3)(c)	15.00
Horses and large and small stock - outside of normal working hours , weekends and public holidays	Inspection Fee - outside or normal working hours (Monday to Friday 7:00am - 4:30pm) refer to the categories, pre-arranged overtime and callout fees. Per head + applicable minimum hourly rate. Where there are multiple customers involved in the service provided, the total callout fee or overtime fee shall be apportioned accordingly across all customers involved.		
TICK CLEARANCE/INSPECTION OR SPRAYING SERVICE AT ANY LOCATION OUTSIDE DALRYMPLE SALEYARDS			
Normal Working Hours (Monday - Friday 7:00am - 4:30pm)	Per hour or part thereof. Service rendered + travel time.	s262(3)(c)	120.00
	Per kilometre vehicle hire	s262(3)(c)	1.27
Outside of Normal working hours , weekends and public holidays	Tick Clearance/Inspection or Spraying fee - outside of normal working hours refer to the categories, pre-arranged overtime and callout fees. Per hour + applicable minimum hourly rate		

Saleyard Fees	Details	Paragraph of the Local Government Act under which fee is fixed	2022-2023 Cost \$
WEIGHING OVER SCALES			
Cattle sold at a Public Auction Sale	Weighing Fee (per head)	s262(3)(c)	1.60
	Plus % of Net Proceeds	s262(3)(c)	0.65%
Use of Scale (Private Treaty Cattle)	Weighing Fee (per head)	s262(3)(c)	3.15

Saleyard Fees	Details	Paragraph of the Local Government Act under which fee is fixed	2022-2023 Cost \$
WEIGHING OVER WEIGHBRIDGE			
Weigh vehicles	Light Vehicle up to 3 tonne	s262(3)(c)	43.00
	Light Trailers up to 3 tonne	s262(3)(c)	43.00
	Body Truck	s262(3)(c)	43.00
	Trailers un-hitched from body truck and weighed separate	s262(3)(c)	43.00
	Prime mover hitched to one (1) trailer	s262(3)(c)	43.00
	Trailers un-hitched from prime mover or configuration and weighed separate	s262(3)(c)	43.00
CATTLE WEIGHED ON VEHICLES			
Export Cattle only - Use of weighbridge. No weighbridge operator or weight certificate supplied by Council	Arrangements must be made to and approved by Council Management during normal operating hours. Two (2) days notice is required		
	Per Deck	s262(3)(c)	38.00
Weighbridge operated by Council and weight certificate supplied	Body Truck	s262(3)(c)	59.00
	Per deck. Prime mover with trailer attached.	s262(3)(c)	64.00
	Per deck. Trailers un-hitched from prime mover or configuration and weighed separate.	s262(3)(c)	72.00
EXPORT CATTLE PROCESSED AT DALRYMPLE FACILITY			
Weigh (in/out) over cattle weighbridge	Per head	s262(3)(c)	3.15
Dip	Per head	s262(3)(c)	3.15
Individual weigh	Per head	s262(3)(c)	3.15
Yard Dues - Export	Yard Dues payable per head per day, with exception of the two (2) days before and four (4) days after the first weighing service is rendered at Dalrymple Saleyards.		s262(3)(c) 1.05

Animal Management & Compliance	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2022-2023 Cost \$
A 50% discount is applied to animal registrations and/or renewals received during the advertised discount period and animals registered for the first time between 1 January and 30 June each year. No discounts are offered for Permit Animals or Pensioners.			
ANIMAL MANAGEMENT			
Dog Registration			
Entire Dog, Non-Pensioner	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	130.00
Desexed Dog, Non-Pensioner	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	40.00
Desexed Dog - Pensioner (only applies to one dog, no discount applies)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	10.00
Entire Dog - Pensioner (only applies to one dog, no discount applies)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	40.00
Working dog (written proof will be required by the responsible owner)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	No Charge
Annual renewal of Permit for Animal Keeping	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	52.00
Declared Dangerous and/or Menacing and/or Restricted (no discount applies)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	321.00
Replacement registration tag (2210-1100-0004)	97(2)(a)	Animal Management (Cats and Dogs) Act 2008 & Animal Management (Cats and Dogs) Regulation 2019	5.20
Animal Impounding & Release			
Release fee for first impoundment of cat and/or dog (where registered)	97(2)(d)	Local Government Act 2009 & Local Government Regulation 2012	42.00
Release fee for second and subsequent impoundment of cat and/or dog (where registered)	97(2)(d)	Local Government Act 2009 & Local Government Regulation 2012	157.00
Release fee where unregistered dog (payment of registration will also be required)	97(2)(d)	Local Government Act 2009 & Local Government Regulation 2012	178.00
Release fee for all other animals which includes total cost of impoundment and release	97(2)(d)	Local Government Act 2009 & Local Government Regulation 2012	At cost + 10%
Surrender of cat and/or dog (2210-1100-0005)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	53.00
Purchase of unclaimed animal (2210-1100-0005)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	42.00
Microchipping fee	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	At cost
Microchipping transfer fee (2210-1100-0010)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	At cost
Miscellaneous			
Application for Prescribed Activity Permit for Animal Keeping (payment of the annual renewal and registration is also required)	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	262.00
Application for Restricted Dog Permit under the <i>Animal Management (Cats and Dogs) Act 2008</i>	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	160.00
Security Deposit for the hire of Cat and/or Dog Trap	97(2)(a)	Local Government Act 2009 & Local Government Regulation 2012	37.00

Animal Management & Compliance	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2022-2023 Cost \$
LOCAL LAWS AND COMPLIANCE			
Local Law Permits			
Application for a Prescribed Activity Permit to Carry out Works on a Council Road (commercial work only)	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	112.00
Application for a Prescribed Activity Permit (where not otherwise specified). No fee applicable for a not-for-profit organisation (evidence of not-for-profit status must be provided such as constituent or governing documents, incorporation certificate) or gathering of less than 50 people or where increasing social activity within the Central Business District	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	214.00
Annual renewal for a Prescribed Activity Permit (where not otherwise specified). No fee applicable for a not-for-profit organisation (evidence of not-for-profit status must be provided such as constituent or governing documents, incorporation certificate) or gathering of less than 50 people or where increasing social activity within the Central Business District	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	214.00
Annual renewal for a Prescribed Activity Permit for Caravan Park up to 20 cabins and/or sites	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	214.00
Annual renewal for a Prescribed Activity Permit for Caravan Park 21-100 cabins and/or sites	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	321.00
Annual renewal for a Prescribed Activity Permit for Caravan Park 101+ cabins and/or sites	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	428.00
Penalty Infringement Notice			
Payment of Penalty Infringement Notice (otherwise known as a fine)		Local Government Act 2009 & Local Government Regulation 2012	As per Penalty Infringement Notice
Overgrown, Unsightly & Community Safety Notices			
Administration fee	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	214.00
Contractors fee	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	At cost
Vehicle Impoundment			
Administration fee	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	214.00
Contractors fee + vehicle registration search fee	s97(1)	Local Government Act 2009 & Local Government Regulation 2012	At cost

Development Service Charges	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2022-2023 Cost \$
*A 100% discount applies where the applicant is Charters Towers Regional Council. A 50% discount applies where the applicant is a not-for-profit organisation.			
BUILDING APPLICATIONS			
Class 1a			
Floor area under 100m ² <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,574.00
Floor area between 101-250m ² <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	2,098.00
Floor area over 250m ² <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	2,623.00
Additions and/or alterations - floor area under 100m ² <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,049.00
Additions and/or alterations - floor area over 100m ² <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,574.00
Restump, reroof and/or full or partial demolition <i>[includes 2 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	787.00
Security Deposit for the relocation of a Dwelling House <i>[repaid in full upon receipt of Final Certificate] (9000-5002-0000)</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	7,868.00
Class 1b, 2, 3 and 4			
Any class 1b-4 building <i>[inspection on application]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA
Any additions and/or alterations <i>[inspection on application]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA
Full or partial demolition <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	787.00
Class 5-9			
Any class 5-9 building or structure <i>[inspection on application]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA
Any additions and/or alterations <i>[inspection on application]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA
Full or partial demolition <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	787.00
Class 10			
All class 10a buildings and structures - floor area under 100m ² <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	787.00
All class 10a buildings and structures - floor area over 100m ² <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,049.00
All class 10a buildings and structures where using masonry block <i>[includes 5 inspections only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,574.00
Any class 10b swimming pool <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	1,049.00
Any class 10b or 10c structure other than a swimming pool <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	787.00
Full or partial demolition <i>[includes 1 inspection only]</i>	s97(2)(e)	Building Act 1975 & Building Regulation 2006	787.00
Refunds			
Up to information request stage	s97(2)(e)	Building Act 1975 & Building Regulation 2006	100% of original fee
Up to decision stage	s97(2)(e)	Building Act 1975 & Building Regulation 2006	25% of original fee

Development Service Charges	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2022-2023 Cost \$
Miscellaneous			
Council as concurrence agency	s97(2)(e)	Building Act 1975 & Building Regulation 2006	262.00
Additional inspection, reinspection and or inspection outside of those stated on the decision notice	s97(2)(e)	Building Act 1975 & Building Regulation 2006	157.00
Inspection, assessment and formal building advice	s97(2)(e)	Building Act 1975 & Building Regulation 2006	315.00
Change of building classification	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA
Change application (minor)	s97(2)(e)	Building Act 1975 & Building Regulation 2006	262.00
Finalisation of development permit	s97(2)(e)	Building Act 1975 & Building Regulation 2006	POA
Extension of time request	s97(2)(e)	Building Act 1975 & Building Regulation 2006	262.00
Archiving documents for a private building certifier	s97(2)(e)	Building Act 1975 & Building Regulation 2006	157.00
PLUMBING APPLICATIONS			
Up to five fixtures <i>[includes 4 inspections only]</i>	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	944.00
Per additional fixture over five	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	52.00
Per additional inspection (outside of the first four above)	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	157.00
Where a new on-site system is proposed (this is in addition to the up to five fixtures fee) however nil charge where Council has designed the on-site system	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	262.00
Where Council is designing an on-site sewerage system or minor work or other work not elsewhere described herein	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	POA
Replacement of on-site septic system or internal drainage (this is in addition to the up to five fixtures fee) <i>[includes 2 inspections only]</i>	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	472.00
Consultancy Service (Hourly rate, plus travel costs incurred)	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	157.00
Refunds			
Up to information request stage	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	100% of original fee
Up to decision stage	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	25% of original fee
Miscellaneous			
Additional inspection, reinspection and or inspection outside of those stated on the decision notice	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	157.00
Amendments to permit	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	262.00
Extension of time request	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	262.00

Development Service Charges	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2022-2023 Cost \$
Trade Waste			
Application for Category A	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	210.00
Application for Category B	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	787.00
Application for Category C	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	POA
Amendments to permit	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	262.00
Annual fee for Category A	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	105.00
Annual fee for Category B	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	262.00
Annual fee for Category C	s262(3)(c)	Water Supply (Safety and Reliability) Act 2008 and Water Supply (Safety and Reliability) Regulation 2011	As per individual agreement
Backflow Prevention Devices & Thermostatic Mixing Valves			
Installation and/or annual lodgement of test results (per device)	s97(2)(e)	Plumbing and Drainage Act 2018 & Plumbing and Drainage Regulation 2019	73.00
PLANNING APPLICATIONS			
Reconfiguration of a Lot			
Creating one new lot	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	787.00
Per additional lot above one new lot (in addition to the creating one new lot fee)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	262.00
Boundary realignment, amalgamation, lease exceeding 10 years or access easement	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	787.00
Endorsement of survey plan, building format plan, community management statement or easement document	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	262.00
Preliminary Approval			
Variation request	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	3,147.00
Building works assessable against the planning scheme	s262(3)(c)	97(2)(e)	1,049.00
Material Change of Use			
Code assessment (per use) where animal husbandry, caretaker's accommodation, community residence, cropping, dual occupancy, dwelling house, dwelling unit, home-based business, landing, market, outstation, park, parking station, party house, rural workers accommodation, sales office, roadside stall or telecommunications facility or where involving no building work or where no increase in gross floor area or where triggered by a single overlay code	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	787.00
Code assessment where not listed above (per use)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	1,049.00
Impact assessment (per use) where animal husbandry, caretaker's accommodation, community residence, cropping, dual occupancy, dwelling house, dwelling unit, home-based business, landing, market, outstation, park, parking station, party house, rural workers accommodation, sales office, roadside stall or telecommunications facility or where involving no building work or where no increase in gross floor area or where triggered by a single overlay code	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	1,574.00
Impact assessment where not listed above (per use)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	3,147.00

Development Service Charges	Paragraph of the Local Government Act under which fee is fixed	Provision of Local Government Act	2022-2023 Cost \$
Operational Works			
Civil works (water, sewer, stormwater, transport, filling and/or excavation or other works)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	3,147.00
Advertising devices	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	787.00
Refunds			
Up to information request stage	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	100% of original fee
Up to notification stage	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	50% of original fee
Up to decision stage	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	25% of original fee
Miscellaneous			
Pre-lodgement meeting	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	No Charge
Change application (minor)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	525.00
Change application (other)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	100% of application fee
Extension application	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	262.00
Generally in accordance to vary approved plans and/or documents of a development permit	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	262.00
Exemption certificate	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	262.00
Request to apply superseded planning scheme	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	262.00
Pre-request response notices	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	262.00
Public notification signs	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	52.00
Inspection outside of permit	s262(3)(c)	97(2)(e)	157.00
INFRASTRUCTURE CHARGES			
Infrastructure Charges (applicable to Material Change of Use and Reconfiguration of a Lot Development Permits only)	s262(3)(c)	Planning Act 2016 & Planning Regulation 2017	As per the Infrastructure Charges Resolution (No. 3) 2020

Refuse Landfill Charges	Details	2022-2023 Cost \$
PRIMARY LANDFILL FEES		
<p style="text-align: center;">Effective 1 July 2021 the 2021 State Government Waste Levy is \$93.50 (GST inclusive) per tonne and applies to all waste disposed to landfill.</p> <p style="text-align: center;">CPI increase of 4.3% for 2022/2023 brings Waste Levy to \$97.52 (GST inclusive) per tonne effective from 01 July 2022.</p>		
STUBLEY STREET LANDFILL		
Domestic Waste (Waste from the home - self haul)		
General Waste *	<100kg	6.00
	100kg to <250kg	12.00
	≥250kg	58.00
Green Waste *	<500kg	6.00
	≥500kg	58.00
Domestic Asbestos (Restriction: Maximum 250kg) *		52.00
Commercial Waste		
General Commercial (CI) *	Any Vehicle	161.00/t (20.00 minimum)
General Commercial with State Approved Recycling Reduction (CI) *	Any Vehicle	83.40/t (9.00 minimum)
Construction and Demolition (CD)	Any Vehicle	161.00/t (30.00 minimum)
Commercial Green Waste *	Any Vehicle	\$62.00/t (\$11.00 minimum)
Commercial Asbestos (Conditions Apply) *	Any Vehicle	\$165.50/t (\$50.00 minimum)
Special Burial (Conditions Apply) *	Any Vehicle	\$165.50/t (\$50.00 minimum)
Shredded Tyres (Conditions Apply) *	Any Vehicle	\$226.10/t (50.00 minimum)
Commercial (Non CTRC Waste) *	Any Vehicle	\$226.10/t (30.00 minimum)
Charitable Recyclers (State Government fee exemption may apply upon successful application)	With Exemption	No Charge
Charitable Recyclers (State Government fee exemption may apply upon successful application) *	Without Exemption	\$93.50/t (\$15.00 minimum)
<p style="text-align: center;">Payment Method - Domestic users disposing of waste are required to pay with cash or EFTPOS only. NO credit is given.</p>		
Tyres		
Car Tyre	N/A	5.20
4x4, Light Truck	N/A	10.50
Truck Tyre	N/A	23.10

Refuse Landfill Charges	Details	2022-2023 Cost \$
Recyclables		
Scrap steel, aluminium, white goods, etc. Note: items containing refrigerant gases will not be accepted to landfill without a certificate of degasification.		No Charge
TOWNSHIP LANDFILLS - GREENVALE, RAVENSWOOD and PENTLAND		
Disposals free of charge - no full-time personnel	All Permitted Waste Types	No Charge
When Weighbridge is NOT operational		
Fees are calculated in accordance with the "Weight Measurement Criteria" outlined in Schedule 4 of the <i>Waste Reduction and Recycling Regulation 2011</i> .		
Calculated Fee = Deeming rate x Approved tonnage rate for each Waste Type.		

EXECUTIVE SUMMARY

The current Prequalified Supplier Arrangement (PSA) for Products expires on 31 July 2024. The establishment of PSA's has two main objectives, firstly, to assist Council officers in maintaining compliance in accordance with S232 of the *Local Government Regulation 2012*, and secondly, by advertising for the establishment of a PSA, it affords the supplier market an opportunity to express their interest in doing business with Charters Towers Regional Council. The original tender documentation allowed for annual refreshes to enable new suppliers the opportunity to engage with Council. This recommendation is in relation to the annual refresh.

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

- ***Appoint the following suppliers to the Prequalified Supplier Arrangement for Various Products (PQS059/20) up until the expiry date of 31 July 2024, with an option to extend for a further three-year period as tabled.***

TENDERER	CATEGORY
ACP Streetprint	B-Bituminous Products and J-Signage & Roadside products
Barr's Batteries Tyres & Fuel*	A-Spare Parts, Accessories & Associated Services
Bing Technologies Pty Limited	G-Office & Stationery Supplies
Delta Office Solutions	G-Office & Stationery Supplies
GRI Road Services Pty Ltd	J-Signage & Roadside products
Huesker Australia Pty Ltd	C-Building, Civil Construction & Hardware
JMH Plumbing Supplies*	C-Building, Civil Construction & Hardware
JMP Signage Pty Ltd	J-Signage & Roadside products
Kelair Pumps Australia Pty Ltd	C-Building, Civil Construction & Hardware
MC Group	I-Quarry Products
Portable Pop-Up Marquees	J-Signage & Roadside products
RPQ Spray and Seal Pty Ltd	B-Bituminous Products
St John QLD	E-First Aid & PPE
Tosco Office National	D-Chemicals, Cleaning & Hygiene Supplies
Towers Concrete*	H-Precast Concrete Products and I-Quarry Products
Trility	A-Spare Parts, Accessories & Associated Services
Tyres 4 U Pty Limited	A-Spare Parts, Accessories & Associated Services
Wagners Quarries Pty Ltd	I-Quarry Products

*Local supplier

BUDGET & RESOURCE IMPLICATIONS

There is no significant budget impact as any resulting contract in relation to these services would be met from existing budgets.

BACKGROUND

Charters Towers Regional Council undertakes a variety of repairs, general maintenance, construction works and associated functions that often requires suppliers of goods and associated services to be engaged to assist in the completion of these tasks. Establishing a Register of Prequalified Suppliers for contractors/suppliers able to provide these goods and associated services assists Council in delivering its services to the community in an efficient and effective manner. As outlined in the *Local Government Regulation 2012*, a register of pre-qualified suppliers can be established where:

- a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or
- b) the capability or financial capacity of the supplier of the goods or services is critical; or
- c) the supply of the goods or services involves significant security considerations; or
- d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or
- e) the ability of local business to supply the goods or services needs to be discovered or developed.

This tender request was the first of two refresh options available through the original tender documentation. The aim is to establish a register of Prequalified Suppliers that have been assessed as having the capability, financial stability, product range and industry expertise to carry out any resulting contract.

This tender refresh allowed interested parties to submit an offer to Council for inclusion on a pre-qualified supplier arrangement for the categories listed and as required by Council from time to time over the remaining two-year period of the arrangement. The engagement of any successful tenderer (Supplier) will not be for indefinite periods, and Council reserved the right to engage any one supplier, any number of suppliers or no suppliers at all. Council did not guarantee the quantity of goods and/or associated services that will be ordered with successful tenderers under this arrangement, and there is no obligation by Council to place a minimum order with any supplier, nor to ensure equal volumes are shared between suppliers.

Inclusion onto the Pre-qualified Supplier Arrangement/Register does not guarantee suppliers will be provided with an order to supply goods/products. Orders will be awarded on an 'as-needed' and 'best value' basis at the discretion of Council and may include a competitive quotation process. Once the arrangement is in place. Council also reserved the right to seek fixed pricing from suppliers on the arrangement for a set period. This will be achieved through a competitive quotation process from suppliers listed under the relevant category for a select range of products.

The arrangement also allows Council to negotiate Vendor Managed Inventory (VMI) with supplies appointed to the arrangement.

The arrangement seeks to provide flexibility for Council to access the suppliers' full range of products within the scope of the requirements.

List of categories

- Category A – Spare Parts, Accessories and Associated Services
(Includes Tyres & Windscreens, however, Excludes Lubricants)
- Category B – Bituminous Products
- Category C – Building, Civil Construction and Hardware
- Category D – Chemicals, Cleaning & Hygiene Products
- Category E – First Aid & PPE
- Category F – Lubricants
- Category G – Office & Stationery Supplies
- Category H – Precast Concrete Products
- Category I – Quarry Products
- Category J – Signage and Roadside/Traffic Products
- Category K – Steel Suppliers

Contract dates for the PSA Various Products

- Contract commencement date: 1 August 2021
- Contract expiry date: 31 July 2024
- Tender refresh: 12-monthly
- Next tender refresh: March 2023
- Optional extensions: 1 x 3 years

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

Stage 1 All required documentation provided, completed, and signed as required.

Stage 2 Non-weighted criteria were assessed as to whether it met the minimum requirements.

Stage 3 Weighted criteria were assessed and scored through Vendor Panel's multiparty evaluation tool.

<u>Criteria</u>	<u>Weighting</u>
Relevant Experience	40%
Tenderers Capacity	35%
Developing Local Business & Industry	25%

Submissions were required to meet a minimum weighted evaluation score to warrant inclusion on the panel arrangement. Council received twenty-four submissions.

COMMERCIAL IN CONFIDENCE

END COMMERCIAL IN CONFIDENCE

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 7 – Transparency and Accountability

CONSULTATION (Internal/External)

Internal: Manager Fleet Services – Glenn Petersen
Procurement Officer – Sonja Cluff
Roads Coordinator – Mark Gladman

External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: PAUL WESTON Procurement Coordinator Date: 21 June 2022	Report Authorised by: TED HARRINGTON Chief Financial Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 4659524
- Evaluation Report Document No. 4659563

12.5 Reflect Reconciliation Action Plan – April to June Quarter update

EXECUTIVE SUMMARY

The fourth quarter (April to June 2022) update of the 2021-22 Reflect Reconciliation Action Plan (RAP) is presented to Council for noting.

OFFICER'S RECOMMENDATION

That Council:

- *Receive and note the progress update of the 2021-22 Reflect Reconciliation Action Plan for Quarter 4.*

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

The Reflect Reconciliation Action Plan (RAP) was adopted by Council at the General Meeting on 16 June 2021. The RAP Working Group to govern the RAP implementation was established in the first quarter as per Deliverable 10.1.

In this quarter, the RAP Working Group met three (3) times including workshops to draft the 2022-23 Reflect Reconciliation Action Plan. This is included separately for Council's consideration.

As per the requirements of the Terms of Reference, a quarterly update is provided to Council on the progress of the delivery of the Plan. A detailed progress update is provided as an attachment to this report with a summary of activity provided in *Table 1*. *Figure 1* illustrates the progress of actions over 2021-22 from 'yet to commence' to 'complete' for each of the focus areas of Relationships, Respect, Opportunities and Governance.

	Yet to commence	In progress	Complete	TOTAL
Relationships	0	0	10	10
Respect	0	0	7	7
Opportunities	0	0	4	4
Governance	0	1	7	8
GRAND TOTALS	0	1	28	29

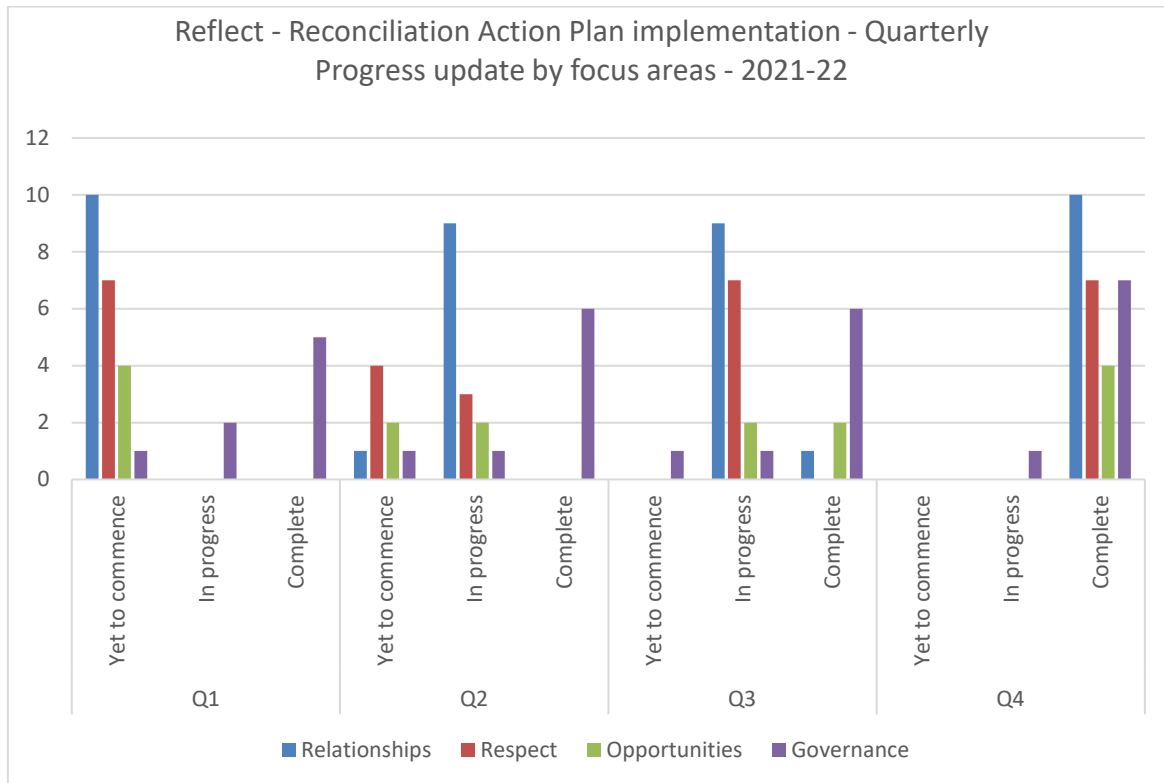


Figure 1 Quarterly Progress update on the implementation of the Action Plan by focus areas

Overall, implementation of the Reflect RAP at the end of the fourth quarter as illustrated by Table 1 and Figure 1 can be summarised as follows:

- 0%: Yet to commence
- 3%: In progress
- 97%: Complete

The final deliverable for 2021-22 will be completed in the 2022-23 reporting period and is the registration of the Reflect Reconciliation Action Plan for an additional 12 months once endorsed by Council.

Council is requested to receive and note the progress update of the 2021-22 Reflect RAP for the April to June quarter.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2021-2025

- Priority No 4 - Culture & Heritage

CONSULTATION (Internal/External)

Internal: Reflect RAP Working Group

External: Not applicable

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services Date: 5 July 2022	Report Authorised by: HAYLEY THOMPSON Manager Community Services
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ATTACHMENTS

- Reflect Reconciliation Action Plan Quarterly Reporting matrix, Document No. 4533750

REFERENCE DOCUMENT

- Unconfirmed minutes – RAP Working Group meeting held, 23 June 2022, Document No. 4660477
 - Confirmed minutes – RAP Working Group meeting held, 26 May 2022, Document No. 4652152
 - Workshop Notes – RAP Working Group meeting held, 21 April 2022, Document No. 4637770
 - Reflect Reconciliation Action Plan Working Group Terms of Reference, Document No. 4516855
 - Officer's Report Document No. 4666167
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ATTACHMENT 1 – Reflect Reconciliation Action Plan Quarterly reporting matrix

CTRC 2021/2022 Reflect Reconciliation Action Plan

Relationships

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

Action #	Deliverable	Timeline	Responsibility	Progress	Reporting Quarter 1 July - Sept 2021	Progress	Reporting Quarter 2 Oct - Dec 2021	Progress	Reporting Quarter 3 Jan - March 2022	Progress	Reporting Quarter 4 April - June 2022
1.1	Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.	Revised timeline - Ongoing (was July - September 2021)	Executive Assistant to the Mayor	Executive Assistant to the Mayor has been on LSL for much of this period so the actions are yet to commence. Timeline revised accordingly.	Yet to commence	A spreadsheet of relevant local, regional, and national Aboriginal and Torres Strait Islander stakeholders has been developed. More details will be added as further information becomes available.	In progress	Spreadsheet of stakeholder groups being maintained as new information is received.	In progress	Spreadsheet of stakeholder groups being maintained as new information is received.	Complete
1.2	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.	Revised timeline - Ongoing (was July - September 2021)	Executive Assistant to the Mayor	Executive Assistant to the Mayor has been on LSL for much of this period so the actions are yet to commence. Timeline revised accordingly.	Yet to commence	Email to be sent to all Qld Local Governments asking about their respective experience in supporting partnerships. Draft correspondence has been prepared and provided to RAP WG for feedback. Questions to be sent next quarter with responses requested by 4 Feb 2022.	In progress	Email sent to all Queensland Councils 11 February 2022 requesting comments and feedback. Summary of responses to be provided in Quarter 4 to complete deliverable.	In progress	Feedback collated and summarised for the RAP Working Group's consideration.	Complete
2.1	Circulation Reconciliation Australia's National Reconciliation Week resources and reconciliation materials to our staff.	May 2022	Manager Community Services	National Reconciliation Week occurs 27 May to 3 June so this activity will progress as resources and promotion of the 2022 event occurs.	Yet to commence	No action required this quarter	Yet to commence	Information distributed to staff via Regional Round Up to be released on 29 April and 27 May.	In progress	Communications Plan developed for National Reconciliation Week including Reconciliation Australia resources used to communicate what NRW is and how Council is participating.	Complete
2.2	RAP Working Group members to participate in an external National Reconciliation Week event.	27 May to 3 June 2022	Manager Community Services	No action required this quarter	Yet to commence	RAP WG submitted a grant application for The Celebrating Reconciliation Grants Program which provides funding for local communities to host events that encourage participation in National Reconciliation Week.	In progress	Once events are known, distribute to RAP Working Group and confirm attendance. Propose event at library to display artwork and items from Zara Clark Museum.	In progress	No external events. ELT hosted internal sausage sizzle at the Highway and Airport Depots and morning tea at the Admin Centre.	Complete

2.3	Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate National Reconciliation Week.	27 May to 3 June 2022	Manager Community Services	No action required this quarter	Yet to commence	As above, Grant application submitted for The Celebrating Reconciliation Grants Program to commence this deliverable.	In progress	Once events are known, advertise in Regional Roundup to be released on 29 April and 27 May. Maybe Gold Edition on 21 May for the community event.	In progress	ELT hosted internal sausage sizzle at the Highway and Airport Depots and morning tea at the Admin Centre. MLT participated in all ELT hosted events.	Complete
3.1	Communicate our commitment to reconciliation to all staff.	Revised timeline - Ongoing (was July - September 2021)	Manager People and Performance	Dates revised as the WG identified the communication may vary as each of the deliverables progress.	Yet to commence	Ongoing Will gain insight from staff reps on the discussion needed/gaps.	In progress	Communicate to staff via Regional Roundup as CEO Message and prepare budget for 2022/23.	In progress	Regional Roundup - 26/05/2022 Facebook Post - 27/05/2022 CEO Weekly Update - 1/6/2022 Budget Request submitted	Complete
3.2	Identify external stakeholders that our organisation can engage with on our reconciliation journey.	Revised timeline - Ongoing (was July - September 2021)	Executive Assistant to the Mayor	Dates revised as the WG identified the stakeholders we engage with vary as each of the deliverables progress.	Yet to commence	As per action 1.1	In progress	Spreadsheet of stakeholder groups being maintained as new information is received.	In progress	Spreadsheet of stakeholder groups being maintained as new information is received.	Complete
3.3	Identify Reconciliation Australia and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.	Revised timeline - Ongoing (was July - September 2021)	Executive Assistant to the Mayor	Dates revised as the WG identified the stakeholders we engage with vary as each of the deliverables progress.	Yet to commence	As per action 1.1	In progress	Spreadsheet of stakeholder groups being maintained as new information is received.	In progress	Spreadsheet of stakeholder groups being maintained as new information is received.	Complete
4.1	Research best practice and policies in area of race relations and anti-discrimination.	Revised timeline - Ongoing (was October - December 2021)	Manager People and Performance	No action required this quarter	Yet to commence	Review of Equal Employment Opportunity / frequency of Code of Conduct training planned for next quarter	In progress	P&P to organise EEO sessions and Code of Conduct as per new employees, trainees, and apprenticeships. A refresher is being planned during toolbox meetings.	In progress	Being developed as part of the Workforce Strategy Plan.	Complete
4.2	Conduct a review of people and performance policies and procedures to identify existing anti-discrimination provisions and future needs.	Revised timeline - Ongoing (was October - December 2021)	Manager People and Performance	No action required this quarter	Yet to commence	Some policies and procedures have been reviewed by P&P and ELT. Phased Retirement Plan was sent to respective Unions for comment.	In progress	Other policies and procedures include performance review procedures, accommodation assistance and relocation assistance.	Complete		

CTRC 2021/2022 Reflect Reconciliation Action Plan

Respect

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

Action #	Deliverable	Timeline	Responsibility	Progress	Reporting Quarter 1 July - Sept 2021	Progress	Reporting Quarter 2 Oct - Dec 2021	Progress	Reporting Quarter 3 Jan - March 2022	Progress	Reporting Quarter 4 April - June 2022
5.1	Develop a business case for increasing understanding, values and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.	October - December 2021	Manager People and Performance	No action required this quarter	Yet to commence	Liaise with neighbouring LGAs on filling in gaps on increasing understanding. JB to initiate action by contacting LGAs. Propose developing video/presentation/engage with storytelling (books for children)/educate on cultural areas within region (camping guide) to raise awareness.	In progress	Review response and feedback from neighbouring LGAs and provide proposal.	In progress	Actions identified and included as part of the Reconciliation Action Plan 2022-23.	Complete
5.2	Conduct a review of cultural learning needs within our organisation.	Revised timeline - Ongoing (was October - December 2021)	Manager People and Performance	No action required this quarter	Yet to commence	Review of learning needs underway with this action to be further informed by responses to action 1.2	Yet to commence	Review of learning needs underway with this action to be further informed by responses to action 1.2	In progress	This deliverable will be incorporated in the Workforce Strategy Plan currently under development for endorsement in June.	Complete
6.1	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.	Revised timeline - Ongoing (was October - December 2021)	Manager Community Services	No action required this quarter	Yet to commence	Review of current understanding underway with this action to be further informed by responses to action 1.2	In progress	Extract map (page 3) from RAP Document and place in the Regional Round Up to be released on 31 March with information for staff.	In progress	Communicated to staff in March Regional Roundup. Update on RAP Working Group meetings and Reflect RAP implementation also provided in April Regional Roundup edition. ILUA review will also enable a better understanding of commitments.	Complete
6.2	Increase staff understanding of the purpose of significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	Revised timeline - Ongoing (was October - December 2021)	Manager People and Performance	No action required this quarter	Yet to commence	Review of current understanding underway with this action to be further informed by responses to action 1.2	In progress	Will need to be communicated in MLT and a directive from ELT. Will need to be communicated in Toolbox meetings.	In progress	June edition Regional Roundup 'Did you know...the difference between Welcome to Country and Acknowledgement of Country'	Complete
7.1	Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.	Revised timeline - NAIDOC Week (3-10 July 2022). (Was July - September 2021)	Manager Community Services	The Excelsior Library had a public display for NAIDOC Week 2021 More action against this deliverable will be undertaken as part of the 2022 NAIDOC Week events.	Yet to commence	No action required this quarter	Yet to commence	Distribute information to staff via Regional Round Up to be released on 30 June.	In progress	Communicated with staff via Regional Round Up to be released on 30 June.	Complete

7.2	Introduce our staff to NAIDOC Week by promoting external events in our local area.	Revised timeline - NAIDOC Week (3-10 July 2022). (Was July - September 2021)	Manager Community Services	No external events were held this NAIDOC week so we were unable to progress this action.	Yet to commence	No action required this quarter	Yet to commence	Distribute information to staff via Regional Round Up to be released on 30 June. Depending on the events, may also include something in Gold Edition on 24 June.	In progress	Communicated with staff via Regional Round Up to be released on 30 June.	Complete
7.3	RAP Working Group to participate in an external NAIDOC Week event.	Revised timeline - NAIDOC Week (3-10 July 2022). (Was July - September 2021)	Manager Community Services	As above plus RAP Working Group was not established by July 2021.	Yet to commence	No action required this quarter	Yet to commence	Once events are known, distribute to RAP Working Group and confirm attendance.	In progress	Communicated with staff via Regional Round Up to be released on 30 June.	Complete

CTRC 2021/2022 Reflect Reconciliation Action Plan

Opportunities

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

Action #	Deliverable	Timeline	Responsibility	Progress	Reporting Quarter 1 July - Sept 2021	Progress	Reporting Quarter 2 Oct - Dec 2021	Progress	Reporting Quarter 3 Jan - March 2022	Progress	Reporting Quarter 4 April - June 2022
8.1	Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.	January - March 2022	Manager People and Performance	No action required this quarter	Yet to commence	No action required this quarter	Yet to commence	Questionnaire sent 11th February 2022 by Executive Assistant to the Mayor.	In progress	The Workforce Strategy Plan currently scheduled for workshopping in June will provide a foundation and action plan around addressing this moving forward.	Complete
8.2	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	January - March 2022	Manager People and Performance	No action required this quarter	Yet to commence	No action required this quarter	Yet to commence	Identify Aboriginal and Torres Strait Islander staff in CTRC. Research and identify specific training and funding opportunities available by State and Federal Government and promote within Council and Region and build case to employ in targeted areas within Council operations.	In progress	New Starters form and annual staff details update data will be used for baseline information for implementation through the Workforce Strategy Plan.	Complete
9.1	Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	January - March 2022	Chief Financial Officer	No action required this quarter	Yet to commence	Workshop conducted with Procurement Coordinator. A clause will be drafted to form part of the revised Procurement Policy.	In progress	Clause 5.5 included in Procurement Policy and associated Procedures (adopted at March 2022 General Meeting of Council) encouraging and supporting development of indigenous businesses.	Complete		
9.2	Investigate Supply Nation membership.	January - March 2022	Chief Financial Officer	No action required this quarter	Yet to commence	Membership requires a payment of approximately \$8,800 for Council to register. Council has been able to confirm there are no businesses registered in Charters Towers Region. Procurement will check through VendorPanel and create	In progress	Following Council's inclusion of the Indigenous Business Clause above, Procurement to investigate options to allow for increased engagement with relevant applicable suppliers, within available resources.	Complete		

					our own panel and work to engage suppliers.	Not progressing due to cost prohibitive to both Council and local businesses.		
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CTRC 2021/2022 Reflect Reconciliation Action Plan

Governance

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

Action #	Deliverable	Timeline	Responsibility	Progress	Reporting Quarter 1 July - Sept 2021	Progress	Reporting Quarter 2 Oct - Dec 2021	Progress	Reporting Quarter 3 Jan - March 2022	Progress	Reporting Quarter 4 April - June 2022
10.1	Form a RAP working group to govern RAP implementation.	July - September 2021	Executive Assistant to the Mayor	First WG meeting held 16 September 2021. Regular schedule of meetings to be established once 2 x staff positions for individuals who identify as Aboriginal and/or Torres Strait Islander confirmed.	Complete						
10.2	Draft a Terms of Reference for the RAP working group.	July - September 2021	Executive Assistant to the Mayor	Terms of Reference adopted by ELT on 17 August 2021	Complete						
10.3	Establish Aboriginal and Torres Strait Islander representation on the RAP working group.	July - September 2021	Executive Assistant to the Mayor	EOI communicated to all staff closing with initial closing date of 17/09/2021. Extended to 21/09/2021. EOIs to be considered at ELT in October.	In progress	Gordon 'Spider' Moore and Ken Thompson confirmed as members of the RAP working group.	Complete				
11.1	Define resource needs for RAP implementation.	Revised timeline - Ongoing (was July - September 2021)	Director CCS (Was Manager Regional Development)	To be further scoped as other deliverables progress so has had timeline amended to ongoing.	In progress	Developing as deliverables progress. Currently within existing resources.	In progress	Revisit Reflect RAP, assess progress, and identify successfully completed actions and actions that require further work. Undertake a high-level assessment of the Innovate RAP to determine required commitments and resource implications for Council.	In progress	Review completed and Working Group has agreed to ensure Reflect RAP is implemented properly.	Complete
11.2	Engage senior leaders in the delivery of the RAP commitments.	July - September 2021	Manager Regional Development	Senior leaders including Councillors and Executive and Management Leadership supported the RAP via Council resolution (3634) at the 16 June 2021 General Meeting of Council. The RAP working group is chaired by DCCS.	Complete						

11.3	Define appropriate systems and capability to track, measure and report on RAP commitments.	July - September 2021	Manager Regional Development	A quarterly reporting matrix has been established (ECM No. 4533750). A Quarterly Progress Report will be provided at the October 2021, January 2022, April 2022 and July 2022 General Meetings.	Complete						
12.1	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 June for 30 September Submission Note: Submission of 2021-2022 annual Questionnaire will fall within 2022-2023 reporting period.	Manager Regional Development	2020-2021 annual RAP Impact Measurement Questionnaire submitted to Reconciliation Australia on 20 September	Complete						
13.1	Register via Reconciliation Australia's website to begin developing our next RAP.	April - June 2022	Director CCS (Was Manager Regional Development)	No action required this quarter	Yet to commence	No action required this quarter.	Yet to commence	As determined by 11.1.	Yet to commence	Registration to occur once Reflect RAP is revised for another 12 months and endorsed by Council.	In progress

EXECUTIVE SUMMARY

Approval is requested for the 2022 Christmas shutdown for the Administration Centre and other non-essential services, where partial or complete shutdown is possible.

OFFICER’S RECOMMENDATION

That Council:

- **Confirm the Christmas 2022 shutdown period for the Administration Centre and other non-essential services will be from close of business on Thursday 22 December 2022 to Monday 2 January 2023 inclusive with the Administration Centre to re-open on Tuesday 3 January 2023.**

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications as staff will be required to take annual leave for the days during the shutdown period outside of any public holidays.

BACKGROUND

The Administration Centre and some non-essential service areas close over the Christmas period, with staff required to take annual leave during this time on those days that are not public holidays.

An official notification, providing details of the on-call staff plus relevant contact telephone numbers for urgent matters, is issued by the Office of the CEO in the lead up to the closure. Additionally, relevant advertising requirements for the shutdown period will be undertaken by the Media and Communications Team.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 9 - People First

CONSULTATION (Internal/External)

Internal: Executive Leadership Team

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

Any public relations risk is mitigated through early communication to the community on the closure during the Christmas/New Year period. There are consequently no political, public relations, financial or workplace health and safety risk implications that warrant the recommendation being declined.

Report Prepared by: KATHY THORLEY Customer Service Team Leader Date: 15 June 2022	Report Authorised by: HAYLEY THOMPSON Manager Community Services
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ATTACHMENTS

- Not applicable

REFERENCE DOCUMENT

- Officer’s Report Document No. 4633063
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EXECUTIVE SUMMARY

This report details the development activity for the period April to June 2022 and is tabled for Council to note.

OFFICER'S RECOMMENDATION

That Council:

- Note the Regional Development quarterly update for the period April to June 2022.

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND**Summary of Major Applications**

- **MCU2022/0004** – Material Change of Use of Premises Educational Establishment, Outdoor Sales and Short Term Accommodation at Bridgeview, 10821 Flinders Highway, Breddan. Information request has been issued.
- **MCU2022/0005** – Material Change of Use of Premises Service Station including Food and Drink Outlet at 112-114 Mosman Street, Charters Towers City. Information request has been issued.
- **MCU2022/0006** – Material Change of Use of Premises Non-resident Workforce Accommodation (101 x 4-bedroom cabins and associated kitchen and dining facilities, site office, laundry and reception/office) at 82-92 Deanes Road, Millchester. Information request has been issued.
- **MCU2022/0007** – Material Change of Use of Premises Non-resident Workforce Accommodation (up to 80 people) at 13 Church Road, Greenvale. Information request has been issued.
- **MCU2022/0008** – Material Change of Use of Premises Food & Drink Outlet at 2 Acacia Drive, Greenvale. Currently being assessed.

Quarterly Statistics**Table One: Summary of Applications Lodged**

Month	Building Council	Building Private Certifier	Plumbing	Planning	Total
April	3	6	6	3	18
May	6	7	4	1	18
June	4	8	7	4	23
					59

Table Two: Summary of Building Works Costs

Month	Total Cost of Works
April	\$6,557,817
May	\$6,534,050
June	\$1,859,287
	\$14,951,154

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 5 - Transparency & Accountability

CONSULTATION (Internal/External)

Internal: I/Chief Executive Officer; Martin Drydale

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: HAYLEY THOMPSON A/Manager Regional Development Date: 5 July 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Not Applicable

REFERENCE DOCUMENT

- Development Decisions and Exemption Certificates – located on Council's Website [here](#)
 - Officer's Report – ECM Document No. 4665757
-

EXECUTIVE SUMMARY

A meeting of the Audit and Risk Committee was held on 9 June 2022. A report and the unconfirmed minutes of that meeting are tabled for Council's information.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive and note the report and the unconfirmed minutes of the CTRC Audit & Risk Committee meeting held on 9 June 2022.***

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

In accordance with Section 211 of the *Local Government Regulation 2012*, a report is tabled for Council on matters reviewed at its Audit & Risk Committee meeting held on 9 June 2022.

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

- External Audit.
- Internal Audit.
- Financial Compliance and Internal Controls.
- People, Performance, and Work Health & Safety.
- Governance and Risk Management.
- Audit & Risk Committee Governance Matters.

Advisors from the Queensland Audit Office (QAO), Council's External Auditor, and Council's Internal Auditor were in attendance. The QAO advised the Committee that CTRC's External Audit Plan key milestones to date have been met and to anticipate the Interim Management Letter at the next Committee meeting.

Internal Auditors provided the Committee with a progress update on the Strategic Risk Review and the Internal Audit Plan status update. The Committee agreed to receive and note the Internal Audit status update which included an overview of 2021-22 and upcoming Internal Audits scheduled for 2022-23. The Committee also agreed to support the Strategic Risk Register and recommended it be workshopped with Councillors. Councillors and the Audit & Risk Committee Chair were presented with the final Strategic Risk Register on 29 June 2022. The Strategic Risk Register is included separately on this Agenda for Council to consider.

Other matters considered by the Committee and recommended for adoption by Council, include the:

- Fraud & Corruption Policy & Framework, also included separately on this Agenda for Council's consideration.

An Annual Self-Assessment has been completed and will be presented for the Committee to review its ongoing effectiveness at the meeting on 11 August 2022.

As per the Annual Work Plan adopted for 2022, the following Committee meetings are scheduled:

- Meeting 1 – 10 March 2022 – rescheduled to and held, 30 March 2022
- Meeting 2 – 9 June 2022
- Meeting 3 – 11 August 2022
- Meeting 4 – 13 October 2022

With these matters considered, it is recommended that Council receive and note the Audit & Risk Committee Report for the meeting held 9 June 2022 as documented through the tabled unconfirmed minutes.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2021-2025

- Priority No 6 - Governance & Structures

The CTRC Audit & Risk Committee's responsibilities include monitoring and reviewing CTRC's corporate governance practices to ensure compliance, plus effective and efficient service improvements across the organisation.

CONSULTATION (Internal/External)

Internal: I/Chief Executive Officer - Martin Drydale
I/Director Corporate & Community Services - Martin Drydale
Director Infrastructure Services - John Teague
Audit & Risk Committee members present

External: Advisors present at the Audit & Risk Committee meeting held 9 June 2022

LEGAL CONSIDERATIONS

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

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

POLICY IMPLICATIONS

This report complies with the requirements of the Audit & Risk Committee Policy (S0038) and Terms of Reference (D0062) to present meeting outcomes to Council.

There are consequently no policy considerations that warrant the recommendation being declined.

RISK IMPLICATIONS

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

Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services Date: 5 July 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

COMMERCIAL IN CONFIDENCE

- Unconfirmed CTRC Audit & Risk Committee meeting minutes, 9 June 2022

END COMMERCIAL IN CONFIDENCE

REFERENCE DOCUMENT

- CTRC Audit & Risk Committee meeting agenda for 9 June 2022, Document No. 4629276
- D0062, Audit & Risk Committee Terms of Reference, Document No. 1251606
- Audit & Risk Committee 2022 Annual Work Plan, Document No. 4568954
- Officer's Report Document No. 4666127

EXECUTIVE SUMMARY

This report seeks approval to surrender the existing Trustee Lease over part of Lot 35 on Plan DV276 with Geoscience Australia and enter a new lease for a thirty (30) year period.

OFFICER'S RECOMMENDATION

That Council:

- *Apply the exception under the provisions of Section 236(1)(b)(i) of the Local Government Regulation 2012 for the disposal of part of Lot 35 on Plan DV276;*
- *Surrender the existing Trustee Lease over part of Lot 35 on Plan DV276 which is due to expire 30 June 2023;*
- *Offer a Trustee Lease over Lot 35 on Plan DV276 to Geoscience Australia conditional upon consent of the Minister and based generally on standard terms and conditions for the maximum term of thirty (30) years;*
- *Set rent payable at the existing peppercorn rate of \$1.00 for this government department;*
- *Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required, including making specific conditions relating to the tunnel being returned to Council and making application to the Minister for consent to same (if required);*
- *Authorise the Chief Executive Officer to enter into a Deed of Agreement on the return of the tunnel, if required.*

BUDGET & RESOURCE IMPLICATIONS

No additional budgetary resources or expenditure will be required.

There is no cost for preparation of a Trustee Lease agreement as the intention is to use the existing Trustee Lease as the basis for the new lease.

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

BACKGROUND

Geoscience Australia (GA) has an existing lease over Lot 35 on Plan DV276 (Towers Hill) with Council for a fifteen (15) year period, which is due to expire on 30 June 2023. GA intend to make a considerable investment at the site and build a geometric observatory structure. To guarantee a return on their investment, they have requested that Council extend the lease term. Investigations have revealed that the existing lease area contains the bunkers and Council's augmented reality infrastructure. To ensure that the lease area and responsibilities are accurately reflected, it is considered more appropriate to surrender the existing lease and commence a new lease rather than amend the existing.

Geoscience Australia have prepared a new Survey Plan at Attachment B which encompasses their infrastructure within Lease D and Lease E. The new plan removes Council's infrastructure from the lease area. It should be noted that the new lease will also remove the collapsed tunnel that was previously occupied for geophysical monitoring at Towers Hill.

The parcel tenure is a Reserve for Scientific and Historical Purposes of which Council is the Trustee.

Under Section 61(1) of the *Land Act 1994*, a Trustee Lease can be issued for a thirty (30) year period. The lessees have been on site for over fourteen (14) years with no breaches of the lease occurring in this time. GA have recently lodged development applications for a new geometric observatory structure to complement their existing infrastructure and assets. Given the history, and commitment to continue to invest in the Charters Towers region, it is considered that GA are a suitable lessee to manage this portion of land on behalf of Council and the maximum lease term can be granted.

LINK TO CORPORATE PLAN

Council's Corporate Plan 2021-2025

- Priority No 10 - Innovation and Transformation

CONSULTATION (Internal/External)

Internal: Planner - Prue Miller
Governance Officer - Melissa King
Director Infrastructure Services - John Teague
Executive Assistant to Director Infrastructure Services - Kelie Standfast
Surveyor - Rick Gough
Information Technology Coordinator (GIS Officer) - Leif Hickey

External: Team Leader – Observatory Operations and Data, Geoscience Australia - Hugh Glanville

LEGAL CONSIDERATIONS

Local Government Regulation 2012

Section 236(1)(b)(i) provides that a non-current asset can be disposed of to a government department. Geoscience Australia is an Australian Government department and therefore meets this definition.

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

Land Act 1994

Section 57 Trustee Leases provides the framework for trustee leases.

Council is only the Trustee of the land and as such, this Trustee Lease is subject to Minister's consent under Section 57(1) of the *Land Act 1994*. Given that the purpose of the lease is consistent with the designation of the reserve, and the terms and conditions are substantially similar to the existing lease, which was approved by the Minister in 2008, it is expected that consent will be granted. However, if the Minister refuses, Council will not be able to enter into the Trustee Lease.

As outlined above, the new lease plan removes the collapsed tunnel that was previously occupied by GA for geophysical monitoring at Towers Hill. This plan aligned with previous indications by Council that they were interested in having the tunnel returned. It is noted that a restoration plan for this tunnel is being separately workshopped with Council on 15 June 2022. At present, GA have specific legal obligations under the existing lease (Clause 6) to keep the site (which includes the tunnel) in good and safe repair and condition. This recommendation allows the Chief Executive Officer to impose a similar lease condition that will align with Council's resolved position on the matter or alternatively, enter into a Deed of Agreement separate to the Trustee Lease. Both options will address legal considerations and obligations.

POLICY IMPLICATIONS

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

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

RISK IMPLICATIONS

Council has built substantial infrastructure within the existing lease area. Whilst the construction was allowed under the terms of the existing lease, ownership and maintenance responsibilities are not accurately defined which could raise legal, financial and safety risk implications in the future. The new lease will remove Council's infrastructure from the lease area and provide an opportunity for Council to accurately define ownership and maintenance responsibilities for the structures on site.

Restoration, public safety and maintenance responsibilities for the collapsed tunnel will be addressed and conditioned in either the new lease or under a Deed of Agreement to reduce legal, safety and financial risks to Council.

Political, public relations, financial, workplace health and safety risk implications have been considered. On balance, it is considered that the Trustee Lease or Deed of Agreement will address risk sufficiently. There are no risk implications that warrant the recommendations being declined.

Report Prepared by: MELISSA KING Governance Officer Date: 1 June 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Attachment A – Map showing the area being surrendered in red and the proposed new lease area in purple.
- Attachment B – Survey Plan showing proposed new area known as Lease D and Lease E

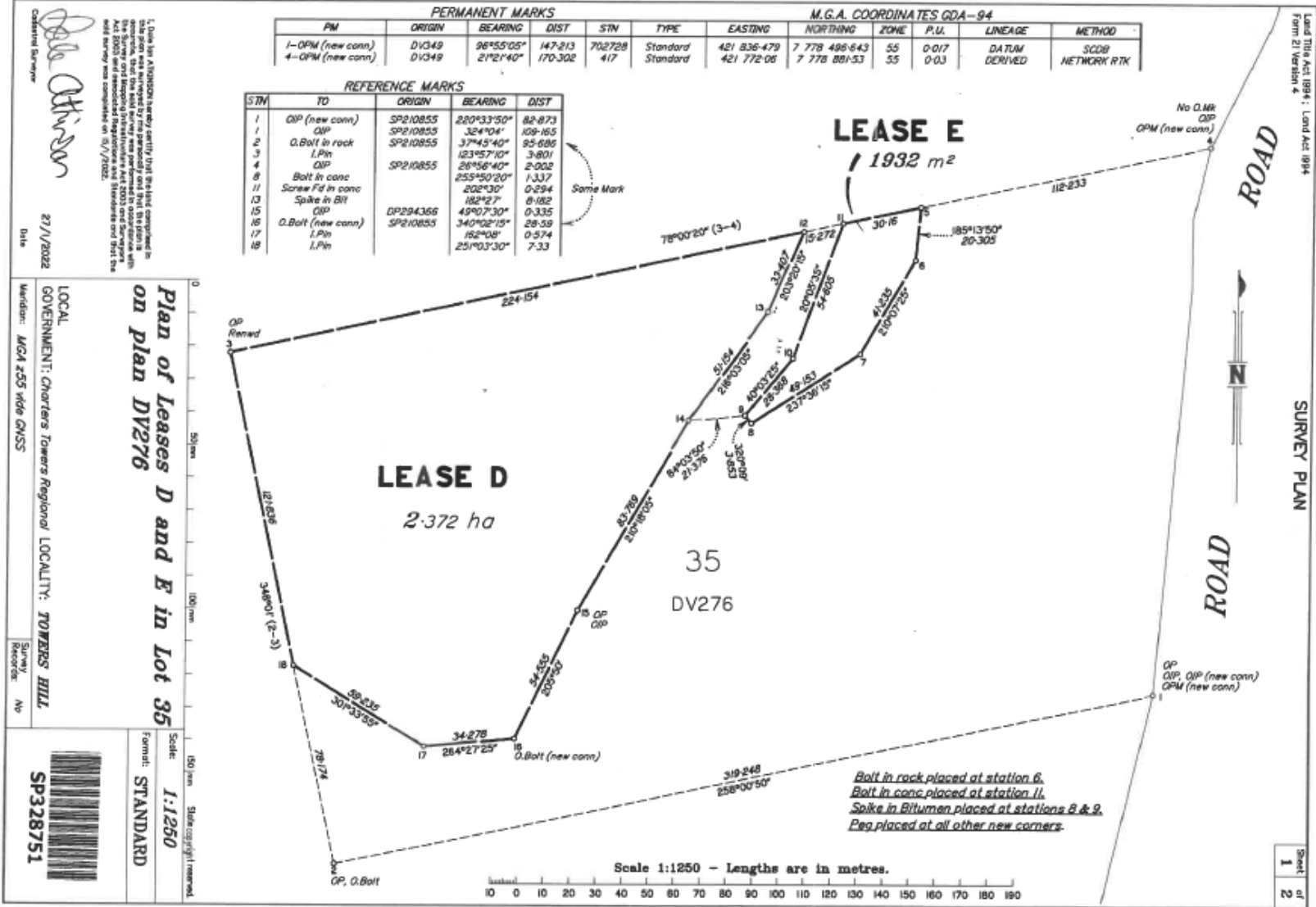
REFERENCE DOCUMENT

- Proposed Draft Lease – Doc No. 4651968
 - Officer's Report Document No. 4620709
-

ATTACHMENT A – Map showing the area being surrendered in red and the proposed new lease area in purple.



ATTACHMENT B – Survey Plan



EXECUTIVE SUMMARY

The Management of Fraud and Corruption Policy (S0054) and Fraud and Corruption Prevention Framework (STRAT0025) have been updated as per the requirements for regular review. These documents are tabled for Council's adoption.

OFFICER'S RECOMMENDATION

That Council:

- ***Adopt the revised Management of Fraud and Corruption Policy (S0054) and Fraud and Corruption Prevention Framework (STRAT0025) as tabled.***

BUDGET & RESOURCE IMPLICATIONS

There are no financial implications arising from adopting the revised policies.

BACKGROUND

Council has an obligation to rigorously manage the risk of fraud and corruption, and to investigate and prosecute cases of fraud or corruption affecting Council, to the fullest extent possible under the law.

This Policy documents how Council will minimise its exposure to the risk of fraud and corruption, and promptly and comprehensively address reports of fraudulent or corrupt conduct, in conjunction with the Fraud and Corruption Prevention Framework. The Fraud and Corruption Prevention Framework applies to all Council activities and must be followed by all people acting for or on behalf of Council.

The Policy and Framework were last reviewed in 2014, therefore a complete review was required to ensure that they still met Council's requirements and align with current best practice. The documents have been reviewed and endorsed by Council's Audit and Risk Committee and Executive Leadership Team.

The revised documents are now tabled for Council's adoption.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 6 - Governance & Structures

CONSULTATION (Internal/External)

Internal: Audit & Risk Committee Members
 Councillors
 I/Chief Executive Officer - Martin Drydale
 Former Chief Executive Officer - Aaron Johansson
 Director Infrastructure Services - John Teague
 Chief Financial Officer - Ted Harrington
 Executive Assistant to the Chief Executive Officer - Amy Russell
 Executive Assistant to Director Corporate and Community Services - Jasmine Orwe

External: N/A

LEGAL CONSIDERATIONS

Fraud and/or corrupt conduct is addressed in various legislation that governs local government, such as:-

- *Public Sector Ethics Act 1994*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Crime & Corruption Act 2001*
- *Public Interest Disclosures Act 2010*
- *Criminal Code Act 1899*

The Policy and Framework will assist Council in complying with legislation and particularly supports, the local government principles contained in section 4(2) of the *Local Government Act 2009* and being:

- (a) transparent and effective processes, and decision-making in the public interest;
- (b) sustainable development and management assets and infrastructure;
- (c) democratic representation, social inclusion and meaningful community engagement;
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of Councillors and local government employees.

POLICY IMPLICATIONS

These revised documents are not considered to be fundamentally different from the existing Policy and Framework that Council currently operates under. As such, there are no policy implications which prevent the revised Policy and Framework being adopted.

RISK IMPLICATIONS

There are no perceived risk implications that warrant the recommendation being declined. The purpose of the Policy and Framework is to reduce financial, operational, and reputational risk to Council. Once adopted, the documents will be made available to relevant stakeholders, including employees. This will further assist with ensuring that all staff are aware of Council’s commitment to fraud and corruption prevention, and the reporting mechanisms that are in place.

Report Prepared by: MELISSA KING Governance Officer Date: 3 May 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- S0054 – Management of Fraud and Corruption Policy – Document No. 907405
- STRAT0025 – Fraud and Corruption Prevention Framework – Document No. 907390

REFERENCE DOCUMENT

- Officer’s Report Document No. 4641325

NUMBER: S0054

ACT: *Local Government Act 2009*
Local Government Regulation 2011
Crime and Corruption Act 2001
Crime and Corruption Regulation 2015
Criminal Code Act 1899
Public Interest Disclosure Act 2010

POLICY TITLE: MANAGEMENT OF FRAUD AND CORRUPTION POLICY

1. PURPOSE AND SCOPE

This purpose of this Policy is to record Charters Towers Regional Council’s commitment to rigorously manage the risk of fraud and corruption, and to investigate and prosecute cases of fraud or corruption affecting Council, to the fullest extent possible under the law.

This Policy and the Fraud and Corruption Prevention Framework (STRAT0025) applies to all Council activities including entities over which Council has direct ownership, management, or financial control and all Council officers, contractors, officers, and members of related entities, involved in and with responsibility for contributing to the achievement of Council’s objectives, asset management and reporting responsibilities.

2. COMMENCEMENT OF POLICY

This Policy will commence from 20 July 2022 replacing all other policies relating to the management of fraud and corruption (whether written or not).

3. APPLICATION OF POLICY

This Policy applies to all people acting for and on behalf of Charters Towers Regional Council, including elected members, staff, consultants, contractors, and volunteers. Throughout this Policy, these people will be referred to as ‘employees’.

4. DEFINITIONS

Corruption	<p>has the same meaning as ‘corrupt conduct’ under Section 15 of the <i>Crime and Corruption Act 2001</i> and defined below. Generally, this shall mean dishonest activity in which a Councillor, Chief Executive Officer, director, manager, employee, contractor, or agent acts contrary to the interests of Council and abuses their position of trust to achieve some personal gain or advantage for themselves or for another person or agency.</p> <p>15. (1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that— (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— (i) a unit of public administration; or (ii) a person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—</p>
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STATUTORY POLICY

	<p>(i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p> <p>(2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that— (a) impairs, or could impair, public confidence in public administration; and (b) involves, or could involve, any of the following— (i) collusive tendering; (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)— (A) protecting health or safety of persons; (B) protecting the environment; (C) protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets; (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue; (v) fraudulently obtaining or retaining an appointment; and (c) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p>
<p>Fraud</p>	<p>Is deliberate deception to facilitate or conceal the misappropriation of assets or the taking of an unlawful advantage or benefit. Fraud may include:</p> <ul style="list-style-type: none"> • Theft; • Obtaining property, a financial advantage or any other benefit by deception; • Causing a loss, or avoiding or creating a liability by deception; • Knowingly providing false or misleading information to Council, or failing to provide information where there is an obligation to do so; • A breach of trust in the performance of official duties, by which an employee or Councillor acts contrary to the interests of Council in order to achieve some personal gain or advantage for themselves or for another person or entity; • Using forged or falsified documents for an improper purpose; • Deliberate misstatement of accounting information for an improper purpose.

Maladministration	An administrative action that is unlawful, arbitrary, unjust, oppressive, improperly discriminatory or taken for an improper purpose; or a waste of public funds.
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**5. POLICY PROVISIONS
RESPONSIBILITY**

Charters Towers Regional Council is committed to the control and elimination of all forms of fraud and corruption and the creation of an ethical environment and culture that discourages and prevents fraud.

All employees are responsible for the prevention and detection of fraud and corruption and must comply with Council's Fraud and Corruption Prevention Framework, and act with integrity always.

All allegations and suspicions of fraud or corruption will receive attention and will be dealt with appropriately including by criminal, disciplinary or administrative mechanisms suitable to the case.

RISK ASSESSMENT

Council will undertake a fraud and corruption risk assessment at least every two years. After each review, Council will update its Fraud and Corruption Prevention Framework.

INTERNAL CONTROLS

Council will maintain an internal control structure to minimise exposure to fraud and corruption. The primary mechanism for this control will be Council's established internal controls, operating in conjunction with established audit and financial management practices.

REPORTING

Employees must report any concerns or suspicions that they have about fraudulent or corrupt activity as soon as possible using Form F0481 – Fraud and Corruption Incident Reporting Form. An employee must not attempt to continue further investigation. A copy of the reporting form can be found on Council's Internet, Intranet and Electronic Records Management System. This form can be delivered personally to a supervisor or emailed to complaints@charters Towers.qld.gov.au. Anonymous reports will also be accepted. Any reports of suspicious fraud or corruption are treated confidentially to the fullest extent possible under the law.

The Chief Executive Officer, or an authorised delegate, is responsible for the management of fraud and corruption matters.

EXTERNAL REPORTING

By law, all allegations of corrupt conduct, which includes allegations of fraud, must be reported to the Crime and Corruption Commission (CCC). In some cases, the Queensland Audit Office (QAO) must also be notified.

The Chief Executive Officer is the designated contact officer for the CCC and QAO, and all reports to these external agencies must be made by the Chief Executive Officer, or a delegate authorised by the Chief Executive Officer.

PUBLIC INTEREST DISCLOSURE

Council acknowledges that under the *Public Interest Disclosure Act 2010*, it has obligations to any person who makes a public interest disclosure. Those obligations may extend to a person who discloses fraud or corruption.

INVESTIGATIONS

There is a process that must be followed when investigating allegations of fraudulent or corrupt conduct. Matters will be reviewed by the Chief Executive Officer and an investigation carried out in accordance with the Public Interest Disclosure Policy.

Other staff members must not commence or pursue investigations unless authorised by the Chief Executive Officer.

Variations

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

Associated Documents

- STRAT0025 Fraud and Corruption Prevention Framework
- F0481 Fraud and Corruption Incident Reporting Form
- HR-P-001 Employee Code of Conduct
- STRAT0008 Enterprise Risk Management Policy
- STRAT0021 Enterprise Risk Management Framework and Guidelines
- S0014 Complaints Management Policy and Procedural Guidelines

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 held on 20 July 2022
Resolution Number:

Document Contact: Governance Officer

Document Authorised: Martin Drydale
Chief Executive Officer

CEO Signature

Document ECM No. 907405

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *receiving the CTRC Management of Fraud and Corruption Policy No S0054;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in me being dismissed from my employment.*

Your name:

Signed:

Date:



CHARTERS TOWERS
REGIONAL COUNCIL

Fraud and Corruption Prevention Framework



Scope and Purpose

This guideline is the strategic Fraud and Corruption Prevention Framework for Charters Towers Regional Council (CTRC or Council) that:

- defines management and staff responsibilities; and
- ensures the implementation of robust practices for the effective detection, investigation, and prevention of fraud and corruption of any description within CTRC.

The guideline is designed to inform all employees of Council's position regarding fraud and corruption and the consequences of failing to comply with the provisions of the Fraud and Corruption Policy.

Fraud and corruption control is a shared responsibility of all employees of Council. The Framework and Policy applies to all officers, volunteers, employees, elected representatives, consultants, and contractors engaged by Council regardless of whether they are permanent, temporary, full-time, part-time, or casual employees or otherwise associated in a significant way with CTRC and its operations.

Introduction

Fraud and corruption strikes at the heart of an organisation through the betrayal of trust. The betrayal of trust is of special concern to CTRC given its scope of responsibilities, daily interaction with stakeholders, and accountability to the public.

This concern applies not only to potential financial losses, but also to intangible effects. Damage to Council's credibility and the potential loss of public confidence may far exceed any likely financial or material loss. Work groups can also be severely disrupted during investigations, resulting in lowered morale and reduced productivity and performance.

These factors underpin CTRC's zero tolerance approach, with the desired outcome being the prevention of all fraud and corruption related incidents.

Management of the risks associated with financial and physical resources forms only part of the total ambit of CTRC's fraud and corruption control agenda. At the heart of Council's operations lies the effective and secure management of information resources involving interaction with a wide range of information systems and a multitude of external bodies including contractors, service providers, other agencies, and the community.

In all these endeavours, CTRC's management processes will be such that the application of information is always legitimate, objective, and impartial in serving the public interest. CTRC's control strategy at all times will ensure the protection of public property, information, revenue, expenditure and the rights of other entities and individuals.

The Fraud and Corruption Prevention Framework seeks to minimise the opportunities for fraud and corruption by the implementation of cost-effective measures that enhance the integrity and effectiveness of all CTRC operations, thereby forming an integral part of the overall risk management strategy.

Policy Statement

S0054 - Management of Fraud and Corruption Policy sets out Council's commitment to fraud and corruption prevention. Council is committed to the prevention of fraud and corruption and seeks to promote a strong culture of corporate governance to detect, investigate, and take appropriate action in cases of suspected or proven fraud.

Definitions

The following definitions (drawn in part from AS 8001-2008 Fraud and Corruption Control) are provided to assist in the use of a common terminology.

Agency - A corporation, government agency, not-for-profit organisation or other body engaged in business activity or transacting with other agencies in a business-like setting.

Corruption – has the same meaning as ‘corrupt conduct’ under Section 15 of the *Crime and Corruption Act 2001*. Generally, this shall mean dishonest activity in which a Councillor, Chief Executive Officer, manager, employee, contractor, or agent acts contrary to the interests of CTRC and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or agency.

Fraud - Dishonest activity causing actual or potential financial loss to any person or agency including theft of moneys or other property by employees or persons external to Council and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

Maladministration - An administrative action that is unlawful, arbitrary, unjust, oppressive, improperly discriminatory or taken for an improper purpose, or a waste of public funds.

Fraud and Corruption Prevention Framework - A document summarising an agency’s anti-fraud and anti-corruption strategies.

Fraud and Corruption Risk Assessment - The application of risk management principles and techniques in assessing the risk of fraud and corruption within an agency and its business processes.

Risk - The chance of an event that will have a positive or negative impact upon the desired objectives. It is measured in terms of likelihood and consequences.

Enterprise Risk Management - The structured approach of aligning strategy, processes, people, technology, and knowledge with the purpose of identifying, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise potential losses and maximise positive outcomes. Enterprise-wide means the removal of traditional functional, divisional, departmental, or cultural barriers.

Official Misconduct - Official Misconduct is defined formally in the *Crime and Corruption Act 2001*. It is paraphrased as being any serious misconduct relating to the performance of an officer’s duties that is dishonest or lacks impartiality, or involves a breach of trust, or misuse of officially obtained information. The conduct must be serious enough to be a criminal offence or to justify dismissal. The act may be official misconduct even if the person:

- is no longer a public official;
- was not at the time but is now a public official;
- committed the misconduct outside Queensland; or
- did not receive money or a personal benefit.

Trying to influence a public official to act improperly is also classed as official misconduct.

The following actions are examples of fraud and corruption in the context of CTRC as taken in part from AS 8001-2008 Fraud and Corruption Control:

Fraud:

- evasion of payments owing to Council;
- false invoicing;
- obtaining by deceit, benefits to which the recipient is not entitled such as improper reimbursement of expenses or travel allowances;
- charging for goods or services not delivered or only part delivered;
- false timesheet claims or misrepresenting time and work commitments;
- theft of Council property, resources, inventory or cash;
- theft, misuse or wrongful use of information for financial or other gain;
- abuse of position or discretion such as accepting gifts or bribes to facilitate an outcome or gain some form of financial advantage;
- false accounting;
- credit card fraud;

- abuse of Council facilities or assets for personal use;
- disclosing confidential information for personal gain;
- making false statements or altering signatures or other information and materials so as to mislead or misrepresent a position or hide wrongdoing; and
- destroying or removing records without approval for personal gain or to conceal fraudulent activity.

Corruption:

- Payment or receipt of secret commissions (bribes), which may be paid in money or in some other form of value to the receiver and may relate to a specific decision or action by the receiver or generally;
- Release of confidential information in exchange for some form of non-financial benefit or advantage to the employee releasing the information;
- Collusive tendering;
- Payment or solicitation of donations for an improper political purpose;
- Serious conflict of interest involving a senior executive of CTRC acting in his or her own self-interest rather than the interests of CTRC;
- Serious nepotism or cronyism where the appointee is inadequately qualified to perform the role to which appointed;
- Manipulation of the procurement process by favouring one tenderer over others or selectively providing information to some tenderers;
- Gifts or entertainment intended to achieve a specific or generic commercial outcome in the short- or long-term. An essential element rendering conduct of this type corrupt would be that it is in breach of the entity's values, behavioural code or gifts policy or that it was done without the appropriate transparency;
- Bribing officials in order to secure a contract for the supply of goods or services; and
- 'Facilitation' payments – small one-off payments in cash or in kind intended to secure prompt delivery of goods or services.

Fraud and Corruption Prevention Framework Procedures

CTRC's Fraud and Corruption Prevention Framework is designed to provide an integrated response to the risks of fraud and corruption. It includes a regular audit and review function to facilitate performance monitoring and status assessment.

The Fraud and Corruption Prevention Framework comprises ten interrelated elements as shown below, drawn from the Crime and Corruption Commission Queensland's document Fraud and corruption control guidelines for best practice. CTRC management will develop more detailed policies, procedures and action plans within this framework.

Ten Element Fraud and Corruption Prevention Framework

Fraud and corruption prevention within CTRC shall incorporate:

1. a clear and integrated policy and framework;
2. continuing and effective fraud and corruption risk assessment;
3. robust internal controls with clear accountability and responsibility;
4. effective internal reporting systems and procedures;
5. an effective system of external notification and reporting;
6. well-defined public interest disclosure mechanisms;
7. competent investigation processes and standards;
8. a clear Code of Conduct and disciplinary standards;
9. comprehensive staff awareness and training programs; and
10. effective stakeholder and community awareness programs.

CTRC recognises the interrelated nature of each component of this framework and the importance of each element in realising the most effective outcomes. Implementation therefore will not focus exclusively on any one attribute, control system or area of operations, but will be based on a holistic and prioritised treatment of all elements/components.

Risk Management

CTRC has an established Enterprise Risk Management (ERM) Framework (STRAT0021) which sets out the effective risk management strategies and practices across Council. The aims associated with embracing ERM in Council are as follows:

- Ensure risk management is an integral part of strategic planning, management and day to day activities of the organisation;
- Promote a robust risk management culture within the Council;
- Enable threats and opportunities that face the organisation to be identified and appropriately managed;
- Facilitate continual improvement and enhancement of Council's processes and systems;
- Improve planning processes by enabling the key focus of the organisation to remain on core business and service delivery;
- Encourage ongoing promotion and awareness of the risk management throughout Council.

CTRC Fraud Control

The Chief Executive Officer will oversee the implementation of the Fraud and Corruption Prevention Framework by ensuring an integrated approach to fraud and corruption risks and an effective implementation plan containing prevention strategies and control measures is implemented across council.

The Chief Executive Officer will review the implementation of the Fraud and Corruption Prevention Framework and evaluate performance and outcomes.

Fraud-related matters will routinely be reported to Council's Audit & Risk Committee to ensure that a realistic view of Council's exposure and the maturity of its systems to prevent, detect and respond to fraud are understood.

CCC Liaison Officer

The Chief Executive Officer, or an authorised delegate, is Council's contact liaison officer with the Crime and Corruption Commission Queensland and responsible for handling all suspected fraud and corruption complaints. All fraud cases, trends and data will be systematically reviewed to inform the overarching fraud control program to make sure that it reflects Council's specific fraud and corruption risks.

Internal Audit

Internal Audit supports Council's efforts to establish an organisational culture that embraces ethics, honesty, and integrity. Internal Audit assists Council with the evaluation of internal controls used to detect or mitigate fraud, evaluates the organisation's assessment of fraud risk, and may assist management or as directed by the Chief Executive Officer, undertake investigations of suspected fraud or corruption within Council. Although Internal Audit considers fraud and corruption within its audit plans and performs audits, it is important to note:

- The responsibility for prevention of irregularities rests with Council and management through the implementation and continued operation of an adequate internal control system;
- Internal Auditors are responsible for examining and evaluating the adequacy and the effectiveness of actions taken by management to fulfil this obligation;¹ and
- Although preventing fraud and corruption is a specific objective of Internal Audit's function, it is not Internal Audit's role to prevent fraud, it is the role of management.²

¹ Internal Audit Charter

² Australian Standard 8001

Implementation of the Fraud and Corruption Framework

CTRC's Policy Framework

CTRC is committed to fulfilling public expectations of performance and in meeting its statutory and compliance obligations. The Fraud and Corruption Prevention Framework is one of a suite of policies and guidelines designed to achieve these ends. It forms the keystone of fraud and corruption control and is to be read in conjunction with other related policies and guidelines including those listed under CTRC Reference Documents in this Framework.

Fraud and Corruption Risk Assessment

Managers are to critically examine their areas of responsibility and business processes to identify and evaluate potential fraud and corruption risk situations. They are to develop and maintain fraud and corruption resistant work practices and subsidiary control plans as necessary. The worksheets and rating methodology of Council's Enterprise Risk Management Framework should be used for the evaluation of these fraud and corruption risks.

The Fraud and Corruption Risk Assessment will form part of the annual review of the Operational Risk Registers and will be conducted across all areas of Council by the Executive Leadership Team.

Consideration of fraud and corruption issues will form part of both annual and longer-term departmental operational and business planning processes. As a guide, the following matters should be examined:

- the enforcement of existing financial management standards, policies and practices governing contracts and the supply of goods and services;
- the correct recording of all assets and provisions for known or expected losses;
- the collection, storage, dealing, handling and dissemination of information;
- segregation of functions especially in regulatory, financial accounting, procurement and cash handling areas;
- work activities having limited supervision or open to collusion or manipulation;
- work practices associated with compliance and enforcement activities;
- work practices and ethical standards for accredited agents, associates, etc.;
- formal or structured reviews of accounting and administrative controls;
- the effectiveness of measures for reporting suspected fraud and corruption;
- the implementation of robust public interest disclosure protective measures;
- workplace grievance practices; and
- measures to ensure quick and decisive action on all suspected fraud and corruption situations.

In addition to the assessment of risk, suitable operational practices are to be implemented to detect fraudulent and corrupt activities including:

- establishing good accounting and management controls;
- routine and random auditing of decisions and operational records;
- identifying variations from normal accounting methods or work practices;
- recognising deviations or exceptions in outcomes from expectations; and
- monitoring key indicators (red flags) of potential fraud and corruption.

Accountability and Responsibility Structures

The Executive Leadership Team sets the ethical tone of CTRC, and senior managers and staff will lead by example and conduct themselves always in a manner consistent with the values and principles detailed in CTRC's Employee Code of Conduct.

Clear lines of accountability have been formulated through departmental structures, position descriptions, policies, and procedures. All management will assume a shared responsibility for fraud and corruption prevention to ensure that the fraud and corruption control strategies are implemented effectively across all work units and staff levels of Council. Specific responsibilities include:

Mayor and Councillors

The *Local Government Act 2009* provides the Mayor and Councillors with specific directions when working with Council officers to minimise inappropriate influence and the potential for corruption:

- Section 170 – Giving directions to local government staff
- Section 170A – Requests for assistance or information
- Section 171 – Use of information by Councillors
- Section 176 - 182 – Conduct and performance of Councillors.

Council, in recognising the importance of the Act's directions, has adopted the Strategic Policy S0036 - Acceptable Requests Guidelines for Councillors.

The Chief Executive Officer and the Executive Leadership Team

The Chief Executive Officer exercises authority on behalf of CTRC through and on behalf of the Executive Leadership Team. The Chief Executive Officer and Executive Leadership Team are responsible for:

- maintaining a corporate governance framework, which includes policies and procedures to minimise Council's vulnerability to fraud and corruption; and
- ensuring protection of Council officers who make allegations of suspected fraud and corruption.

Further, the Chief Executive Officer is responsible:

- for receiving reports of any incident of suspected fraud or corruption occurring within Council and determining the appropriate action to be taken to investigate the matter further;
- under the *Crime and Corruption Act 2001*, to refer suspected official misconduct such as fraud or corruption to the Crime and Corruption Commission Queensland in accordance with agreed protocols; and
- to take appropriate action as a result of the findings of any investigation.

Managers and Supervisors

All managers and supervisors are to recognise that fraud and corruption may occur in his or her area of responsibility. All managers and supervisors are required to establish, maintain, and review control systems to ensure Council resources are protected and the risk of fraud or corruption occurring is minimised.

This should include:

- maintaining and reviewing their Operational Risk Registers (which should include all relevant fraud and corruption risks) on an annual basis as part of the normal risk management process;
- setting up effective internal controls to detect fraudulent and corrupt activities;
- regularly reviewing relevant control systems as part of the fraud and corruption risk assessment;
- establishing adequate segregation of duties for all functions where the potential for fraud or corruption risk has been assessed as high;
- reinforcing the requirement for all staff to not engage in corrupt conduct, fraudulent activities or maladministration;
- promoting positive values and the benefits of ethical business practices;
- encouraging the reporting of any suspected fraud, corrupt conduct, or maladministration; and
- providing appropriate training to Council staff to recognise and report all suspected fraud and corruption.

All supervisors and managers have an obligation to immediately report all internally reported cases of suspected fraud and corruption to the Chief Executive Officer.

All Council Officers

All Council officers who have any knowledge of fraudulent or corrupt activities/behaviour within Council have an obligation to report such matters to a manager/supervisor or the Chief Executive Officer.

All employees are responsible for:

- acting appropriately when using official resources and handling and using public funds, whether they are involved with cash or payment systems, receipts or dealing with suppliers;
- being alert to the possibility that unusual events or transactions could be indicators of fraud or corruption;
- reporting details immediately if they suspect that a fraudulent or corrupt act has been committed or see any suspicious acts or events; and
- co-operating fully with whoever is conducting internal checks, reviews or investigations into possible acts of fraud or corruption.

Internal Reporting Systems and Procedures

CTRC recognises the contribution made by staff in reporting suspect activity and the important role played by managers and supervisors in deterring and preventing misconduct. CTRC also acknowledges the difficulties faced by some persons in reporting suspected fraud which may include:

- the possible involvement of an immediate supervisor;
- past experience of outcomes with less than desired effectiveness;
- concern at any failure to observe the confidentiality of a disclosure;
- the perception that reporting may lead to reprisals or victimisation of the discloser and/or other innocent parties;
- a lack of clear and appropriate rules or procedures for referral and action; or
- concern that potential conflicts of interest will be ignored when deciding who should assess or investigate a complaint.

To overcome any personal inhibitions about disclosure, CTRC has implemented internal reporting systems and support mechanisms that encourage staff to take appropriate action when they recognise or suspect fraud or corruption. All reports are to be made via Form 0481 Fraud and Corruption Incident Reporting Form which is available on the Internet, Intranet and within Council's Electronic Records Management System, ECM. Managers and supervisors will accept responsibility for fostering effective reporting in conjunction with their other management/supervisory functions and all officers will respond appropriately to any complaints or reports in a timely and effective manner.

Anyone in CTRC's supervisory and management chain receiving a report of suspected fraud is to ensure that they report it immediately to the Chief Executive Officer and that it is responded to confidentially, fairly, quickly, and in accordance with established protocols and legislative requirements. The standards by which internal investigations are to be conducted are detailed in the Public Interest Disclosure Policy.

External Notification and Reporting Systems

CTRC is committed to transparency in meeting its statutory obligations and in discharging its accountability to all stakeholders. All incidents of suspected fraud and corruption therefore will be subject to appropriate external reporting in a timely fashion.

Complaints about fraud and corruption and the outcome of preliminary investigations will be reported to the appropriate agencies in accordance with the Public Interest Disclosure Policy and/or the Complaints Policy and Procedures.

Depending upon the nature of an allegation, the persons involved, and the progress or outcome of the investigation, external reporting or referral may be made to the following agencies:

- Queensland Police Service;
- Crime and Corruption Commission Queensland for cases suspected to involve official misconduct;
- Queensland Audit Office for fraud involving any asset losses; or
- Queensland Ombudsman for cases of maladministration.

Public Interest Disclosure Mechanisms

CTRC will provide protection from reprisal for a person making a public interest disclosure in accordance with the principles embodied in the *Public Interest Disclosure Act 2010*. Arrangements to ensure compliance with these principles shall be enforced at all times.

Complaints against Council officers under the *Public Interest Disclosure Act 2010* will be pursued in accordance with the Public Interest Disclosure Policy (S0035). In so doing, CTRC will exercise due process and natural justice, and preserve confidentiality to the extent possible, provide appropriate protection, maintain all necessary records securely, and report in an appropriate manner.

Investigation Processes and Standards

All CTRC investigations will be conducted in accordance with best practice and the Public Interest Disclosure Policy. The standards of reporting and enquiry shall be no less stringent than as outlined in the guidelines of the Crime and Corruption Commission Queensland publication 'Corruption in Focus – a guide to dealing with corrupt conduct in the Queensland public sector' released January 2020. The principles of natural justice will be applied during any investigation, as well as the period prior to its commencement. The principles of natural justice cover the right to be heard, the absence of bias and procedural fairness.

When an investigation into suspected fraud is deemed necessary:

- all staff are obliged to respect the dignity and rights of the alleged perpetrator, pending a full investigation into the matter. Management must ensure the preservation of due process and discourage staff from entering into speculative discussions. All internal investigations are to comply with the Public Interest Disclosure Policy;
- persons making complaints shall be advised of the outcome in a timely manner; and
- the outcome of all internal investigations shall be subject to audit.

Employee Code of Conduct and Implications of Non-Compliance

The fundamental principles contained in the Employee Code of Conduct are modelled on the *Public Sector Ethics Act 1994* and the following four ethical principles:

- Integrity and Impartiality
- Promoting the Public Good
- Commitment to the System of Government
- Accountability and Transparency

The Employee Code of Conduct does not cover all eventualities. To assist in the resolution of more complex ethical and fraud-related issues, CTRC officers should seek the advice of their supervisors and more senior management where necessary.

People and Performance will conduct a review of the Code of Conduct at least once every three years to ensure its continued relevance. In addition, the Executive Leadership Team will review the need to develop any other related policies and procedures or staff awareness and development of training and materials.

Council is committed to the prevention of fraud and corruption and investigating all suspected incidents. Fraudulent or corrupt activities will not be tolerated. An investigation finding of fraud or corruption will result in disciplinary action and/or prosecution by the Queensland Police Service, which may lead to offenders being dismissed from Council.

Under the *Crime and Corruption Act 2001*, the Chief Executive Officer must refer suspected official misconduct such as fraud or corruption to the Crime and Corruption Commission Queensland.

Staff Awareness and Training Programs

CTRC acknowledges the primary role of staff in the prevention of fraud and corruption. To foster an appropriate fraud and corruption resistant culture, CTRC will implement a comprehensive and ongoing fraud awareness program and adopt transparent and participative management practices that empower staff in their operational roles.

There will be sharing of information and suitable induction training to enhance fraud and corruption resistance. Awareness of the available reporting mechanisms and whistleblower support will be further reinforced through structured training and development programs and other means of communication on a regular basis.

The Employee Code of Conduct and other key policy documents will be broadcast widely to relevant stakeholders by a variety of means including:

- commentaries and articles within various publications and newsletters;
- posting of information on the CTRC intranet for internal reference;
- providing copies of the Employee Code of Conduct to prospective staff members;
- briefing and induction training on the Code for all new staff and associates;
- making the Code accessible in the library and public areas of CTRC;
- displaying suitable notices about the Code throughout the workplace;
- informing clients, contractors and service providers about the Code and requiring that they conduct business in accordance with its principles;
- including probity compliance declarations within contract documents; and
- placing links to the Employee Code of Conduct on CTRC's web site.

The Executive Leadership Team in consultation with People and Performance will identify available training options and make recommendations on the strategy that achieves the most effective fraud and corruption awareness regime. This strategy may include, but is not restricted to:

- articulating appropriate ethical standards for the workplace, including the Employee Code of Conduct and related policies and procedures;
- recommending ways of developing understanding of best practices and system controls;
- developing suitable mechanisms that recognise and highlight the importance of staff contributions to fraud and corruption control;
- informing staff of the importance of recognising and responding to misconduct - and the available mechanisms for public interest disclosures;
- implementing best practice approaches to fraud and corruption prevention;
- establishing mechanisms to identify and detect specific types of fraud or corruption; and
- developing and distributing materials to enhance fraud awareness.

Training programs will be provided for full-time officers of CTRC and also, where appropriate, for those persons having a significant role and/or continuing association with CTRC, including consultants, part-time staff, agents, certifiers, associates, and volunteers.

Training programs will include guidelines on the identification of risk and the 'red flag' indicators of potential fraud and corruption. Training needs and resources will be developed through analysis of:

- regular risk reviews, risk analysis, activity reports and individual business plans;
- reviews of reported incidents and investigation outcomes; and
- outcomes of focus groups to determine staff attitudes and practices.

All new staff will attend induction training where they will be advised of Council's standards of ethical behaviour for the workplace. Staff will be required to undertake mandatory training and refresher training courses specifically designed with relevant local government scenario examples and CTRC's policies and procedures. The Manager People and Performance, in consultation with the Executive Leadership Team and relevant managers, will be responsible for the development and delivery of staff training in areas such as:

- Employee Code of Code;
- Requests by Councillors for Assistance or Information;
- Procurement and Ethical Business Practices;
- Drugs and Alcohol – Fitness for Work;
- Ethics Awareness;
- Conflict Resolution;
- Sexual Harassment Prevention; and
- Performance Counselling and Discipline.

The Director Corporate and Community Services, in consultation with the Executive Leadership Team and relevant managers, will be responsible for the development and delivery of staff training in areas such as:

- Complaints Management Process
- Public Interest Disclosures
- Conduct and Performance of Councillors

Stakeholder and Community Awareness Programs

CTRC will communicate its values widely to ensure community awareness of CTRC's expected standards of corporate and staff behaviour. These extension programs shall include both general and more specific programs targeting particular stakeholder groups such as suppliers, contractors and special interest groups.

The external communication programs will demonstrate the integrity of CTRC and its commitment to high standards of probity in all its dealings, including its zero tolerance of fraud and corruption. CTRC will report on the measures taken to realise its fraud and corruption prevention goals at least annually through the Annual Report.

REFERENCE DOCUMENTS

F0481 Fraud and Corruption Incident Reporting Form

S0014 Complaints Management Policy and Procedural Guidelines

S0035 Public Interest Disclosure Policy

P0159 Public Interest Disclosure Procedure

S0036 Acceptable Requests Guidelines for Councillors Policy

HR-P-001 Employee Code of Conduct

S0054 Management of Fraud and Corruption Policy

S0064 Dealing with a Complaint Involving a Public Official

STRAT0008 CTRC Enterprise Risk Management Policy

STRAT0021 Enterprise Risk Management Framework and Guidelines

EXECUTIVE SUMMARY

The 2022-23 Internal Audit Plan is presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

- **Endorse the Internal Audit activities to be undertaken during 2022-23 as recommended by the Audit & Risk Committee including:**
 - **Asset Management**
 - **Public Safety**
 - **Long Term Water Planning**

BUDGET & RESOURCE IMPLICATIONS

The requirement for an internal audit function is a legislative requirement and has been included in the 2022-23 Annual Budget.

BACKGROUND

Council appointed KPMG as internal auditor following a public tender process (Council Resolution number 3631 June 2021 GM).

A three-year internal audit plan was developed and presented to the Audit & Risk Committee (the Committee). At its meeting on 30 March 2022 the Committee agreed to recommend that Council:

- Endorse the Internal Audit Plan as set out for 2021-22.
- Endorse in principle the Internal Audit Plan for 2022-23 on the basis that the Strategic Risk Register will guide 2023-24 activities.
- Not endorse the Internal Audit Plan for 2023-24, pending review of that years' Plan in Q3 FY2023.

At the Committee meeting on 9 June 2022, the Audit & Risk Committee agreed to support the endorsement of the 2022-23 Internal Audit Plan.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 6 - Governance & Structures

CONSULTATION (Internal/External)

Internal: Executive Leadership Team
Audit & Risk Committee

External: Internal Auditors, KPMG

LEGAL CONSIDERATIONS

S105(1) of the *Local Government Act 2009* states that Council 'must establish an efficient and effective internal audit function' which the Audit & Risk Committee is to monitor and review and make recommendations to Council about any matter it considers needs action or improvement.

Furthermore, S207 of the *Local Government Regulation 2012* outlines the requirement by Council to prepare an internal audit plan for each financial year. The internal audit plan is to include statements about how Council's operational risks have been evaluated. The 2022-23 Internal Audit Plan has been developed with consideration to Council's whole of organisation strategic and operational risks (see *Attachment 1* and *Attachment 2*).

As identified in the 'Background', the Audit & Risk Committee has considered the Strategic Internal Audit Plan (2022-2024) developed by Council's internal auditors KPMG and recommends that Council endorse the following internal audit activities for 2022-23:

- Asset Management
- Public Safety

- Long Term Water Planning

With consideration to these legislative requirements, there are no legal implications that warrant the recommendation being declined.

POLICY IMPLICATIONS

There are no policy implications that warrant the recommendation being declined as the recommendation is in line with the Internal Audit Policy & Charter (S0040).

RISK IMPLICATIONS

There are no risk implications that warrant the recommendation being declined. The Strategic Internal Audit Plan (2022-2024) has been developed with due consideration to prior year internal audits, Council’s Corporate Plan (2021-2025) and Council’s whole of organisation strategic and operational risks.

Should the recommendation be declined, there is a moderate risk that Council will not meet the legislative requirement (S207(1)(a) to (d)), *Local Government Regulation 2012*) to carry out an internal audit and report and assess compliance with its internal audit plan.

<p>Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services Date: 7 July 2022</p>	<p>Report Authorised by: MARTIN DRYDALE Chief Executive Officer</p>
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ATTACHMENTS

- Attachment 1 - Overview of planned Internal Audit activity – 2022 to 2024
- Attachment 2 – Links to Whole of Council Risk

REFERENCE DOCUMENT

- KPMG Strategic Internal Audit Plan, 2022 to 2024, Document No. 4628114
- Unconfirmed minutes of Audit & Risk Committee meeting held 9 June 2022, Document No.
- Unconfirmed minutes of Audit & Risk Committee meeting held 30 March 2022, Document No.
- Officer’s Report Document No. 4667382

Attachment 1 – Extract from Strategic Internal Audit Plan (Pg 8 – 9)

Overview of planned Internal Audit activity – 2022 to 2024

Ref	Internal audit project	IA Type	Links to Council Risk	Activity to Date (Last 4 years)	Planned Activity		
					2021/22	2022/23	2023/24
1.	Planning, communication & administration Oversight of the IA function including preparation of the Annual Internal Audit Plans; Meetings with management; Continuous improvement of scope/plans, project delivery and execution.	N/A	N/A	N/A	✓ 4 Days	✓ 5 Days	✓ 5 Days
2.	In-flight IA Check and Challenge Given the journey of continuous improvement and maturity ahead for the Council, Internal Audit will be available to provide in-flight feedback (from a risk and controls perspective) on business and process changes that are either proposed, designed or upcoming.	'In-flight' Design Health Check	TBD	N/A		✓ 3 Days	✓ 3 Days
3.	Data Analytics: Core Transactions Applying contemporary data & analytic tools across core business transactions including: journals; rating; expenditure (purchase orders, panel contracts); payroll; staff leave; and user access.	Compliance Focus	Risk H	FY'18 – Continuous monitoring – core transactions		✓ (Analytics) 5 Days	✓ (Analytics) 6 Days
4.	Asset Management Assess the design and operating effectiveness of the Council's Asset Management Framework against contemporary better practices across the asset management lifecycle, selected from: Category Asset Management Plans/Strategies; Long term capital budgeting/monitoring; asset data/records; accounting; repairs & maintenance; condition monitoring; stocktakes; Security.	Compliance + Design Health Check	Risk 1,10, B	Nil		✓ 26 Days	
5.	Cybersecurity Assessment of the preparedness for a cyber-attack and the maturity of the Council's existing policies and procedures.	Compliance + Design Health Check	Risk 6	FY'20 Cyber Review incl SCADA	✓ Pen Test 19 Days		
6.	ICT - Disaster Recovery/Business Continuity Plan Assessment of the appropriateness of Disaster Recovery/Business Continuity Planning (DR/BCP) as it relates to ICT systems against contemporary, yet fit-for-purpose, better practice.	Compliance	Risk 7	FY'21 - BCP			✓ Compliance 18 Days

Overview of planned Internal Audit activity - 2022 to 2024

Ref	Internal audit project	IA Type	Links to Council Risk	Activity to Date (Last 4 years)	Planned Activity		
					2021/22	2022/23	2023/24
7.	Workforce Planning The internal audit project will focus on the Council's workforce planning strategies and initiatives in the context of the Council strategies and matching of workforce capabilities and resourcing to future needs.	Design Health Check	Risk 4	Nil			✓ 18 Days
8.	Project Management Assess Project Management Framework to determine whether it is contemporary and is being appropriately implemented. Key focus on key processes selected from: Project governance; Scope & project planning; Project variations; Budget monitoring & reporting; Performance reporting; Project administration & records management; Project close-out including lessons learnt & asset hand-over (where applicable).	Design Health Check	Risk F	FY'19 Roads Contract & Project Management			✓ 20 Days
9.	Public Safety The purpose of this internal audit is to review the design and operating effectiveness of Council's process to manage public safety risks to ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by Council.	Design Health Check	Risk D	Nil		✓ 18 Days	
10.	Long Term Water Planning: Assessment of the processes in place to prevent and monitor long term water security (availability) to align with region's long term water needs.	Design Health Check	Risk 2	Nil		✓ 20 Days	
11.	Strategic Risk Management: Refresh strategic risk register and Divisional risk registers, design and implement risk appetite and update risk reporting.	Design	All	FY'18 Risk Mgt Maturity Review	✓ 42 Days		
12.	Follow up: Validation of previously agreed IA management actions to address.				✓ 2 Days	✓ 2 Days	✓ 2 Days
Total Days (Estimate) - \$80k per annum budget					77	79	72

Attachment 2 - Extract from Strategic Internal Audit Plan – Mapping of risks to IA activity (Pg 13 – 15)

Appendix 2 – Risks mapped to IA activity

Whole of Council Risks

Risk ID	Strategic and Operational Risk Issue	Suitable for IA Oversight	Previous IA Activity (Last 4 Years)	Planned IA Activity		
				FY'22	FY'23	FY'24
Strategic: The risk that CTRC fails to...						
1	Plan in order to ensure infrastructure meets the future needs of Council and changes in service expectations. [CFA3, OFA3]	Yes	Nil	-	4	-
2	Provide long term drinking water security across the region (townships). [CFA2]	Yes	Nil	-	10	-
3	Achieve long term financial sustainability. [CFA1]	Yes	Nil	-	-	-
4	Identify and respond on a timely basis to future workforce needs. [OFA5]	Yes	Nil	-	-	7
5	Ensure operating model and structure remains fit-for-purpose in design and implementation to meet service delivery standards [OFA2, OFA4, OFA6]	No	Nil)	-	-	-
6	Appropriately protect the Council from unauthorised external cyber threats.	Yes	FY20 – Cyber Review incl SCADA systems	5	-	-
7	Appropriately prepare for, and respond to, major events impacting the continuity of Council business and services.	Yes	FY'21 Business Continuity Management	-	-	6
8	Effectively plan and efficiently deliver service levels for the long-term sustainability and prosperity of the community [CFA3, OFA1, OFA3, OFA4, OFA6]	Yes	Nil	-	-	-
9	Contribute towards positively addressing climate change [CFA2]	Yes	Nil	-	-	-
10	Optimise and align Council priorities with other external regional investment [CFA1, OFA3, OFA6]	Yes	Nil	-	4	-
11	Failure to prevent and respond to environmental event. [CFA2]	Yes	FY'21 Compliance Management Framework	-	-	-

Appendix 2 – Risks mapped to IA activity

Whole of Council Risks

Risk ID	Strategic and Operational Risk Issue	Suitable for IA Oversight	Previous IA Activity (Last 4 Years)	Planned IA Activity		
				FY'22	FY'23	FY'24
	Operational: The risk that CTC fails to...					
H	<p>Fraud & Corruption: Failure to prevent, detect and respond to fraud on a timely basis. 9 subcategories of this fraud risk as follows:</p> <ul style="list-style-type: none"> i. Kickbacks - major capital projects, development approvals, procurement ii. Conflict of Interest iii. Procurement - corporate card, probity over tenders iv. Payroll - ghost employees, allowances, overpayments, TOIL v. Decision bias - project approvals, Council decisions, HR appointments, procurement vi. Misappropriation of assets - physical assets, attractive items such as fuel, copper vii. Gifts and benefits viii. Misappropriation of cash takings ix. Misappropriation of confidential information (internal or external cyber threat risk). [OFA2] 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>FY'21 Compliance Management Framework; FY'20 Purchase to Pay FY'19 CCC - Conflict of Interest Audit recommendations – Implementation; FY'19 Purchasing Cards; FY'18 Fraud & Corruption Prevention & Control; FY'18 Continuous Assurance over Council Transactions; FY'18 Landfill Cash Handling Procedures;</p>	-	3	3

EXECUTIVE SUMMARY

The development of a Strategic Risk Register is a key component of Council's overall Enterprise Risk Management (ERM) approach. The attached Strategic Risk Register has been developed in consultation with Council, the Audit and Risk Committee, Internal Auditors (KPMG), and Management Leadership Team, and is presented for adoption.

OFFICER'S RECOMMENDATION

That Council:

- **Adopt the Whole of Council Strategic Risk Register comprising of eleven (11) Strategic Risks and eight (8) Operational Risks.**
- **Monitor and update the Strategic Risk Register on a 6-monthly basis.**

BUDGET & RESOURCE IMPLICATIONS

Strategic Risk Management is an integral element of Council's ERM and was a project undertaken by Council's internal auditor, KPMG during 2021-22 as part of the approved Internal Audit Plan 2021-22.

BACKGROUND

The intent of the project was to support Council further developing its strategic risk management activities following the adoption of the Corporate Risk Appetite in 2021-22. The scope included:

- Review of the existing Enterprise Risk Management Framework and Policy.
- Refresh of Council's Strategic Risk Register.
- Define and implement Council's Risk Appetite Statement.
- Review and refine Council's risk reporting.

The Risk Appetite Statement was workshopped and adopted by Council at the May General Meeting (Resolution No. 3941). A workshop was recently conducted on Council's risk reporting and the proposed Strategic Risk Register after it was recommended for adoption by the Audit & Risk Committee. The Strategic Risk Register is now presented for Council's consideration to adopt for implementation.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2021-2025; Organisational Focus Area – Governance & Structures

CONSULTATION (Internal/External)

Internal: Executive Leadership Team
 Management Leadership Team
 Audit & Risk Committee
 Councillors

External: Internal Auditor, KPMG

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

Council is at risk of not monitoring and responding to risks appropriately without a Strategic Risk Register. This recommendation will enable the implementation of the Strategic Risk Register across Council's operations and is an opportunity to improve Council's risk culture.

Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services Date: 8 July 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- **Attachment 1** - KPMG Strategic Risk Review – Whole of Council Risk Register; Document No. 4660982

REFERENCE DOCUMENT

- KPMG Strategic Risk Management workshop with MLT; Document No. 4630699
 - Officer's Report Document No. 4667657
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Strategic Risk Review

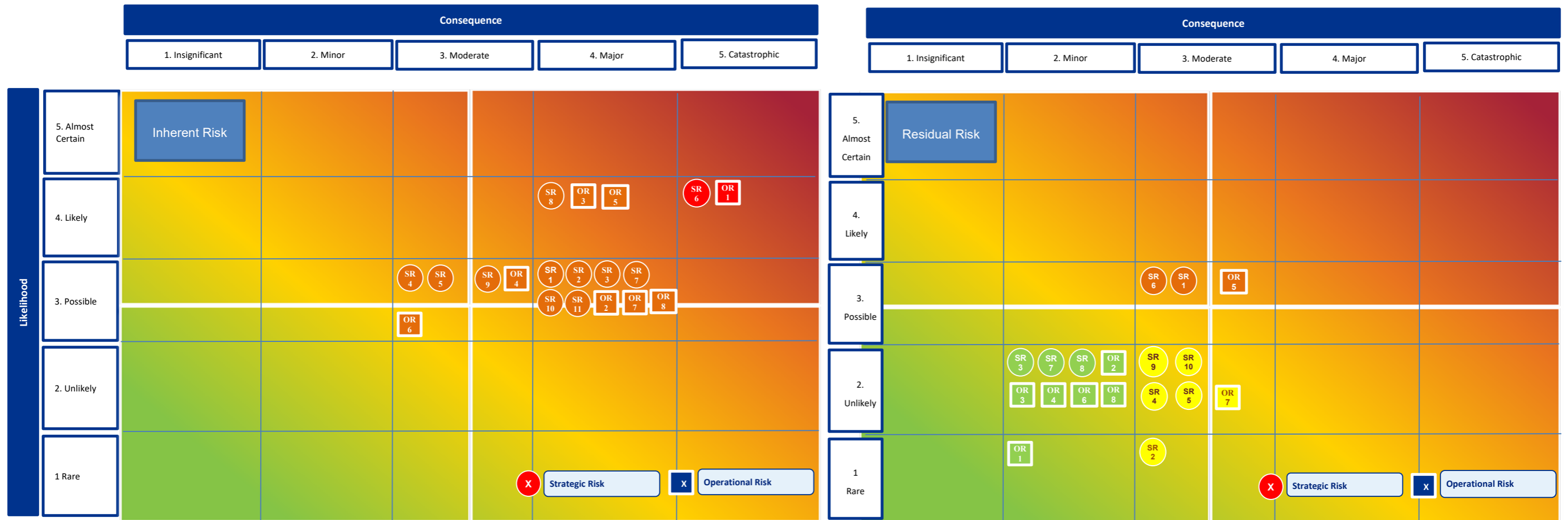
June 2022

Strategic Risk Management: The Benefits

A strong strategic risk management framework assists in providing:

- an opportunity to sit back from day-to-day operations and look at the business objectively through a different lens
- a focus on optimising and capitalising on the opportunities arising from risk, whilst still minimising the downside of risk
- insight into how the organisation is monitoring and responding to risks that threaten the achievement of its strategic objectives ('strategic risks')
- an indication of how much of the risk is controllable by the organisation
- an insight into future emerging risks as well as current risks
- a roadmap for future action to strengthen your control over the strategic risks facing the organisation
- clear accountability and responsibility for management of strategic risk
- a strong risk aware culture that becomes a part of 'business as usual' behaviour, without being an administrative burden
- an opportunity to reflect on whether resources are allocated optimally to the right strategic risks

Whole of Council Risk Register



Strategic Risks (SR)

- SR1: Plan in order to ensure infrastructure meets the future needs of Council and changes in service expectations
- SR2: Provide long term drinking water security across the region (townships)
- SR3: Achieve long term financial sustainability
- SR4: Identify and respond on a timely basis to future workforce needs
- SR5: Ensure operating model and structure remains fit-for-purpose in design and implementation to meet service delivery standards
- SR6: Appropriately protect the Council from unauthorised external cyber threats
- SR7: Appropriately prepare for, and respond to, major events impacting the continuity of Council business and services
- SR8: Effectively plan and efficiently deliver service levels for the long-term sustainability and prosperity of the community
- SR9: Contribute towards positively addressing climate change
- SR10: Optimise and align Council priorities with other external regional investment
- SR11: Failure to prevent and respond to environmental event.

Operational Risks (OR)

- OR1: Provide safe drinking water to townships
- OR2: Maintain assets and infrastructure to enable service delivery continuity and public safety.
- OR3: Provide an appropriately safe workplace for staff and appropriately respond to any workplace injury event.
- OR4: Prevent, detect and appropriately respond on a timely basis to matters impacting public safety in Council managed spaces and during Council service delivery.
- OR5: Ensure the right people, in the right place, with the right skills at the right time to maintain service delivery in alignment with the desired organisational culture.
- OR6: Prevent, detect and respond to fraud on a timely basis.
- OR7: Deliver projects, on time, on budget at the right quality and safety (+ environment) to meet the functional requirement of Council.
- OR8: Prevent, identify and respond to material non-compliance with regulatory requirements (excl safety)

Whole of Council Risk Register

Strategic Risks: risks more aligned to events and matters that are, or need, a longer-term focus. These may be things that need to be started now to be ahead of the risk that may crystallise down the track. These risks also tend to have an element that involve external forces that are often out of the organisation's control.

The risk that CTRC fails to...	SR1. Plan in order to ensure infrastructure meets the future needs of Council and changes in service expectations	SR2. Provide long term drinking water security across the region (townships)	SR3. Achieve long term financial sustainability	SR4. Identify and respond on a timely basis to future workforce needs
What is important?	Ensuring adequate infrastructure to meet future needs and expectations. [Corporate Plan: CFA3, OFA3]	Securing sufficient future drinking water supply. [Corporate Plan: CFA2]	Ensuring there is sufficient funding to deliver services, support operations and meet capital requirements into the long term. [Corporate Plan: CFA1]	Ensuring the right skills and knowledge required of our people are identified and met into the long term. [Corporate Plan: OFA5]
Inherent Risk	High 2 Consequence: Major Likelihood: Possible	High 2 Consequence: Major Likelihood: Possible	High 2 Consequence: Major Likelihood: Possible	High 1 Consequence: Moderate Likelihood: Possible
What do we do to control the risk?	Primary Controls: <ul style="list-style-type: none"> Reactive Maintenance Program Some Asset Management Plans developed Capital works program Asset condition assessments Asset inspect program Corporate Plan and Operational Plan Maintenance Schedules Secondary Controls: <ul style="list-style-type: none"> None 	Primary Controls: <ul style="list-style-type: none"> Foundation long term supply modelling - internal (2014) Annual assessment of future water supply modelling and report to SWIMS Secondary Controls: <ul style="list-style-type: none"> Maintaining and attracting skilled and knowledgeable staff in Water 	Primary Controls: <ul style="list-style-type: none"> Long Term Financial Forecast/Plan (LTFP) annually prepared using Qld Treasury Corp (QTC) Matrix, yearly – updated for adopted/submitted to QTC Annual budgeting and forecast Review and guidance from elected Members and ARC Secondary Controls: <ul style="list-style-type: none"> EOM Reporting of Management accounts Budget v actual reviews by budget owners – mid-year reviews Procurement framework 	Primary Controls: <ul style="list-style-type: none"> People First strategy including the development of strategic policies that attract, retain and develop employees to our organisation Training Program implementation / workforce planning (3 year Corporate Learning & Development Plan) Secondary Controls: <ul style="list-style-type: none"> Skills Audit Mandatory annual training
Residual Risk	High 1 Consequence: Moderate Likelihood: Possible	Moderate 1 Consequence: Moderate Likelihood: Rare	Low 3 Consequence: Minor Likelihood: Unlikely	Moderate 2 Consequence: Moderate Likelihood: Unlikely
How can we better manage the risk?	Strategic/Operational Plan Initiatives: <ul style="list-style-type: none"> Remaining Asset Management Plans by 30 June 2022 10 year Capital works program to be developed from Asset Management Plans Asset Renewal program or strategy (not formal for all asset classes) to be developed in conjunction with Asset Management systems Aspirational: <ul style="list-style-type: none"> Network mobility Asset management system utilising OneCouncil Asset management system being developed within T1 and requires additional resourcing 	Strategic/Operational Plan Initiatives: <ul style="list-style-type: none"> Review and implementation of preventative maintenance program Improvement Plan for Source Water, Pumping, Treatment, Delivery, Storage and Network (CT, GV, PL, RW) Aspirational: <ul style="list-style-type: none"> CT Concrete Reservoir Liner / alternate storage CT Saleyards Pipeline improvements Additional Towers Hill Reservoir – Rising Main Reconfiguration of networks in regional centres to achieve better outcomes 	Strategic/Operational Plan Initiatives: <ul style="list-style-type: none"> Dashboards of budget vs actuals Revenue strategy to lessen reliance on grants Optimise alternative revenue streams Aspirational: <ul style="list-style-type: none"> Sustainable Population Growth Increased sustainable workforce numbers 	Strategic/Operational Plan Initiatives: <ul style="list-style-type: none"> Workforce Strategy Plan 2022-2026 Aspirational: <ul style="list-style-type: none"> Provide an organisation that promotes learning, development and upskilling Employer of choice
Target Risk	Moderate 2 ABOVE TARGET Consequence: Moderate Likelihood: Unlikely	Moderate 1 AT TARGET Consequence: Moderate Likelihood: Rare	Low 3 AT TARGET Consequence: Minor Likelihood: Unlikely	Low 3 ABOVE TARGET Consequence: Minor Likelihood: Unlikely

Whole of Council Risk Register

The risk that CTRC fails to...	SR5. Ensure operating model and structure remains fit-for-purpose in design and implementation to meet service delivery standards	SR6. Appropriately protect the Council from unauthorised external cyber threats	SR7. Appropriately prepare for, and respond to, major events impacting the continuity of Council business and services	SR8. Effectively plan and efficiently deliver service levels for the long-term sustainability and prosperity of the community
What is important?	Ensuring the operating model is fit for purpose to deliver quality services at their required standards. [Corporate Plan: OFA2, OFA4, OFA6]	Ensuring CTRC sufficiently protects itself from cyber security threats. [Corporate Plan: Nil]	Effectively preventing and/or responding to adverse weather events, IT Outages, and major disease outbreaks to maintain business continuity. Ensure Biohazards, Ecological hazards is identified and appropriate steps are taken to ensure business continuity. [Corporate Plan: Nil]	Ensuring services delivered are sustainable and enhance the prosperity of the community. [Corporate Plan: CFA3, OFA1, OFA3, OFA4, OFA6]
Inherent Risk	High 1 Consequence: Moderate Likelihood: Possible	Extreme 1 Consequence: Catastrophic Likelihood: Likely	High 2 Consequence: Major Likelihood: Possible	High 3 Consequence: Major Likelihood: Likely
What do we do to control the risk?	Primary Controls: • Annual Review conducted around resourcing and service levels during the budgetary process • Continuous Review and improvements as required Secondary Controls: • Corporate Plan • Operating Plan	Primary Controls: • IT Steering Committee (Assess strategy) • ICT Strategy and Roadmap approved for 2022 year • Firewalls, Data Backups, Antivirus and monitoring • Insurance cover held • Active Network Monitoring (AI) • Access (system and software) Controls (Role-based Access Controls) • Water SCADA system – passwords and off the network Secondary Controls: • Access Controls via Password resets, timeouts • Periodic penetration testing	Primary Controls: • Disaster Recovery/Business Continuity Plans (whole of Council) incl remote working capability, alternative comms plans (NBN and radio), generators • The Loop • Uninterruptable Power Supply (UPS) • Back up of data (CLOUD) • BCP for each Dept/Facility/Event Secondary Controls: • Remote work capability (Guardian Software in the Cloud, administered by LDMG Admin Coordinator, JBrown) Guardian has an IMS capability • Insurance CLGM Cover in place, including C&O, PL, PI, Cyber, etc	Primary Controls: • Operational Plan and Corporate Plan • Customer Service Standard - 2021 • Advocacy Plan (Priorities for the Community) • Priority Projects Documents published on website to demonstrate what Councillors have determined to be the future priorities based on Community Feedback Secondary Controls: • None
Residual Risk	Moderate 2 Consequence: Moderate Likelihood: Unlikely	High 1 Consequence: Moderate Likelihood: Possible	Low 3 Consequence: Minor Likelihood: Unlikely	Low 3 Consequence: Minor Likelihood: Unlikely
How can we better manage the risk?	Strategic/Operational Plan Initiatives: • Workforce Strategy Plan 2022-2026 considering affordability and sustainability • Working in conjunction with AMPs to ensure infrastructure meets the needs of the communities Aspirational: • Develop service review strategy and undertake annual service reviews	Strategic/Operational Plan Initiatives: • ICT Security Framework and Policy – 2FA, MDM • Ongoing Training and Awareness Aspirational: • Outsource Network Security and Protocols to have IT Staff concentrate on core business and support staff • Insurance	Strategic/Operational Plan Initiatives: • Annual Plan Review and testing to ensure operability and usefulness • Annual Training for Guardian Software Aspirational: • Include outlying townships in BCP/Incident Plans • Dedicated Disaster Management Section devoted to this Section • Further BCP development for all aspects of Council business	Strategic/Operational Plan Initiatives: • Council Wide Community Engagement Program and Strategy • Service Delivery Performance Indicators Aspirational: • None
Target Risk	Low 3 ABOVE TARGET Consequence: Minor Likelihood: Unlikely	Moderate 2 ABOVE TARGET Consequence: Minor Likelihood: Possible	Low 3 AT TARGET Consequence: Minor Likelihood: Unlikely	Low 3 AT TARGET Consequence: Minor Likelihood: Unlikely

Whole of Council Risk Register

The risk that CTRC fails to...	SR9. Contribute towards positively addressing climate change	SR10. Optimise and align Council priorities with other external regional investment	SR11. Failure to prevent and respond to environmental event.
What is important?	Implementing mechanisms that positively respond to climate change. [Corporate Plan: CFA2]	Ensuring engagement with regional partners to ensure a unified approach to regional investment that is fit for purpose and supports council objectives. [Corporate Plan: CFA1, OFA3, OFA6]	Ensuring environmental events are prevented, identified and resolved adequately in a timely basis, compliant with relevant regulations. [Corporate Plan: CFA2]
Inherent Risk	High 1 Consequence: Moderate Likelihood: Possible	High 2 Consequence: Major Likelihood: Possible	High 2 Consequence: Major Likelihood: Possible
What do we do to control the risk?	Primary Controls: • Climate Change Strategy incl Net Carbon Target Secondary Controls: • Mosman Creek effluent not controlled in discharge. Improvements need to remove nitrogen and other harmful chemicals from the effluent.	Primary Controls: • Priority Project listing on website • EDS on website • Tourism Destination Management Plan Secondary Controls: • Continued advocacy through memberships of ROC, TEL, state Development, etc	Primary Controls: • Environmental compliance conditions built into outsourced management arrangements for waste sites • Ravenswood / Pentland / Greenvale / Stublely St Landfill Management Plans in place • EMS – S0059 • IMS – job plans for different construction and maintenance projects Secondary Controls: • None
Residual Risk	Moderate 2 Consequence: Moderate Likelihood: Unlikely	Moderate 2 Consequence: Moderate Likelihood: Unlikely	Low 3 Consequence: Minor Likelihood: Unlikely
How can we better manage the risk?	Strategic/Operational Plan Initiatives: • Waste Management Strategy (NQROC 2020-2030) • Installation of alternative energy generation for specific sites: Highway Depot, Library, World Theatre • Energy demand management and technological solutions • Fleet report to revisit investigation of alternative fuel options Aspirational: • Solar, Wind, Batteries • Climate Risk Management Framework – LGAQ – Qld Climate Resilient Council Network	Strategic/Operational Plan Initiatives: • Preparing shovel-ready projects • Activation of Industrial Block (777) Aspirational: • Destination Management Plan implementation	Strategic/Operational Plan Initiatives: • Scheduled and ongoing assessments Aspirational: • Additional Automatic Weather Station for Region
Target Risk	Moderate 2 AT TARGET Consequence: Moderate Likelihood: Unlikely	Moderate 2 AT TARGET Consequence: Moderate Likelihood: Unlikely	Low 3 AT TARGET Consequence: Minor Likelihood: Unlikely

Whole of Council Risk Register

Operational Risks: These are risks more aligned to events and matters, that are, or need, a daily business as usual focus on. These risks also tend to focus on internal elements that are often fully within the organisation's control.

The risk that CTRC fails to...	OR1. Provide safe drinking water to townships	OR2. Maintain assets and infrastructure to enable service delivery continuity and public safety.	OR3. Provide an appropriately safe workplace for staff and appropriately respond to any workplace injury event.
What is important?	Ensuring mechanisms are in place to provide safe drinking water. [Corporate Plan: CFA3, OFA3]	Provide infrastructure assets that are fit for purpose and in safe working order. [Corporate Plan: CFA3, OFA3]	Ensuring staff safety & wellbeing is prioritised with appropriate culture and response mechanisms as required. [Corporate Plan: CFA3, OFA3]
Inherent Risk	Extreme 1 Consequence: Catastrophic Likelihood: Likely	High 2 Consequence: Major Likelihood: Possible	High 3 Consequence: Major Likelihood: Likely
What do we do to control the risk?	<p>Primary Controls:</p> <ul style="list-style-type: none"> • ADWG compliance including regular water testing Plan • Treatment plants and treatment regime • Inventory management – supply of water treatment chemicals • Physical security and restricted access at water storage and treatment plants • SCADA System – alerts for issues with water supply systems • Regular checking for working order of water quality testing asset/equipment + training and upskilling has occurred and will be ongoing • DWMP approved December 2021 <p>Secondary Controls:</p> <ul style="list-style-type: none"> • None 	<p>Primary Controls:</p> <ul style="list-style-type: none"> • Capital Works Program - Annual developed 10yr Capital Works Program • Some Asset Management Plans developed • Condition assessment/asset inspection programs – Fleet (when in workshop), Operations • Scheduled maintenance program – Fleet • 10 year asset replacement plan – Fleet • Asset Management System in OneCouncil • Road, bridge, footpath annual inspection programs • Preventive Maintenance Program for sealed road network (Resurfacing Program) <p>Secondary Controls:</p> <ul style="list-style-type: none"> • None 	<p>Primary Controls:</p> <ul style="list-style-type: none"> • WHS Policy & Procedures • WHS Induction & Training, VOC • WHS Plan & Strategy • Safety Management System, SWMS, JSAs, Risk Assessments, Safe Work Procedures • WHS Advisors • Employee Wellbeing Strategies, Employee Assistance Program • Incident and hazard reporting and investigations • Monthly toolbox talks • WHS KPIs reporting <p>Secondary Controls:</p> <ul style="list-style-type: none"> • Workers Compensation Policy (Local Government Workcare) • First aid training of staff • WHS Audits
Residual Risk	Low 2 Consequence: Minor Likelihood: Rare	Low 3 Consequence: Minor Likelihood: Unlikely	Low 3 Consequence: Minor Likelihood: Unlikely
How can we better manage the risk?	<p>Strategic/Operational Plan Initiatives:</p> <ul style="list-style-type: none"> • Greenvale – upgrade system • Improved physical safeguarding • Program for the continuity of staff and the upskilling of staff • WT Procedure Manual is being updated by staff and overseen by Mgr W&WW • SCADA system - identified some gaps in alert areas in process of being remedied <p>Aspirational:</p> <ul style="list-style-type: none"> • Concrete CT reservoirs passed useful life- refurbish or replace • Obtain long term funding for replacement of water supply pipelines • Condition assessments of Manholes 	<p>Strategic/Operational Plan Initiatives:</p> <ul style="list-style-type: none"> • Remaining Asset Management Plans by 30 June 2022 • Schedule Conditions Assessments and Inspections • Draft Fleet Assessment Management Plan (including strategy) by June 2022 • Analysis and rationalising fleet on an annual basis, benchmarks and reporting, • Embedding incident and Management reporting and requirements, Review of Community use of vehicles strategy and plan • Asset Renewal program or strategy • Rolling 10 year Capital Works Program <p>Aspirational:</p> <ul style="list-style-type: none"> • Obtain funding for the long term replacement of water supply pipelines • Condition Assessment for sewerage infrastructure • Concrete CT reservoirs passed useful life- refurbish or replace • Review of sewerage system re manholes 	<p>Strategic/Operational Plan Initiatives:</p> <ul style="list-style-type: none"> • Policy review • Embed WHS Plan and Strategy • Mental Health Training • WHS internal Audits Program • Safety culture assessments and training • Develop robust KPI's reflecting performance of the organisation • Safety Management System review and enhancement – implementation and rollout 2022, ongoing document review, anticipated to rollout July 2022 • Developing a no fault no blame system = open and honest conversations and critical incident review / Lessons learnt <p>Aspirational:</p> <ul style="list-style-type: none"> • Review of procurement process to reduce risk with contractors • Reduction in chemical usage • Reduction in manual handling • Ageing workforce and effect on organisation. • Electronic database to maintain WHS programs and systems in a more user friendly manner • Remote operations communications and accomodation of remote workers.
Target Risk	Low 2 AT TARGET Consequence: Minor Likelihood: Rare	Low 3 AT TARGET Consequence: Minor Likelihood: Unlikely	Low 3 AT TARGET Consequence: Minor Likelihood: Unlikely

Whole of Council Risk Register

The risk that CTRC fails to...	OR4. Prevent, detect and appropriately respond on a timely basis to matters impacting public safety in Council managed spaces and during Council service delivery.	OR5. Ensure the right people, in the right place, with the right skills at the right time to maintain service delivery in alignment with the desired organisational culture.	OR6. Prevent, detect and respond to fraud on a timely basis.
What is important?	Ensuring mechanisms are in place to prevent, detect and respond to public safety incidents. [Corporate Plan: CFA3, OFA3]	Understand the skills and knowledge required to maintain a Local Government and ensure our people have the training and support they need to deliver within the desired organisational culture. [Corporate Plan: CFA3, OFA3]	Mechanisms to prevent, detect and respond to fraud and corruption [Corporate Plan: CFA3, OFA3]
Inherent Risk	High 2 Consequence: Moderate Likelihood: Possible	High 3 Consequence: Major Likelihood: Likely	High 1 Consequence: Moderate Likelihood: Possible
What do we do to control the risk?	<p>Primary Controls:</p> <ul style="list-style-type: none"> Public liability insurance Safe Work Manuals (SWMs) Inspections - equipment in open spaces, roads Customer management system for complaints Traffic and pedestrian management system Public events safety assessments Traffic management plans Disability access reviews Pools (Mgt Agreement) through contract management & periodic inspections Airport - CASA Certification, periodic inspection of airstrips Saleyards – Quality Assurance Manual Airport Operations Manual Other public areas/footpaths/venues <p>Secondary Controls:</p> <ul style="list-style-type: none"> None 	<p>Primary Controls:</p> <ul style="list-style-type: none"> Training Active recruitment using various avenues, background checks Corporate induction Right tickets and licencing in order to perform tasks HR Policies and Procedures and Codes of conduct, employment contract Development and enhancing workforce planning <p>Secondary Controls:</p> <ul style="list-style-type: none"> Continue to engage with stakeholders to ensure Council and Mgt have an understanding of organisational culture and continue to develop initiatives that promote health working environments Staff engagement surveys 	<p>Primary Controls:</p> <ul style="list-style-type: none"> Code of Conduct Fraud Risk Management Framework Internal Controls and segregation of duties Conflict of Interest policy and procedure for staff and elected members Onboarding and ongoing training Proactive data mining/analysis for unusual transactions – Bank processes and CFO/FSC payment run & Payroll reviews + Delegation of Authority <p>Secondary Controls:</p> <ul style="list-style-type: none"> Email archive Daily/incremental backups CCTV Network Recovery plans Building Access Controls 'Bilock' key system, Electronic Key safes (EKS) Financial Delegations within T1
Residual Risk	Low 3 Consequence: Minor Likelihood: Unlikely	High 1 Consequence: Moderate Likelihood: Possible	Low 3 Consequence: Minor Likelihood: Unlikely
How can we better manage the risk?	<p>Strategic/Operational Plan Initiatives:</p> <ul style="list-style-type: none"> Funding for safety to airports (perimeter fencing) + solar lighting replacement to allow night landing + tree removal for remote. Charters Airport – instrument procedure – allow landing (not by sight) - \$800k. RNAV being developed. Operations Department- Inspection program for equipment/assets in open spaces. <p>Aspirational:</p> <ul style="list-style-type: none"> Facilities – salaried lifeguards (incl pool treatment duties to make sure they are trained etc - control); full time (or more regular) regional airport supervision; pool treatment capability Consideration of Permanent ARO Position Investigate upgrade to salt water chlorination for pools to minimise costs and maximise return on investment and allocation of resources Ravenwood remote SCADA in 2022/2023 Pool and Other remote facilities CCTV Network – signage, locations, access Other potholes eg footpath replace programs 	<p>Strategic/Operational Plan Initiatives:</p> <ul style="list-style-type: none"> Workforce Strategy Plan 2022-2026 Skills Gap Analysis Phased retirement plan/ arrangement Training Matrix Update Training needs analysis Training- Compliance, Mandatory and Professional Development Traineeships and apprenticeships Revisit the recruitment and retention plan. <p>Aspirational:</p> <ul style="list-style-type: none"> For every employee to have a learning and development plan Make Charters Towers Regional Council an employer of choice Develop a staff housing strategy 	<p>Strategic/Operational Plan Initiatives:</p> <ul style="list-style-type: none"> Fraud survey <p>Aspirational:</p> <ul style="list-style-type: none"> None
Target Risk	Low 2 ABOVE TARGET Consequence: Minor Likelihood: Rare	Low 3 ABOVE TARGET Consequence: Minor Likelihood: Unlikely	Low 3 AT TARGET Consequence: Minor Likelihood: Unlikely

Whole of Council Risk Register

The risk that CTRC fails to...	OR7.	Deliver projects, on time, on budget at the right quality and safety (+ environment) to meet the functional requirement of Council.	OR8.	Prevent, identify and respond to material non-compliance with regulatory requirements (excl safety)
What is important?	Outcomes are fit for purpose, delivered to a high quality on time and on budget and meeting all certification and safety requirements by appropriately registered, licenced and managed suppliers. [Corporate Plan: CFA3, OFA3]		Ensuring compliance with all applicable regulatory requirements. [Corporate Plan: CFA3, OFA3]	
Inherent Risk	High 2	<i>Consequence: Major Likelihood: Possible</i>	High 2	<i>Consequence: Major Likelihood: Possible</i>
What do we do to control the risk?	Primary Controls: <ul style="list-style-type: none"> Project Approvals incl business case Project Management Framework – covering planning, timeframes, governance and monitoring, risk, budeting, contract mgt etc Experienced and qualified Project Managers Secondary Controls: <ul style="list-style-type: none"> Regular Capital Works Project Review Budget vs Actuals reviews Emergent responses, eg Graffiti & Xmas Decorations 		Primary Controls: <ul style="list-style-type: none"> T1 Delegations and user access Legislation Non-compliance reporting – Monthly Financial non-compliance reporting to ELT from Procurement Secondary Controls: <ul style="list-style-type: none"> Contractor Management Reviews generated from Procurement Facilities – CASA (Airports), Health (Pools, Water, Waste-Water), Heritage Council for Facilities, Planning, Environment (Landfill) – regular facility review in accordance with legislation 	
Residual Risk	Moderate 2	<i>Consequence: Moderate Likelihood: Unlikely</i>	Low 3	<i>Consequence: Minor Likelihood: Unlikely</i>
How can we better manage the risk?	Strategic/Operational Plan Initiatives: <ul style="list-style-type: none"> Development of shovel ready projects Register to key initiatives Aspirational: <ul style="list-style-type: none"> None 		Strategic/Operational Plan Initiatives: <ul style="list-style-type: none"> Compliance Framework Aspirational: <ul style="list-style-type: none"> None 	
Target Risk	Low 3 ABOVE TARGET	<i>Consequence: Minor Likelihood: Unlikely</i>	Low 3 AT TARGET	<i>Consequence: Minor Likelihood: Unlikely</i>

Assessment Framework

Business risks are assessed in terms of the consequence of their impact on strategic business objectives and their likelihood of occurring. The following tables are used as the guide to assess the consequences and likelihood of each identified risk in the workshops.

Consequence Assessment

		Consequence ratings				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	M 3	H 1	H 3	E 1	E 2
	Likely	M 2	M 3	H 2	H 3	E 1
	Possible	L 3	M 2	H 1	H 2	H 3
	Unlikely	L 2	L 3	M 2	M 3	H 2
	Rare	L 1	L 2	M 1	M 2	H 1

Likelihood Assessment

Likelihood	Definition	Probability	Frequency
Almost certain	Almost certain to occur in most circumstances	90%	Has occurred more than once a year
Likely	Likely chance of occurring in most circumstances	50%	Once every 1 – 2 years
Possible	Possibility the event might occur at some time	25%	Once every 2 - 5 years
Unlikely	Not expected to occur in most circumstances	10%	Once every 5 - 10 years
Rare	May occur in rare circumstances	0-5%	Once every 10+ years

		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Risk categories	Financial sustainability	Financial loss <\$50,000 (<0.1% of operating revenue) for an Event, Project, or Program. No or minimal impact on current year financial sustainability indicators outlined in the Long Term Financial Plan. Changes can be accommodated in current year budget.	Financial loss between \$50,000 & \$500,000 (0.1% - 1% of operating revenue) for an Event, Project, or Program. Changes may be accommodated within the current and next year's Budget. Council able to maintain or return to an Operating Surplus with 12 months and remain financial sustainable. Budget amendment with no ongoing sustainability issues.	Financial loss between \$500,000 & \$2,500,000 (1% - 5% of operating revenue) for an Event, Project, or Program. Short term financial sustainability target not met as outlined in the Long Term Financial Plan. May require adjustments to Service Levels, increases in revenue pricing paths and deferral of non-capital projects to maintain a positive 5 year average Operating Surplus ratio.	Financial loss between \$2,500,000 & \$10,000,000 (5% - 20% of operating revenue) for an Event, Project, or Program. Medium – long term impact on Council sustainability as outlined in the Long Term Financial Plan affecting strategic and or operational planning. Will require a significant change in Council's approach to produce the desired sustainability outcomes over the 5 – 10 year period to maintain a positive Operating Surplus ratio.	Financial loss >\$10,000,000 (>20% of operating revenue) for an Event, Project, or Program. Long term financial impact to Council and services as outlined in the Long Term Financial Plan. Will unlikely be able to return to a desired level of sustainability within the life of the long-term Financial Forecast (10 years).
		SR5r; SR11r; OR3r; OR4r;	SR1r; SR3r; SR5i; SR6r; SR7r; SR8r; OR6r; OR8i;	SR6i; SR7i; SR8i; SR10r; SR11i; OR3i; OR4i; OR6i; OR7r; OR8r;	SR1i; SR3i; SR9i; SR10i; OR7i;	
	Legal and Governance	No legislative or regulatory impact. Little potential for fines or complaints. No or negligible impact on the achievement of corporate / operational objectives, targets, projects, or programs.	Minor legal issues, non-compliances and breaches of law or contracts. Potential for complaints. Fines, prosecution, and litigation unlikely. Minor short term impact on the achievement of corporate / operational objectives, targets, projects, or programs.	Serious breach of law or contract. Complaint or report to applicable authority with investigation pursued. Prosecution and/or moderate fines and sanctions possible. Moderate / serious impact on the achievement of corporate/ operational objectives, targets, projects, or programs.	Major breach of law or contract and /or numerous complaints received. Significant litigation and fines. Liability implications and fines for Executive/Managers/Staff. Major impact on the achievement of corporate / operational objectives, targets, projects, or programs requiring significant resource allocation to resolve.	Extreme regulatory consequences which could result in dismissal of Council, State government review and Administrator appointed. Non-compliance or contract breaches causing very serious and significant litigation, prosecution and/or penalty with fines, including major class action. Significant prosecution and fines for Council and individuals. An event occurring outside Council's insurance cover. Corporate / operational objectives, targets, projects, or programs are significantly impacted and/or cannot be achieved.
			SR11r; OR1r; OR3r; OR4r; OR6r; OR8i;	OR6i;	SR11i; OR1i; OR3i; OR4i; OR8r;	
	Image and Reputation	No or little adverse local publicity. No impact on reputation/staff morale and no public or media interest.	Minimal customer/ staff morale sensitivity or minimal damage to Council's reputation. Some adverse local publicity.	Moderate customer/staff morale sensitivity and damage to Council's reputation. Significant adverse local/state-wide publicity. Short term sustained reputational damage is likely to occur.	Major customer/ staff morale sensitivity. Damage to Council's reputation. Sustained adverse local/state-wide publicity with likely impacts on business operations. Medium term sustained reputational damage is likely to occur.	Sustained adverse national/international publicity. Long term sustained reputational damage is likely to occur. Loss of community trust and confidence in government.
		SR3r; SR4r; SR5r; SR7r; SR8r; SR10r; SR11r; OR1r; OR2r; OR3r; OR4r; OR6r; OR7r;	SR1r; SR2r; SR4i; SR5i; SR6r; SR9i; SR9r; SR10i; OR5r; OR6i; OR7i; OR8r;	SR1i; SR2i; SR3i; SR6i; SR7i; SR8i; SR11i; OR1i; OR2i; OR3i; OR4i; OR5i;		
	Environment	Inconsequential, brief and/ or superficial impact to the environment with cosmetic remediation required. No damage to ecosystems at any level. Inconsequential damage to environmental values of interest.	Environmental impacts limited to environmental nuisance. Minor damage to ecosystems and species recognised at the Local or regional level. Minor damage to environmental values of interest.	Material environmental harm, or significant local discharge of pollutant, illegal clearing, construction failure. Minor damage to ecosystems and species recognised at the State level and/or significant loss or impairment of an ecosystem or species recognised at the Local or regional level. Significant damage to environmental values of interest.	Serious material environmental harm or long term detrimental impact on natural environment. Minor damage to ecosystems or species recognised at the national level and/ or significant loss or impairment of an ecosystem or species recognised at the State level and / or severe damage to or loss of an ecosystem or species recognised at the Local or regional level.	Serious material environmental harm and extensive detrimental long term impacts on natural environment. Permanent destruction of an ecosystem or species recognised at the local, regional, State, or national level and/or severe damage to or loss of an ecosystem or species recognised at the State and national level and / or significant loss or impairment of an ecosystem or species recognised at the

Consequences						
					Severe damage to environmental values of interest.	national level. Permanent destruction of environmental values of interest.
		SR11r;	SR9i; SR9r;	SR11i;		
Community and public health	No lasting detrimental or negligible/ isolated impact on the health and wellbeing of the physical, psychological, aesthetic, social and cultural environs, and the local population.	Minor, short-term isolated impact on the health and wellbeing of the physical, psychological, aesthetic, social and cultural environs, and the local population. Localised outbreak/endemic.	Moderate, medium-term, widespread impact on the health and wellbeing of the physical, psychological, aesthetic, social and cultural environs, and the local population. Localised epidemic.	Serious, long-term, widespread impact on the health and wellbeing of the physical, psychological, aesthetic, social and cultural environs, and the local population. Widespread epidemic.	Severe / extensive on-going, widespread impact on the health and wellbeing of the physical, psychological, aesthetic, social and cultural environs, and the local population. Widespread pandemic.	
		SR2r; SR11r; OR1r;		SR2i; SR11i;	OR1i;	
WH&S	No significant injuries or ill health. Local first aid may be required. Incident or compensable injury with or without time lost	Several minor casualties that require medical attention. Small number of injuries; first aid	Several casualties that require hospitalisation with out- patient treatment with no long term effects. Possible injury(ies) requiring ongoing medical attention.	Fatality or Serious casualties resulting in the long term physical impairment or extensive	Multiple fatalities or multiple permanent disabilities or ill health; potentially large numbers of serious injuries.	
		OR3r; OR4r;		OR3i; OR4i;		
Business continuity/ interruption/ service delivery	No or negligible disruption to core service activities, critical operations or services, projects or programs, assets/ infrastructure, security, and workforce with no/negligible impact on the customer.	Minor and temporary disruption to core service activities, critical operations or services, projects or programs, assets/ infrastructure, security, and workforce with minimal impact on the customer. Minor impact/ % of customers inconvenienced and receive a few complaints.	Moderate and medium-term disruption to core service activities and or key assets, critical operations or services, projects or programs, assets/ infrastructure, security, and workforce with some moderate impact on customers. Medium to large impact/ % of customers inconvenienced across large area. Will receive complaints across several service locations.	Major and medium-term disruption to core service activities, critical operations or services, projects or programs, assets/ infrastructure, security, and workforce that has a widespread and significant negative impact on customers. Continuing difficulties in servicing customers over prolonged period (1-5 days) across majority of services that will result in many complaints.	Serious and long-term and/or indefinite disruption to core service activities, critical operations or services, projects or programs, assets/ infrastructure, security, and workforce with serious/catastrophic widespread negative impact on customers. 5 days or more across all locations or up to 20 days for a single critical service.	
		SR2r; SR5r; SR7r; SR11r; OR2r;	SR5i; SR6r; OR2i; OR5r;	SR2i; SR7i; SR11i; OR5i;	SR6i;	
Digital assets/ systems/ data delivery/ cybersecurity	Failure of business systems/IS resulting in interim impacts to essential services. No loss/theft of corporate and/or personal data	Failure of business systems/IS resulting in short term impacts to essential services. Minor loss/theft of corporate and/or personal data.	Failure of several major business systems/IS resulting in substantial (mid-short term) impacts to essential services. Significant loss/theft of personal data.	Systematic failure of several major business systems/IS resulting in significant (mid-term) impacts to essential services. Major loss/theft of corporate and/or personal data.	Complete and ongoing (mid-long term) failure of Council's business systems/ IS impacting essential services. Extensive loss/theft of corporate and/or personal data.	
					SR6i;	
Infrastructure and assets	Damage where repairs are required however facility/ infrastructure is still operational. Recovery from loss of essential infrastructure achievable within current budget allocations.	Minor loss /damage. Repairs required. The recovery from the loss of essential infrastructure achievable in short term through budget reallocation.	Short to medium term loss of key assets and /or infrastructure. The recovery from loss of essential infrastructure is simple but requires financial assistance beyond the allocated budget.	Widespread, short to medium term loss of key assets and/ or infrastructure. The recovery from loss of essential infrastructure would be possible through State Government financial assistance.	Widespread, long term loss of substantial and critical assets and/or infrastructure. The recovery from the loss of essential infrastructure would be prolonged and complicated and require Federal and State Government financial assistance.	
		SR2r; SR7r; OR2r;	SR1r; SR6r; SR10r;	SR1i; SR2i; SR6i; SR7i; SR10i; OR2i;		

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 June 2022 is presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

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

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 2 - Environmental Sustainability

CONSULTATION (Internal/External)

Internal: Interim CEO – 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.

Report Prepared by: MARK HARVEY Water Projects Manager Date: 4 July 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Big Rocks Weir Monthly Report (Pre-Construction) – June 2022 Document No. 4660045 **Confidential**

REFERENCE DOCUMENT

- Officer's Report Document No. 4662449
-

EXECUTIVE SUMMARY

The Chair of the Big Rocks Weir Technical Review Panel has had to withdraw his services due to ill health. Mr Russell Paton has been engaged as the new Chair of the TRP.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the appointment of Mr Russell Paton as the Chair of the Big Rocks Weir Technical Review Panel.***

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

The funding agreement for Big Rocks Weir specifies that a Technical Review Panel (TRP) be established to provide Council with an independent assurance that the weir design meets the required standards. Under the terms of the funding agreement, the Department of Regional Development, Manufacturing and Water (DRDMW) was to be consulted on membership of the TRP.

Council resolution 3834 of 8 December 2021 appointed the following individuals to the TRP:

- Mr Peter Allen, Chair
- Mr Steven Pells, Member
- Mr John Potts, Member

The TRP met on-line in February 2022 to be briefed on the basis of design for the weir. Mr Allen provided feedback on the basis of design and that feedback has been incorporated or noted.

A second TRP meeting was held in Townsville in May 2022. Mr Allen was not able to attend the meeting due to personal reasons.

On 14 June 2022 Mr Allen advised Council that he was unable to continue with his role on the TRP due to personal reasons.

With the weir design nearing completion and a TRP meeting scheduled for the week of 18 July 2022, it was a matter of urgency to replace the Chairman of the TRP. Based on a recommendation by the DRDMW Chief Engineer, Mr Russell Paton was approached to see if he would be available and willing to be the TRP Chair, which he was. Mr Paton served with Sunwater for many years, has extensive experience in dam engineering, and holds appropriate qualifications and registrations. GHD could see no conflict of interest which would prevent Mr Paton from being on the TRP.

Mr Paton was put forward as the proposed replacement TRP Chair to DRDMW, Director Infrastructure Services, Interim CEO and to the Mayor. The Mayor acknowledged the urgency and agreed to the immediate appointment of Mr Paton, with a follow-up report to Council at the July meeting. DRDMW supported the appointment.

Mr Paton is the Director of Water Resources Pty Ltd which is a company registered on the Localbuy BUS262 Panel of pre-qualified suppliers. His services are therefore able to be procured without a sole source resolution in accordance with the Local Government Regulation 2012, s.234 Exception for LGA arrangement.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 2 - Environmental Sustainability

CONSULTATION (Internal/External)

Internal: Mayor Frank Beveridge
I/Chief Executive Officer - Martin Drydale
Director Infrastructure Services – John Teague

External: GHD
Department of Regional Development, Manufacturing and Water

LEGAL CONSIDERATIONS

There is no legislated requirement for a TRP member to be appointed by a resolution of Council. Appointment of the replacement Chairman prior to the resolution of Council is therefore not in contravention of any Act. There are therefore 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.

Report Prepared by: MARK HARVEY Water Projects Manager Date: 24 June 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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COMMERCIAL IN CONFIDENCE

ATTACHMENTS

- Russell Paton Profile Document No. 4660111

END COMMERCIAL IN CONFIDENCE

REFERENCE DOCUMENT

- Officer's Report Document No. 4662450
-

EXECUTIVE SUMMARY

In accordance with Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2021-22 Operational Plan for Quarter 4 is tabled for Council's consideration.

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

- Receive and note the Quarter 4 progress report of the CTRC 2021-22 Operational Plan for the April to June 2022 reporting period.

BUDGET & RESOURCE IMPLICATIONS

All deliverables in the CTRC 2021-22 Operational Plan have been budgeted for as required by legislation. There are no budget or resource implications that warrant the recommendation being declined.

BACKGROUND

The 2021-22 Operational Plan (the Plan) was adopted at the General Meeting of Council held 16 June 2021. The Plan is based on the 2021-25 Corporate Plan adopted by Council in May 2021 under Resolution No. 3616 with Council's strategic direction divided into Community Focus Areas (CFA) and Organisational Focus Areas (OFA).

The *Local Government Regulation 2012* s174(3) requires Council to report at quarterly intervals on the progress towards implementing the Plan. At the end of the fourth quarter (April to June 2022), work on all deliverables underway.

During the fourth quarter, 81% of the 2021-22 Operational Plan deliverables have been completed, which is an additional 55% of deliverables completed since the last quarter.

The following table (*Table 1*) illustrates progress at the end of **Quarter 3**:

Focus Area	Key Measures Completed	Key Measures in Progress	Key Measures Yet to Commence	TOTAL 2021-22
Community Focus Areas				
• CFA1 - Economic Prosperity	7	10	0	17
• CFA2 - Environmental Sustainability	1	10	0	11
• CFA3 - Social Cohesion	2	8	1	11
• CFA4 - Culture & Heritage	2	4	0	6
Sub-total	12	32	1	45
Organisational Focus Areas				
• OFA1 - Transparency & Accountability	4	1	0	5
• OFA2 - Governance & Structures	3	8	0	11
• OFA3 - Assets & Infrastructure	1	5	0	6
• OFA4 - Customer Service	0	8	0	8
• OFA5 - People First	1	7	0	8
• OFA6 - Innovation & Transformation	2	1	0	3
Sub-total	11	30	0	41
GRAND TOTAL	23	62	1	86

Table 2: 2021-21 Operational Plan, Quarter 3 progress

While *Table 2* summarises progress at the end of **Quarter 4**:

Focus Area	Key Measures Completed	Key Measures in Progress	Key Measures Yet to Commence	TOTAL 2021-22
Community Focus Areas				
• CFA1 - Economic Prosperity	16	1	0	17
• CFA2 - Environmental Sustainability	7	4	0	11
• CFA3 - Social Cohesion	10	1	0	11
• CFA4 - Culture & Heritage	6	0	0	6
Sub-total	39	6	0	45
Organisational Focus Areas				
• OFA1 - Transparency & Accountability	5	0	0	5
• OFA2 - Governance & Structures	8	3	0	11
• OFA3 - Assets & Infrastructure	3	3	0	6
• OFA4 - Customer Service	5	3	0	8
• OFA5 - People First	7	1	0	8
• OFA6 - Innovation & Transformation	3	0	0	3
Sub-total	31	10	0	41
GRAND TOTAL	70	16	0	86

Table 3: 2021-22 Operational Plan, Quarter 4 progress

The attached Quarterly Progress Report – CTRC 2021-22 Operational Plan – June Quarter, provides further detail on the deliverables and key measures pertaining to the table above.

It is recommended that Council receive and note the Quarter 4 progress report of the CTRC 2021-22 Operational Plan for the April to June 2022 reporting period.

LINK TO CORPORATE PLAN

2021-25 Corporate Plan: All Focus Areas.

CONSULTATION (Internal/External)

Internal: I/Chief Executive Officer & I/Director Corporate & Community Services - Martin Drydale
 Director Infrastructure Services - John Teague
 Management Leadership Team
 Tourism, Trade & Investment Advisor - Melanie Lavelle-Maloney
 Executive Assistant to the CEO - Amy Russell
 Executive Assistant to the Director Infrastructure Services - Kelie Standfast

External: Not applicable

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

The Corporate and Operational Plans provide the strategic and operational basis for determining Council's future priorities which are underpinned by all of Council's policies. There are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

The risk associated with non-compliance of legislation (as set out at *Local Government Regulation 2012* s174 (3)) is low, due to the monitoring and reporting process in place and does not warrant the recommendation being declined.

Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services Date: 8 July 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Attachment A - Quarterly Progress Report – CTRC 2021-22 Operational Plan – June Qtr.

REFERENCE DOCUMENT

- CTRC 2021/2022 Operational Plan, Document No. 1459138
 - CTRC 2021/2022 Operational Plan Reporting matrix, Document No. 4562189
 - Officer's Report Document No. 4667504
-



Operational Plan – 2021-2022

Progress Report – April to June 2022



Introduction

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

The Operational Plan must –

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

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

The Plan incorporates two key focus areas with associated deliverables, that have been identified in the Corporate Plan and highlighted as being the Council's priority for the next five years.

This report demonstrates the progress achieved against the Key Measures set against each of the Focus Areas of the Plan for the April to June quarter of 2022.

Martin Drydale
Chief Executive Officer

Operational Plan 2021-2022 – Quarterly Progress Report – Fourth Quarter, April to June 2022

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

COMMUNITY FOCUS AREA: ECONOMIC PROSPERITY (CFA1)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
CFA1.1	Skills, training, and education are key enablers of economic productivity and participation	CFA1.1.1	Advocating, promoting, supporting, and assisting our local education sector	Support and assist the region's Schools through networking opportunities such as Principal Meetings.	Tourism, Trade & Investment Advisor	No action this quarter	0%	Local Schools are supportive to promote completed video on their individual school websites to assist with their employment strategies. Facilitated for film students to visit Survivor Set.	40%	All Schools featured in CT Liveability Project. Draft film finalised for implementation in Q4.	80%	Liveability Project completed and local schools showcased on liveability video	100%
				Support and assist the region's schools through the annual Careers Day event.	Manager People & Performance	Next Careers Day scheduled for May 2022.	0%	Expo is scheduled for May 2022. P&P will participate at the Expo.	25%	Preparations made for Careers Day to be held in May 2022 with the aim of raising the awareness of career opportunities with Council.	50%	Council participated in Careers Day at Dalrymple Trade Training Centre on 26-27 May.	100%
		CFA1.1.2	Assist in the development of the innovation and entrepreneurial capability of our region with innovation specific training	Explore opportunities for school-based apprenticeships and traineeships and other school to work transitions.	Manager People & Performance	Commenced - Funding opportunities sought to expand Trainee/Apprenticeship options delivered by CTRC.	25%	Funding application approved for Six Traineeships. Recruitment commenced December 2021. Candidates shortlisted. Traineeship and apprenticeship to commence late January 2022.	90%	The remaining apprenticeships intake will be finalised soon. Covid-19 restrictions and the school holidays have previously delayed the intake of apprenticeships	85%	Full complement of apprenticeships and traineeships for 2021-22.	100%
			Creation and delivery of the CRMS Business Database to interact with local businesses.	Tourism, Trade & Investment Advisor	Database activated this quarter. CRMS data is operational with monthly released of CT Business Buzz.	100%							
CFA1.2	Economic diversity supports our resilience and recovery in the face of economic change	CFA1.2.1	Delivering our Economic Development and Tourism Strategies	Working with the Tourism Advisory Committee to identify and recommend tourism projects to Council.	Tourism, Trade & Investment Advisor	Two meetings held this quarter with final recommendations to be presented to Council for endorsement at a future meeting.	25%	One meeting was held this quarter with a more strategic approach from the committee members.	50%	Identified Project is the Charters Towers Scenic Tourism Picture Frame Trail.	100%		
				Present final tourism projects to Council for consideration.	Tourism, Trade & Investment Advisor	Initial committee meetings held. Blank canvas	20%	One meeting was held this quarter. Call to	50%	Blank Canvas project identified as Scenic	50%	The Charters Towers Scenic Tourism Picture	75%

CTRC 2021/2022 Operational Plan adopted 16 June 2021

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
						projects are to be identified.				Tourism Picture Frame Trail as presented by Tourism, Trade & Investment Advisor at Tourism Advisory Committee meeting. Proposal accepted by Members at Committee meeting.		Frame Trail project is being developed in consultation with Tourism Advisory Committee.	
				Continue to work with the business community to attract and retain business opportunities in the region.	Tourism, Trade & Investment Advisor	Working with TIQ to facilitate a NQ Trade & Investment meeting and famil in Charters Towers with key agencies in early 2022.	15%	Introductory meeting held with TIQ representative in Townsville to pre-plan for meeting and famil.	50%	Smart Hub Charters Towers established. Free Information & Mentoring Session March 17th, 2022.	100%		
				Concierge Service for film production companies looking to establish in the Region.	Tourism, Trade & Investment Advisor	Assisted with two productions this quarter. Major production to be announced early October.	60%	Filming of both productions complete with concierge service proving successful and productive. Estimated combined investment within the region of \$7 - 8 million, and over 120 local employment opportunities taken up.	100%				
		CFA1.2.2	Assisting established and emerging industries with quality infrastructure and appropriate regulatory modernisation	Development applications are assessed and decided without extensions to timeframes.	Manager Regional Development	Applications are being assessed and decided with only one extension sought for MC12/138 due to development assessment timeframes not aligning with General Meeting dates.	25%	Applications are being assessed and decided with only one extension sought for MCU2021/0010 due to application being laid over to Council's January General Meeting.	50%	Applications are continually being assessed and decided with no extensions sought in this quarter.	75%	All applications assessed and decided within legislative timeframes.	100%
				Council & Community training sessions on the effective use of .id data.	Tourism, Trade & Investment Advisor	No sessions held this quarter. Training sessions scheduled for next quarter.	0%	These projects will be facilitated through CT Smart Hub partnership with SPNQ.	50%	All Training sessions complete.	100%		

CTRC 2021/2022 Operational Plan adopted 16 June 2021

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
		CFA1.2.3	Leveraging technology and data to optimise decision-making	Work with stakeholders to support the growth in connectivity, in particular mobile data access across the region.	Chief Executive Officer	No action this quarter.	0%	No action this quarter.	0%	Discussions held with key mining stakeholders and Telstra in relation to development and expansion of regional telecommunication services.	50%	Update of Advocacy Plan underway to continue the inclusion of mobile connectivity as a key issue for the Region. Will roll over into 2022-23 to ensure advocacy on this issue continues.	100%
		CFA1.2.4	Increasing connectivity and digital access in the region	Continue to advocate the State & Federal governments for Council's key regional priorities identified in the 2020-2021 Advocacy Plan.	Chief Executive Officer	LGAQ Motion submitted to 2021 LGAQ Conference for the Federal and State Governments to provide adequate funding to regional Queensland Councils. Meeting held with local member to discuss key items for the region.	25%	No action this quarter.	25%	No action this quarter.	25%	Motion submitted to the 2021 LGAQ Conference.	100%
		CFA1.2.5	Collaborating with and advocating to State and Federal governments for our region	Identify funding opportunities through State and Federal governments to deliver the Priority Projects identified in Council's prospectus.	Chief Executive Officer	Funding submission lodged for the Kennedy Regiment Memorial Pool this quarter. Council was successful with Charters Towers Airport RNAV funding.	25%	Funding of \$7.8M received for the Kennedy Regiment Memorial Pool. Draft funding submissions are underway for the Saleyards Infrastructure Upgrades & 150 Year Celebrations Tourism Experience.	50%	Funding submission lodged for the Saleyards Infrastructure Upgrades. Final funding agreement to be received for the Kennedy Regiment Memorial Pool.	75%	Pending outcome of funding submission for Saleyards Infrastructure Upgrade. Funding agreement signed for Kennedy regiment Memorial Pool.	100%
				Produce a Federal Election Advocacy Plan pending the announcement of the Federal election.	Chief Executive Officer	Draft plan underway and will be presented to the Advocacy Committee in October 2021.	25%	Federal Election Priorities adopted by Council on 17 November 2021.	100%				
CFA1.3	Tourism is a central part of our economy, with significant opportunity to grow	CFA1.3.1	Delivering our Destination Management Plan and branding	Create a signature event and investigate the re-invigoration of 10 days in the Towers.	Manager Community Services	10 Days in the Towers included as an event in the list of proposed events as part of the 150 Celebrations	25%	Planning towards events for 2022 150 Celebrations ongoing.	50%	Planning towards events for 2022 150 Celebrations continues. First event, Towers Got Talent	75%	2021-22 programme of 150 celebrations developed and implemented.	100%

CTRC 2021/2022 Operational Plan adopted 16 June 2021

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
						together with a new event "Spirits in the Night".				postponed to October 2022 due to COVID.			
		CFA1.3.2	Empowering tourism businesses by reducing red tape and encouraging innovation	Working with stakeholders to assist innovation and growth for regional businesses.	Tourism, Trade & Investment Advisor	No action this quarter.	0%	Support provided to 2 local tourism operators regarding business expansion and innovation. This project will be further facilitated through CT Business Hub in partnership with SPNQ.	75%	Smart Hub Charters Towers established. Information regarding Business Support Programs & Mentoring Sessions on Council's dedicated Smart Hub CT webpage.	100%		
		CFA1.3.3	Marketing the region, leveraging exciting events such as the 150 Year Celebrations	Delivery of a diverse range of community events that celebrate the history of the region.	Manager Community Services	150 Celebrations Working Group has met four times and proposed 2022 calendar of events adopted by Council at September GM.	25%	150 Celebrations Working Group continues to meet on regular basis. Launch of commemorative calendar and re-enactment of the discovery of gold undertaken at Christmas Fair on 16 December 2021.	50%	Planning towards events for 2022 150 Celebrations continues. Working group continued to meet on regular basis.	75%	2021-22 programme of 150 celebrations developed and implemented.	100%

COMMUNITY FOCUS AREA: ENVIRONMENTAL SUSTAINABILITY (CFA2)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
CFA2.1	Water security is a central pillar of our agriculture, industry and community	CFA2.1.1	Supporting the Big Rocks Weir project for heightened water security to support agriculture, industrial and residential growth	Undertake and deliver the requirements of the pre-construction activities of the Big Rocks Weir project.	Chief Executive Officer	First meeting of the Big Rocks Weir Committee held. Geotechnical drilling commenced.	10%	Second Meeting of the Big Rocks Steer Co held. Stakeholder engagement commenced and monthly reporting commenced.	20%	Third Meeting of the Big Rocks Steer Co held. Stakeholder engagement and monthly reporting continuing.	30%	Fourth Meeting of the Big Rocks Steer Co held. Stakeholder engagement and monthly reporting continuing. Continuing deliverable identified in the 2022-2023 Operational Plan. Currently awaiting 'Go' decision at State level.	40%
				Source approvals to assist in delivery of the design phase.	Water Projects Manager	Design contract awarded to GHD in September 2021.	5%	Design completed, seeking state approval. Members of the technical review panel endorsed. Legal advice consultant engaged. Community engagement consultant engaged.	50%	Meetings with State departments continue. Environmental Impact Statement is progressively being completed. Still awaiting decision on revocation of Dalrymple National Park and awaiting the cumulative impact water model. KPMG is working on the pricing and demand assessment.	75%	Revocation decision of Dalrymple National Park not required. Awaiting the cumulative impact water model from the State government. EIS completed and awaiting approval.	85%
		CFA2.1.2	Addressing the end-of-life replacement requirements of Charters Towers water supply distribution network	All assets identified and life cycles confirmed. Disposal and replacement programs developed.	Manager Water & Wastewater	Annual program for AC pipelines replacement now in place. Senior officer recruitment is in progress. Development of the ongoing pipeline replacement program is a priority for this position.	5%	Senior Officer on board and development of asset management program now commenced. AC pipelines replacement program continuing. Inspections of delivery main valves system commenced to develop program of	10%	RFP for Sewerage System Condition Assessment closes 25 March, to be completed by 30 June. Will provide scope of work for Manholes and sewer refurbishments in 2022-23. Condition assessments for	70%	Review of asset register to ensure accuracy of data is ongoing. Condition assessment of major valves ongoing. Reticulated water pipelines replacement program proceeding. Progress has been interrupted by emergent	90%

CTRC 2021/2022 Operational Plan adopted 16 June 2021

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
								repair/ replacement works.		major valves in supply lines in progress Reticulated Water pipelines replacement program continuing but reduced due to staff shortage.		works caused by failures following rain event in April. Contracted works will be used to maintain progress rate in next FY.	
		CFA2.1.3	Exploring options for the development of a safe potable water system for Greenvale	Support and collaborate with key stakeholders to develop suitable potable water system solutions for Greenvale.	Infrastructure Services	In discussions with Department of Defence and CBP, working through designs for this project.	10%	Ongoing.	10%	Ongoing.	60%	Awaiting formal approval from Department of Defence.	90%
CFA2.2	Natural assets are the backbone to the region's identity, economy, culture, and lifestyle	CFA2.2.1	Implementing an Asset Management system that outlines sustainable and innovative ways of monitoring, repairing, and managing assets such as water sources and treatment plants	Develop Asset Maintenance Plans for key infrastructure assets.	Director Infrastructure Services	Yet to commence, currently developing the asset structure in TechOne.	0%	CT Management Group engaged to complete documentation.	5%	Council officers providing data to CT Management Group.	75%	No action this quarter.	75%
CFA2.3	Living alongside nature is a reality of life in the Charters Towers Region	CFA2.3.1	Delivering the Flying Fox Management Strategy involving State and Local levels of government	Continue to work with various stakeholders to relocate flying foxes from Lissner Park to the flying fox habitat at Young's Block.	Infrastructure Services	Project ready to proceed pending increase of flying foxes.	10%	Funding confirmed until June 2022.	10%	Balance of current funding being sought to carry forward or transferred to Council for proposed relocation in October 2022.	10%	Agreement with DES to provide funding with a strategy for removing flying foxes planned over the next three years.	100%
		CFA2.3.2	Advocating to the State and Federal governments for support with wild dog and pest weed management, including the Wild Dog 1080 Baiting Program	Continue to advocate the State government to allocate more funding for pest weed management in Regional areas where funding is often underdelivered to cover the vast areas.	Chief Executive Officer	LGAQ Motion submitted to 2021 LGAQ Conference for the Federal and State Governments to provide adequate funding to regional Queensland Councils for weed management.	25%	Federal Election Priorities includes 'Weed Management' as a key priority for 2022. A copy of the document was sent to all Federal Ministers.	50%	Advocating continuing through Elected Members.	75%	2022 Advocacy Plan under development and future advocacy opportunities identified.	100%
				Continue to advocate the State government to subsidise Wild Dog 1080 Baiting across the state through provision of baits, or alternatively through provision of grants to purchase baits.	Chief Executive Officer	No action this quarter.	0%	Nil action this quarter.	0%	Council is represented on the Queensland Dog Offensive Group hosted by the Department and Agriculture and Fisheries. Council's Mayor	75%	Continue to represent the region on the Queensland Dog Offensive Group hosted by the Department and Agriculture and Fisheries.	100%

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										represents the North Queensland Organisation of Councils on this Group. The first meeting for 2022 was held in March.		Council's Mayor represents the North Queensland Organisation of Councils on this Group.	
				Prepare a motion for the 2021 annual LGAQ Conference for Weed Management subject to acceptance by LGAQ.	Chief Executive Officer	LGAQ Motion submitted to 2021 LGAQ Conference for the Federal and State Governments to provide adequate funding to regional Queensland Councils for weed management.	100%						
				Undertake collaborative environmental and pest management activities with community stakeholders.	Manager Operations	Stakeholders' engagement including DAF.	25%	Undertook the 1080 baiting program for wild dog/dingo management this quarter. A training session was carried out for the benefit of the ratepayers in Hervey Range in December 2021.	50%	A training session is scheduled for next quarter. Staff training to be undertaken in April 2022 for the upcoming baiting program scheduled for May/June 2022. Funding secured for weed management on 777 block.	75%	Working with the community to manage pests including weed and feral animals. Several programs undertaken including the 1080 baiting, training community in managing wild dogs.	100%
		CFA2.3.3	Complying with obligations under the Biosecurity Act 2014	Continue to implement the Charters Towers Regional Council Biosecurity Plan 2019-2024	Infrastructure Services	Development of the Burdekin Dry Tropics Regional Pest Management Strategic Approach 2020-25 and progress initiatives on Siam Weed, Grader grass and select feral pig programs.	25%	Development of the Burdekin Dry Tropics Regional Pest Management Strategic Approach 2020-25 and progress initiatives on Siam Weed, Grader grass and select feral pig programs (including community training).	50%	Development of the Burdekin Dry Tropics Regional Pest Management Strategic Approach 2020-25 and progress initiatives on Siam Weed, Grader grass and select feral pig programs (including community training).	75%	Complete.	100%

COMMUNITY FOCUS AREA: SOCIAL COHESION

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
CFA3.1	Public spaces and places are a cornerstone of community cohesion and connection	CFA3.1.1	Continuing to advocate for the Works for Queensland Funding Program and utilise this support to enhance public spaces	Advocate the State government for the continuation of the funding.	Chief Executive Officer	No action this quarter.	0%	Nil action this quarter.	0%	Nil action this quarter.	0%	Funding secured until 2024.	100%
				Deliver the agreed Works for Queensland projects within the nominated period.	Director Infrastructure Services	Works have commenced on a number of projects for this year	5%	Works are well advanced on some projects and commenced on most remaining projects	30%	Works are well advanced on some projects and commenced on most remaining projects	75%	On target for 2021-24 funding period.	100%
		CFA3.1.2	Developing a strong plan for future public space preservation and enhancement, focusing on usability and social connection	Community safety is upheld through compliance responses in accordance with the Customer Service Charter.	Manager Regional Development	A total of 536 Customer Requests have been received and actioned by the Regional Development Department with outcomes dependent upon the investigation.	25%	A total of 446 Customer Requests have been received and actioned by the Regional Development Department with outcomes dependent upon the investigation.	50%	Between 1 January and 25 March, a total of 607 Customer Requests were received and actioned with outcomes dependent upon the investigation.	75%	Between 1 April and 30 June, a total of 591 Customer Requests were received and actioned with outcomes dependent upon the investigation.	100%
				Deliver scheduled maintenance of open spaces as per plans and/or in accordance with agreed levels of service.	Director Infrastructure Services	Maintenance works are ongoing	25%	Maintenance works are ongoing but limited with resources.	50%	Still limited by current resources.	75%	Complete.	100%
				Review current service level standards.	Director Infrastructure Services	No action this quarter	0%	Open Space Coordinator has initiated the review of service levels	25%	Changes in staff likely to delay the review.	30%	Complete.	100%
CFA3.2	Lifestyle and strategic location are points of difference for Charters Towers	CFA3.2.1	Exploring a redevelopment of the Charters Towers Aerodrome to allow for air operations in poor weather and increase disaster responsiveness	Source funding from Regional Airport Safety Program to address air operations in poor weather and increase disaster responsiveness.	Manager Council Facilities	Funding Application successful for implementation of RNAV Instrument Approach procedure including safety upgrade works to airport. \$800,000 project over two years. Aviation consultant engaged to develop the RNAV arrangements.	5%	Completed.	100%				
				Improve the airport landing area to meet Instrument Approach Procedure (RNAV) requirements.	Manager Council Facilities	No action this quarter	0%	Revised perimeter fencing alignment surveyed. Necessary clearing and earthworks being assessed. Research continuing via	15%	Tender documents are due for release soon. Works are scheduled up until 2023.	25%	2-year program with works on target to be completed 2022-23.	100%

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								Aviation consultant. First Grant milestone payment received					
		CFA3.2.2	Promoting our regional lifestyle to attract new residents	Develop and deliver a program that promotes the liveability of the Charters Towers Region.	Tourism, Trade & Investment Advisor	Scope of works identified and working with procurement for tender requirements.	25%	Action Plan including; timeframes agreed with Consultant for interviews and filming in region. Purchase Order forwarded to Consultant.	50%	Filming complete, draft for review due mid-April for finalisation end of April.	75%	Charters Towers Liveability project complete. Marketing campaign is drafted.	100%
		CFA3.2.3	Working with telecommunication s companies to enhance digital connectivity	Nominate the Charters Towers Region localities for the provision of telecommunication infrastructure through the Mobile Black Spot program	Chief Executive Officer	No action this quarter. Pending previous application outcome.	0%	Ongoing discussions with telecommunication providers and infrastructure for Ravenswood.	0%	Discussions held with key mining stakeholders and Telstra in relation to development and expansion of regional telecommunication services.	50%	Application lodged through Blackspot and pending outcome. Telecommunications is listed as an ongoing advocacy item.	100%
CFA3.3	Health, wellbeing and an active lifestyle are priorities for our community	CFA3.3.1	Improving our health services through continued advocacy for State funding for the Townsville Hospital and Health Service	Continue to advocate the State government to fund a new replacement hospital to be built in Charters Towers, alongside Eventide Aged Care Facility with increased specialty Obstetrics and Gynaecology; Renal Medicine; Radiology and Ultrasound.	Chief Executive Officer	No action this quarter.	0%	Nil action this quarter.	0%	Elected Members continue to advocate on this important issue with various stakeholders.	50%	Charters Towers Health Service has taken carriage of two renal dialysis chairs this quarter. This will continue to be a priority in Council's updated Advocacy Plan.	100%
		CFA3.3.2	Investing in key recreational assets and infrastructure projects such as the Pump Track and the Kennedy Regiment Memorial Pool	Deliver recreational assets such as the Charters Towers Water Park & the Defiance Mill Pump Track in accordance with funding arrangements.	Director Infrastructure Services	Works are progressing for the Pump Track and will be completed by December 2021. The Water Park has soil contamination issues which are now resolved and the project is expected to be completed by June 2022. Funding application submitted for replacement of KRMP.	15%	Pump Track 85% complete. Water Park contaminated material removed, play equipment received and works commenced on construction. Aquatic Centre funding received.	40%	Pump Track 100% complete. Water Park construction commenced. Funding secured for KRMP.	65%	Pump Track complete. Water Park on target to be completed by 31 October 2022, after extended delay due to contaminated soils.	85%

COMMUNITY FOCUS AREA: CULTURE & HERITAGE (CFA4)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress%
CFA4.1	Heritage and culture are at the core of our identify	CFA4.1.1	Embracing and celebrating our history, including upkeep of key historical sites and archives	Review and update of the Local Heritage Register within the Town Plan.	Manager Regional Development	Council on 18 August 2021 resolved to adopt a Minor Amendment to the Charters Towers Regional Town Plan Version 2 which incorporated Local Heritage Place Cards for some Local Heritage Places. This amendment has been adopted and now published.	100%						
		CFA4.1.2	Empowering our Aboriginal and Torres Strait Islander communities through activities contributing to reconciliation such as, the development of a Reconciliation Action Plan	Ensuring the deliverables under the 13 actions areas within the Reconciliation Action Plan are met.	Director Corporate & Community Services	Terms of Reference endorsed by ELT and Working Group established. Quarterly reporting on delivery of action areas also initiated during this quarter.	25%	2 x RAP Working Group meetings held in the quarter with meetings scheduled for the remainder of the RAP. Reconciliation Week grant application submitted in the quarter.	25%	1 x RAP Working Group meeting held in the quarter. 31% actions completed 66% actions in progress (Relationships & Respect) 3% actions not yet started	50%	3 x Working Group meetings held this quarter. 97% of actions completed with final action to be completed in Q1 2022-23.	100%
CFA4.2	Our residents are the most defining feature of our region	CFA4.2.1	Continuing to implement our People First Strategy	Launching and publishing of Our People, Our Value Storytelling Initiatives.	Chief Executive Officer	Video promotion launched at the Whole of Staff Gathering. The video is now live on Council's website.	100%						
		CFA4.2.2	Providing events for our community to connect, such as the Move It NQ Campaign	As per funding availability and requirements	Manager Community Services	Term 3 program for Move It delivered - activities included mixed martial arts, golf, dance, tennis, taekwondo and pilates with 109 children participating.	25%	Term 4 program delivered activities including golf, mixed martial arts, golf, tennis, circuit, acro, soccer & laser squirmish as the end of term celebration event - 110 participants over the term.	50%	Term 1 (Quarter 3) no funding for program. Funding secured for Term 2-4 2022, facilitator to be appointed.	50%	Commenced Move It Program in School term 2 facilitated by Charters Towers PCYC with Archery - only limited participants spots due to safety requirements.	100%
		CFA4.2.3	Growing key community communication methods such as a local paper and community notice boards	Develop a monthly community newsletter for distribution in both digital and print.	Director Corporate & Community Services Chief Executive Officer	The Gold Edition has commenced monthly publication both in print and digital form. While this suggests completion of deliverable it will be reported as an	25%	Three newsletters delivered this quarter.	50%	Three newsletters delivered this quarter.	75%	Three newsletters delivered this quarter.	100%

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						ongoing operational item.							
CFA4.3	Our brand is one of a friendly and welcoming community, and a part of what makes Charters Towers special	CFA4.3.1	Harnessing the 150-year Celebrations in 2022 to reset and promote the story of the town and region	As per CFA1.3.3 - Delivery of a diverse range of community events that celebrate the history of the region.	Manager Community Services	150 Celebrations Working Group has met four times and proposed calendar of events for 2022 was adopted by Council at September GM.	25%	150 Celebrations Working Group continues to meet on regular basis. Launch of commemorative calendar and re-enactment of the discovery of gold undertaken at Christmas Fair on 16 December 2021.	50%	Five RADF funded projects identified for the 150 Celebrations Calendar of Events. Towers Got Talent! postponed to October due to Covid-19 local cases.	60%	Executed Great Australian Bites Celebrations which were postponed from Australia Day due to COVID. Delivered Queensland Celebrations with RADF funded workshops and documentary tribute film.	100%

ORGANISATIONAL FOCUS AREA: TRANSPARENCY & ACCOUNTABILITY (OFA1)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
OFA1.1	Council is committed to being open, transparent, and straight forward in its processes.	OFA1.1.1	Improving communication of day-to-day Council activities and achievements, and strategic and operational goals and progress to our community.	Develop a Strategic Communications Plan for the organisation.	Manager Governance and Communications Chief Executive Officer	Internal Communications Plan developed and adopted by ELT. Whole of organisation Strategic Communications Plan to be developed.	50%	Initial review of whole of organisation Strategic Communication Plan commenced.	55%	Draft plan underway and will be presented to Council for endorsement at the June General Meeting of Council.	65%	Plan to be presented at the July General Meeting for adoption.	100%
		OFA1.1.2	Improving internal accessibility to informative key guiding documents and materials.	Develop an internal monthly staff newsletter that is available digitally and print form for the organisation.	Chief Executive Officer	Newsletter now issued monthly and launched at the monthly markets by Elected Members.	100%						
				Ensuring key documents are available on Council's website following their adoption/ implementation and printed versions available at the Administration Centre and Excelsior Library.	Chief Executive Officer	All documentation is now actioned within 7 days of adoption in digital and print versions.	100%						
OFA1.2	Accountability in decision making is key to developing as a Council and a Region	OFA1.2.1	Continuing to promote our strategic documents which outline key responsibilities, performance measures and expected service delivery	Promote the Annual Budget, Annual Plan, Corporate Plan and Operational Plan by regular updates and via digital and print format.	Chief Executive Officer	21/22 Annual Budget and annual operational plan available on Council's website following adoption by Council. Corporate Plan and Operational Plan advertised on website, social media, and print versions available at the Admin Centre & Excelsior Library.	100%						
				Preparation of the 2021/22 annual budget (including long term financial plan).	Chief Financial Officer	Budget and LTFP adopted in July 2021	100%						

ORGANISATIONAL FOCUS AREA: GOVERNANCE & STRUCTURES (OFA2)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %	
OFA2.1	Good governance is at the core of an efficient and well-functioning Council	OFA2.1.1	Developing a robust and comprehensive Corporate Governance Framework that is aligned with best practice and embedded across the organisation.	Review and revise the Fraud and Corruption Framework.	Manager Governance and Communications Director Corporate & Community Services	No action this quarter.	0%		0%	Review of Fraud and Corruption Framework undertaken, awaiting ELT approval for GM Adoption	75%	ELT & Audit & Risk Committee approved. Tabled for July GM.	100%	
				Implement Council's Risk Management Framework and Policy and establish reporting guidelines and where required risk management procedures.	Manager Governance and Communications Director Corporate & Community Services	Scope of work for KPMG developed this quarter. Risk register and risk appetite statements will be progressed second quarter and new risk reporting will be tabled as part of 2022 Audit and Risk Meetings	5%	Review of the Enterprise Risk Management Policy, Framework and Guidelines completed by KPMG. To be considered by ELT and presented at next Audit & Risk Committee meeting.	25%	Workshops and Interviews conducted with MLT/ELT/Council - awaiting finalisation of Register and adoption of Policy	50%	Risk Appetite Statement endorsed by Council at May General Meeting and will be incorporated to Council Risk Management Framework & Policy.	100%	
				Revise and adopt Council's strategic risk register and develop operational risk registers to be implemented across the organisation, including incorporation of a hierarchical focus.	Manager Governance and Communications Director Corporate & Community Services	Scope of work for KPMG developed this quarter. Risk register and risk appetite statements will be progressed second quarter and new risk reporting will be tabled as part of 2022 Audit and Risk Meetings	5%	IA Contractor reviewed strategic risk register and Divisional risk registers in consultation with ELT/MLT.	25%	MLT/ELT/Councillors and IA (KPMG) have met, discussed, and workshopped SRR and risk appetite statements. Work on Risk Parameters and Risk Ratings needs to be refined prior to adoption by Council	75%	ELT & Audit & Risk Committee approved. Tabled for July GM.	100%	
		OFA2.1.2	Continuing to review/develop policies, frameworks, strategies and plans to ensure they meet the needs of both our organisation and community.	Develop 2021/22 annual budget, includes review of Revenue Policy, Debt Policy & Investment Policy	Chief Financial Officer	2021/22 budget adopted by Council in July 2021 along with Revenue, Debt & Investment Policies	100%							
				Develop policies and procedures relating to proactive and responsive media engagement, advertising, and social media.	Manager Governance and Communications Director Corporate & Community Services	Social media policy and advertising activity being reviewed. Interim procedures for reactive and proactive media have been developed.	10%	Initial review commenced.	10%	Draft document commenced. To be presented to Council in the fourth quarter,	20%	To be presented to Council at the July General Meeting.	100%	
		OFA2.2	Deliver workspaces and processes that enable innovative	OFA2.2.1	Embedding information management as an intrinsic component of the	CTRC IT Steering Committee to deliver the IT Strategy and implementation plan	Chief Executive Officer	The draft IT Strategy & Implementation Plan adopted by the CTRC IT	25%	2022 Technology Roadmap adopted by IT Steerco Committee this quarter.	50%	Implementation of the IT Roadmap actions progressing: - Technology team development - Technology service	60%	Implementation of the IT Roadmap actions progressing: - Technology team development

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	thinking, planning, and service delivery.		functionality of the organisation.			Steer Co this quarter.				management - Desk phone replacement - Multi factor authentication Mobile device management		- Technology service management - Desk phone replacement - Multi-factor authentication - Mobile device management Roadmap to be reviewed by IT Steering Committee.	
				Review data integrity and cleanse data as required to ensure system functionality and recordkeeping obligations are met.	Manager Governance and Communications Director Corporate & Community Services	Data cleanse on customer index has been tested and scripting has been written. Awaiting TechnologyOne to schedule scripting date. Data cleanse on other indexes is still in progress.	30%	No significant further progress this quarter although work data cleansing work continuing.	35%	No progress this quarter. Priority to be allocated to this task in Q4.	35%	Customer index data cleanse underway/ongoing; Broly engaged for social media record keeping compliance	100%
				Establish a reporting regime to monitor records management practices within Council	Manager Governance and Communications Director Corporate & Community Services	No action this quarter.	0%	Have scoped the deliverable and identified the regime to be developed.	10%	Consultants engaged with a view to receiving MLT/ELT input in terms of content required and levels of reporting.	50%	The Records Team have established a process to ensure content in Ci is appropriately captured in ECM. This process includes reviewing and monitoring the records being captured.	75%
				Adoption and use of data dashboards by Executive to inform decision-making.	Executive Leadership Team	OneCouncil investment in Data Analytics. Next step is to develop a project implementation plan based on prioritising dashboards required	0%	Continuing to identify and prioritise dashboards required.	15%	Consultant engaged to assist with the implementation.	30%	Consultant finalising dashboard reporting before roll out.	90%
		OFA2.2.2	Defining clear roles & responsibilities for teams and ensure that they have appropriate resources to operate within budget and meet their goals	2021/22 quarterly budget vs actual reports provided to each department and summarised for executive	Chief Financial Officer	June 2021 quarter and annual review by MLT delivered.	25%	Finalised 2021/22 1st quarter budget vs actual review. Commenced preparation for mid-year budget review.	100%				
OFA2.3	A strategic approach to Council's long-term planning	OFA2.3.1	Guiding accountable decision making with long term financial	Further develop & refine long-term financial planning processes.	Chief Financial Officer	2021/22 LTFP adopted by Council along with 2021/22 budget.	100%						

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is vital in future-proofing the region	planning frameworks												
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ORGANISATIONAL FOCUS AREA: ASSET & INFRASTRUCTURE MANAGEMENT (OFA3)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
OFA3.1	The community and economy rely on functional infrastructure and assets	OFA3.1.1	Developing and implementing a 10-year Asset Management Plan across the Council and community facilities	Develop a 10-year Asset Management Plan across the Council and community facilities.	Director Infrastructure Services	Planning underway. Building asset condition audits 70% complete. Data being inputted progressively into OneCouncil Asset database. Facilities AMP to be developed by quarter three.	50%	Building Condition Audits 95% complete. Awaiting final report before drafting of AMP. CT Management Group engaged to complete documentation.	70%	Building condition assessments complete. Transmitting data to CT Management Group for development of Asset Management Plan.	75%	CT Management Group to provide by 30 June 2022, Facilities AMP may be delayed further due to resources and limited asset data.	90%
				Implement a 10-year Asset Management Plan across the Council and community facilities.	Director Infrastructure Services	AMP to be developed when condition audits completed and building condition rating and necessary improvements is better understood.	0%	Implementation will take effect once the AMPs have been completed.	0%	Implementation will take effect once the AMPs have been completed.	0%	Implementation will take effect once the AMPs have been completed. Consultants engaged to develop AMPs. Development underway.	50%
		OFA3.1.2	Developing fully costed reconstruction/refurbishment programs for major asset classes	Develop and implement a water & wastewater maintenance program and asset improvement program	Manager Water & Wastewater	Preventive maintenance program under development for the STP. Commencing review of operation and maintenance manuals for the WTP based on the documents provided through WIUP. Operating systems at the outer townships to be reviewed to develop maintenance and replacement schedules.	10%	SOP's for WTP under review, to be followed by review of Op & Mtce programs developed under WIUP. Extent of works in sewerage system to be assessed under Manhole Refurbishment program to be completed Jan-June 2022. Now implementing valves servicing and repair program for water distribution network. This will provide basis for further replacements and repairs program in 2022/23.	20%	SOP's for Treatment Systems 95% complete. Staff now reviewing Operating & Maintenance Programs developed under WIUP. RFP for Sewerage System Condition Assessment closes 25 March, to be completed by 30 June and will provide scope of work for Manholes and sewer refurbishments in 2022-23. Reticulated	70%	Sewerage system condition assessment works in progress. Report expected early July. Emergent repair works required after heavy rain combined with staff shortage have set water supply pipe replacement program back. A portion of the proposed works for 2022-23 will be contracted out. Preventive maintenance program for	100%

									Water pipelines replacement program continuing but rate of work reduced due to staff shortage.		STP in place, and under development for WTP.		
				Develop and Implement facilities maintenance program and asset improvement program.	Manager Council Facilities	Planning underway. Airport / airstrip safety upgrade and RNAV projects fully costed to meet funding agreements. Includes New World Theatre air conditioning and Fire Hydrant replacement and KRMP funding Business Case	20%	Remote airstrip and Regional Airport safety Improvement projects commenced. Work commencement imminent for World Theatre basement air conditioning and Fire Hydrant Replacement and Administration Precinct Fire Warning Panels.	30%	New fencing at Pentland Airport in progress - 80%. Contractor for engaged for Greenvale Airport fencing - 10%. CT Airport tender underway - 20%. Trees at Pentland, Greenvale and CT scheduled.	50%	Maintenance program completed for 2021-22.	100%
		OFA3.1.3	Prioritising our resource allocation for high-value and high use assets	Monitor and manage fleet utilisation and expenditure against set targets.	Manager Fleet Services	Targets set, TechOne reports being developed for automated monitoring, currently manually monitoring, and managing fleet utilisation.	50%	Manual reporting implemented and management of fleet being communicated to stakeholders for improved utilisation and asset expenditure. TechOne reporting ongoing.	75%	Manual reporting implemented and management of fleet being communicated to stakeholders for improved utilisation and asset expenditure. Improvements are being noticed. Additional improvement opportunity of automated reporting via TechOne ongoing.	100%		
OFA3.2	The Charters Towers community deserves strategic and resourceful management of our existing assets	OFA3.2.1	Redeveloping assets such as the Saleyards to grow their potential	Development of the Dalrymple Saleyards Master Plan through consultation with the Dalrymple Saleyards Master Plan Advisory Committee.	Chief Executive Officer	The Dalrymple Saleyards Master Plan Advisory Committee held two meetings this quarter.	25%	Monthly Committee meetings have continued to consider draft designs	40%	Monthly Committee meetings have continued to consider the draft Master Plan. Draft Community Consultation Plan prepared for the KRMP project - pending the	75%	Meetings are continuing and the Draft Master Plan is due to be presented to Council in December 2022.	75%

									signed funding agreement.		
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ORGANISATIONAL FOCUS AREA: CUSTOMER SERVICE (OFA4)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
OFA4.1	Communication is vital for a strong sense of community, and effective service delivery	OFA4.1.1	Developing stronger pathways of communication throughout the Charters Towers Region to connect the community, online and in person	Develop a monthly Council newsletter for community that is available in print and digitally across the Region.	Director Corporate & Community Services Chief Executive Officer	The Gold Edition is now issued monthly and distributed by Elected Members at the Community Markets. It is also available online.	25%	Three newsletters delivered this quarter.	50%	Three newsletters delivered this quarter.	75%	Three newsletters delivered this quarter.	100%
		OFA4.1.2	Encouraging the community to communicate their service needs with Council and ensuring there is a strong framework for this engagement	Ensure regular opportunities are provided for the community to engage with Elected Members eg attendance at Market days, community meetings, surveys.	Chief Executive Officer	Elected Members attended three markets this quarter. Community Meetings were held in Hervey Range, Greenvale, Homestead, Pentland and Ravenswood.	25%	Elected Members attended three markets this quarter.	50%	Elected Members attended three markets this quarter.	75%	Elected Members attended three markets this quarter.	100%
				Promotion of the various ways to report a customer request to Council.	Director Corporate & Community Services	Social Media promotion on Council's Facebook page this quarter. Advertising at monthly markets by Elected Members and at Community Meetings.	50%	Councillors continuing to promote various platforms at markets.	50%	Councillors continuing to promote various platforms at markets.	75%	Councillors continuing to promote various platforms at markets. Website updated to provide quick link to customer request page.	100%
				Ensuring the organisation is responding to customer requests and correspondence in accordance with Council's 'Customer Service Charter'.	Executive Leadership Team	Review to be undertaken next quarter.	0%	Initial review commenced with regular reports presented to ELT to ensure response times are met.	25%	Fortnightly reports presented to ELT to ensure compliance.	75%	Outstanding CR reviewed monthly at ELT.	100%
OFA4.2	Delivering services for the community is the driving purpose of our Council	OFA4.2.1	Providing a consistent, knowledgeable and professional customer experience	Delivery of leadership training to people managers for the organisation.	Executive Leadership Team	The LGMA Leadership Training commenced this quarter for all People Managers.	25%	LGMA Leadership Training successfully delivered to all People Managers. Training in Procurement, Finance & WHS scheduled for next quarter.	75%	Ongoing training identified and delivered this quarter. Additional LGMA sessions scheduled for new People Managers.	85%	All LGMA leadership training sessions successfully delivered to all People Manager across Council by Dec 21. Additional need identified to explore training for new People Managers commencing	100%

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												with Council from Jan 22 to ensure continuous upskilling.	
		OFA4.2.2	Implementing ongoing and specialised staff training that enables high-quality service delivery from skilled staff	Conduct training needs analysis to inform workforce planning strategy	Manager People & Performance	Training calendar reviewed and annual compliance and mandatory training scheduled for upcoming year by Learning and Development Officer. Certificate IV in WHS offered and ongoing. Diploma in WHS offered and ongoing.	10%	Certificate III in Water Operations offered and completed. Informal discussions had with Water and Wastewater Department/ Roads Construction and Maintenance Department regarding Licences/Qualifications required by position vs employees.	20%	Certificate III and IV commenced for Civil Construction and Maintenance. Certificate IV for Human Resources Management offered and ongoing. Microsoft Office Suite Training - Learning and Development Proposal Submitted for ELT review.	30%	Certificate IV in Government Investigations offered and completed. Certificate III in Aviation (Remote Pilot) offered and ongoing x 2. EEO Contract Officer Training scheduled. Call for EOI for Microsoft Office Suite Training Complete. Training needs analysis captured as part of HR Policy Review Project - due to commence in late July 22.	40%
OFA4.3	As a community's needs and context evolves, so should a Council's approach to service delivery	OFA4.3.1	Maximising information technology to offer contemporary service delivery models, increased staff capability and value for money	CTRC IT Steering Committee to deliver the IT Strategy and implementation plan	Chief Executive Officer	The draft IT Strategy & Implementation Plan adopted by the CTRC IT Steer Co this quarter.	25%	2022 Technology Roadmap adopted by IT Steerco Committee this quarter.	50%	Implementation of the IT Roadmap actions progressing: - Technology team development - Technology service management - Desk phone replacement - Multi factor authentication Mobile device management	60%	Implementation of the IT Roadmap actions progressing: - Technology team development - Technology service management - Desk phone replacement - Multi factor authentication - Mobile device management Roadmap to be reviewed by IT Steering Committee.	75%
		OFA4.3.2	Optimising technologies such as Technology One platform to enable excellent service delivery	Develop a roadmap for improved usage of the OneCouncil solution.	Executive Leadership Team	Post OneCouncil go live, training and consulting has been arranged for key users.	25%	Completed Dev & Reg Services training, 2021/22 1st rates run consulting & training, improvements to debtors including processes for saleyards transactions and debtors	50%	Consultant appointed to review current configuration and set up as a baseline for determining the most appropriate roadmap to	55%	Consultants to undertake a health check on OneCouncil configuration etc. to determine optimisation requirements.	75%

ORGANISATIONAL FOCUS AREA: PEOPLE-FIRST (OFA5)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
OFA5.1	A successful organisation attracts and retains top talent	OFA5.1.1	Building our recruitment strategy to leverage our People First Strategy	Develop and implement an effective workforce strategy that includes business succession planning.	Manager People & Performance	Areas for improvement with recruitment strategy have been identified with testing undertaken in some areas to test options to improve recruitment outcomes.	10%	P&P has worked on initiatives for employees to undertake training as part of the workforce development approach	20%	Workforce Strategy Plan under development and due for review by ELT in April/May.	75%	Workforce Strategy Plan developed and will be workshopped with Council in August 2022.	100%
		OFA5.1.2	Developing strong succession planning that clearly defines how responsibility will transition	Develop and implement a transition plan.	Manager People & Performance	Succession planning opportunities have been identified. A phased retirement plan will assist with key aspects of succession planning.	50%	ELT has approved the phased retirement plan. Manager P&P has communicated with the respective unions. Final draft will be provided in January 2022 for comment.	80%	Phased Retirement Plan feedback from Joint Consultative Committee received and incorporated. Scheduled for implementation next quarter via MLT.	90%	Workforce Strategy Plan developed and will be workshopped with Council in August 2022.	100%
		OFA5.1.3	Defining opportunities for internal promotion and external hiring that brings in high talent while retaining outstanding staff	Develop and implement a strategic attraction and retention plan.	Manager People & Performance	A small number of reviews have been undertaken in relation to strategic attraction and retention planning.	20%	ELT has reviewed the Relocation Policy, Administrative Directive for Accommodation Assistance. The intent of the review was aimed at attracting quality applicants to Council	35%	Workforce Strategy Plan under development and due for review by ELT in April/May.	75%	Workforce Strategy Plan developed and will be workshopped with Council in August 2022.	100%
OFA5.2	Staff perform best in a welcoming, friendly, diverse workplace that values their wellbeing	OFA5.2.1	Continuing to deliver our People First Strategy and encouraging a welcoming, inclusive workplace culture	Embedding the People First Strategy to become business as usual within our organisational culture.	Chief Executive Officer	Recognition of 'Value Moments' promoted in the staff newsletter this quarter. CEO attended various work sites on R U OK Day to promote the have Your Say & Ask Aaron initiatives.	25%	Acknowledging staff achievements on various platforms eg Facebook, LinkedIn with the release of Our People, Their Story videos. Continuing to encourage 'Value Moments' for every internal meeting. Acknowledging staff in the Regional Roundup and staff Christmas	50%	Value Moments continue for every internal meeting. The internal staff newsletter is focusing on 'Our People' and acknowledging their contributions to the organisation and community.	75%	People First Strategy will continue to be impended as business as usual in the organisation. This initiative will form part of the Staff Reference Group agenda for future opportunities/ideas.	100%

							celebrations for achievements.					
	OFA5.2.2	Delivering a work health and safety plan that models best practice and achieves safe outcomes within the workforce	Review and refine the Safety Management System	Manager Work Health & Safety	Development of the CTRC Safety Strategy and Safety Culture Development Plan 2021-2026 has been endorsed by ELT. This includes a revised Safety Management System and a Consultation procedure for SMS documentation.	25%	The QLD Self Insurance report 2021 and elements of the SSCDP have been incorporated into a Safety Management Plan with Actions required. This will assist in meeting our Self Insurance obligations and works in tandem with the SMS review. Work on the SMS is progressing with regular consultation occurring on document sets. Minor delay due to late start.	47%	On track for EOFY <ul style="list-style-type: none"> • 5/11 sets of documents released for consultation. • Review and reissue/train in the new SWMS commenced and will conclude 30/06/2022. 	73%	Additional documents were identified during consultation meaning an additional set of documents for approval. This resulted in an extension of the time for completion. 11 of the (now) 12 sets of documents were issued by early June with the final set issued in the last week of June. Consultation on all SWMS' finalised with the training to commence in early July. The system will commence in July 2022 once the 12th set have been issued and approved.	94%
	OFA5.2.3	Embedding a rigorous safety leadership culture within the workforce	Provide people leaders with the skills to demonstrate safety leadership principles and practices	Manager Work Health & Safety	Due diligence in Operations training delivered to MLT. New Health and Safety Policy Statement developed and approved. Review of Safety Committee Charter undertaken to improve consultative elements.	25%	Planning is underway for sessions on: <ul style="list-style-type: none"> - Incident Investigation - Risk assessment and Control - Whole of Council Culture Initiative. Delivery scheduled Jan-June 2022. Covid-19 and social distancing requirements may impact. Consideration of other delivery methods will be undertaken.	45%	<ul style="list-style-type: none"> • Due Diligence training completed with final session in February 2022. • Incident Reporting and Investigation training for all people managers delivered in March with catch up session in May. • Risk Assessment and Corrective Actions Training in May 2022 for all people managers. • Whole of Council Culture Initiative proposal prepared for ELT. 	50%	Just One Moment' culture change initiative completed in June 2022. All originally planned culture initiatives have been completed in the 2021-2022 financial year. Further initiatives are planned in the 2022-2023 Operational Plan.	100%

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		OFA5.2.4	Encouraging opportunities for mentoring within the workplace to support upskilling and a collaborative workplace culture	Expression of interest opportunities to be made available across the organisation for upcoming personal development programs.	Executive Leadership Team	No action this quarter.	0%	Nil this quarter.	0%	Planning is underway to deliver regular EOI opportunity for organisation. Internal training opportunities advertised this quarter.	50%	There were three EOI opportunities this quarter: - Microsoft Training - Staff Reference Group - Disaster Management Centre	100%
OFA5.3	Council's staff are our biggest asset, and it is vital to invest in their development	OFA5.3.1	Ensuring there are options for staff to grow and expand their skills	Conduct training/skills gap analysis to identify future needs of the organisation.	Manager People & Performance	Training needs identified to address skills gap within some business units. Consultation phase with team leaders and managers to commence training in the near future.	10%	P&P has identified courses for up skilling key areas within the workforce with funding identified. Critical roles have been identified with training either programmed or developing. P&P has also identified succession planning opportunities to explore further in coming months.	20%	P&P has identified training needs in roads, water and wastewater and open space teams. Further training needs analysis will be identified through the development of the Workforce Strategy Plan.	75%	Workforce Strategy Plan developed and will be workshopped with Council in August 2022.	100%

ORGANISATIONAL FOCUS AREA: INNOVATION & TRANSFORMATION (OFA6)

Ref	Objective	Ref	Deliverable	Key Measure	Responsibility	Reporting Quarter 1 Jul - Sep 2021	Progress %	Reporting Quarter 2 Oct - Dec 2021	Progress %	Reporting Quarter 3 Jan - Mar 2022	Progress %	Reporting Quarter 4 Apr - Jun 2022	Progress %
OFA6.1	Innovation promotes new ideas, new approaches to efficiency and continuous improvement	OFA6.1.1	Identifying and addressing local barriers to innovation such as red tape and inefficient processes	To continue our partnership with Smart Precinct NQ to promote and develop innovative programs across the region.	Tourism Trade & Investment Advisor	Draft Partnership Agreement received this quarter. Final Agreement to be presented to Council next quarter for endorsement.	50%	Partnership Agreement adopted by Council this quarter. Signed agreement in place with SPNQ and planning a Launch CT Hub Event on 2 February 2022.	50%	Smart Hub Charters Towers branded and launched. Activities up and running. Dedicated web page on CTRC website.	100%		
OFA6.2	Local innovation can harness our current strengths and develop new opportunities in exciting new ways	OFA6.2.1	Establishing a formal Charters Towers Innovation Network that connects businesses and entrepreneurs with Council	Working with Smart Precinct NQ to deliver an Incubator Program for small businesses in the region.	Tourism Trade & Investment Advisor	No action this quarter.	0%	Partnership Agreement adopted by Council this quarter. Signed agreement in place with SPNQ and planning a Launch CT Hub Event on 2 February 2022.	50%	Smart Hub Charters Towers branded and launched. Activities up and running. Dedicated web page on CTRC website.	100%		
OFA6.3	Innovation does not happen in isolation	OFA6.3.1	Advocating for the Region in State and National innovation programs	Advocate for collaborative ventures for the North Queensland region through the Regional Queensland Council of Mayors.	Chief Executive Officer	No action this quarter.	0%	Nil action this quarter.	0%	Mayor continues to represent the region on this committee	75%	RDA Regional Housing Plan presented to NQROC and State government. Update of Advocacy Plan underway and will continue to be a priority in 2022-23.	100%



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13.4 Invitation to nominate a Show Holiday for 2023 for the whole of the Charters Towers Region

EXECUTIVE SUMMARY

Council has been invited to nominate a date in 2023, in accordance with the *Holiday's Act 1983*, for the purpose of holding its annual Show Holiday.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the nomination of the Show Holiday for Tuesday, 1 August 2023 for the whole of the Charters Towers Region.***

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications.

BACKGROUND

In accordance with the *Holiday's Act 1983*, Council is invited on an annual basis, to nominate a date in the following year to hold its annual Show Holiday for the whole of the Charters Towers Region.

Contact is made with the local show committee to ensure that the correct date is nominated.

LINK TO CORPORATE PLAN

Our Priorities for 2021-2025

- Priority No. 3 Social Cohesion

CONSULTATION (Internal/External)

Internal: Manager Community Services – Hayley Thompson

External: Charters Towers Show Secretary - Cheryl Boundy

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 5 July 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT:

- Correspondence from the Office of Industrial Relations, Queensland Treasury – Document No. 4657700
 - Officer's Report Document No. 4665629
-

EXECUTIVE SUMMARY

In accordance with information issued by the Office of the Independent Assessor (OIA), Council is presented with a policy to provide guidance and governance surrounding the roles of Councillors regarding development matters.

OFFICER’S RECOMMENDATION

That Council:

- **Adopt Statutory Policy S0088 Councillor Roles in Development Matters; and**
- **Revoke Statutory Policy S0030 Councillor Contact with Lobbyists.**

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resource implications associated with adopting this Policy.

BACKGROUND

The information issued by the OIA establishes a framework for Councillors which provides clear guidelines on how to engage with developers and submitters lawfully and transparently for the benefit of their communities. The framework supports and provides advice to Councillors on how to avoid misconduct and corruption risks.

The Policy will assist Councillors to balance statutory responsibilities to serve the overall public interest (both current and future) of the whole local government area, with their ethical and legal obligations to ensure that decision making, in relation to development applications and related matters, is transparent and free from inappropriate influence.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025
Organisational Focus Area 1 – Transparency and Accountability

CONSULTATION (Internal/External)

Internal: Councillor Workshop
I/Chief Executive Officer – Martin Drydale
Acting Manager Planning & Development – Hayley Thompson
Administration Officer – Annabelle Costello

External: Office of the Independent Assessor

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

Councillor Requests for Advice or Information Guidelines – S0036.
Code of Conduct for Councillors – S0056.
Economic Development Act 2012.
Integrity Act 2009.
Local Government Act 2009.
Planning Act 2016.
Public Records Act 2020.
Register of Contact with Lobbyists.

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 20 June 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- S0088 Councillor Roles in Development Matters - Document No. 4589327

REFERENCE DOCUMENT:

- Officer's Report Document No. 4589398
-

NUMBER: S0088/OCEO
ACT: *Local Government Act 2009*
POLICY TITLE: COUNCILLOR ROLES IN DEVELOPMENT MATTERS

POLICY

1.PURPOSE AND SCOPE

- 1.1 This policy applies to Councillors and is consistent with the legislative requirements relating to Councillors in the *Local Government Act 2009*, the *Planning Act 2016* and the *Integrity Act 2009*.
- 1.2 This policy does not apply to unanticipated or social engagements that occur from time to time between Councillors, developers, or submitters. However, Councillors should carefully consider the implications of social engagements with these persons and be mindful at all times of their obligations under the *Local Government Act 2009* and the Code of Conduct for Councillors in Queensland.
- 1.3 This policy does not apply to Councillor interactions with the community related to the making of planning instruments such as planning scheme amendments, new planning scheme preparation, neighbourhood/local area plans or the like.
- 1.4 This policy will assist Councillors when interacting with the development stakeholders and promotes decision making in the public interest, good governance, and enhanced community confidence in the local government.

The objectives of this policy are to:

- clarify how Councillors may engage with developers in the current and future interest of the local government area, particularly where there is no matter before the council.
- provide a framework for how Councillors should engage with developers and or submitters once a matter is being prepared for lodgement or has been lodged with the council.
- provide further guidance on where a Councillor has, or is likely to have, a prescribed or declarable conflict of interest in relation to a particular development application.

2.COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 18 May 2022. It replaces all other policies relating to Councillor roles in development matters.

3.APPLICATION OF POLICY

- 3.1 This policy is to be applied to all dealings between Councillors, developers and submitters.

4.DEFINITIONS

4.1

Term	Definition
CEO	Chief Executive Officer
Councillor	The Mayor and Councillors of Charters Towers Regional Council
Council Officer	All employees of council, whether employed on a permanent, temporary, or part-time basis.
Development application	An application for development that requires assessment against the provisions of the planning scheme, other local planning instrument or Priority Development Area Development Scheme.
Developer	An applicant for a development approval or a prospective applicant for a development approval, their advisors, and representatives. It includes any lobbyist acting on behalf of a developer. If the applicant is a body corporate, the term includes office holders and employees of the applicant. If the applicant is a

STATUTORY POLICY

	partnership, the term includes partners and employees of the applicant.
Interaction	A pre-arranged engagement in relation to a development matter (including face to face, virtual or by telephone).
Lobbyist	defined in the <i>Integrity Act 2009</i> , that is, a person or entity who carries out lobbying for a third-party client.
Submitter	A person who has made a submission, or expressed an intention to make a submission, about a development application as provided under the <i>Planning Act 2016</i> . It includes any lobbyist or consultant acting on behalf of a submitter.

5. POLICY PROVISIONS

Council is committed to representing the overall public interest of the local government area. Council must ensure that all decisions are legal, ethical, and impartial in accordance with the local government principles, and the responsibilities of Councillors identified in the *Local Government Act 2009*.

Councillors engage with many people in the community in relation to a broad range of matters. Open access to Councillors, and council itself, is vital to efficient and effective local government.

Developers and submitters seek access to Councillors to discuss potential and existing development applications and other projects. The community has a clear expectation that interactions with these stakeholders are undertaken transparently and in the public interest.

As prescribed in legislation, it is an offence for Councillors to accept gifts, benefits or donations from property developers at any time. The Electoral Commission of Queensland (ECQ) administers this legislation under the [prohibited donors scheme](#).

5.1 Councillor Roles in Development Applications

The *Planning Act 2016* and *Economic Development Act 2012* prescribe the circumstances in which a local government decides a development application. In some circumstances, a local government delegates this power to certain council officers.

When the local government is deciding an application, the provisions of the *Planning Act 2016*, particularly the *Development Assessment Rules*, require that Councillors individually and the local government collectively, must not pre-determine an application and cannot consider matters that are irrelevant or unrelated to a development assessment process.

5.2 Guidelines for Councillor Interactions With Developers, Lobbyists And Submitters

Adopting a structured approach to Councillors' interactions with developers and submitters will allow Councillors to engage appropriately in the public interest and reduce their risk of engaging in misconduct or corrupt conduct.

1. If a developer or lobbyist wants to discuss a development matter with a Councillor this should be referred to the Office of the CEO to co-ordinate and diarise a meeting appointment. A meeting in this context may be face-to-face, virtual or by telephone.
2. When meeting with a developer or submitter about a development application, a Councillor must conduct the meeting in the presence of an appropriate third party and are to be organised through the Office of the CEO.

STATUTORY POLICY

3. All meetings with a developer or submitter, including public meetings, must either be electronically recorded with the knowledge of the developer or submitter *or* a contemporaneous written record prepared and communicated with the Office of the CEO. At a minimum this record should include:
- the date of the interaction
 - the format of the interaction
 - all parties or persons involved in the interaction
 - a summary of the matter/s raised with the Councillor
 - a summary of the Councillor's response/s.

Note 1: Records of meetings are to be kept in accordance with the Public Records Act 2002

Note 2: An audio recording is a document under the Right to Information Act

Note 3: Any commercial-in-confidence information may be the subject of an exemption to disclosure on the basis that it would not be in the public interest for the business affairs and future plans of private business entities to be disclosed.

4. When interacting with a developer or submitter about a development application, Councillors should:
- a. state that any opinions expressed by the Councillor are personal to the Councillor and do not in any way represent a formal council view
 - b. make it clear that a final decision can only be made after all relevant material has been prepared and considered
 - c. make clear that they can provide general information on the application process but cannot give definitive advice about a proposed development's prospects of success
 - d. maintain the confidentiality of any information, records, briefings, and discussions that, if released at a particular point in time, could prejudice the interests of council, the public at large, or another party
 - e. suggest that the developer or submitter seeks independent professional advice where relevant.
5. While Councillors are entitled to express a personal opinion about a development application, they should be aware that the expression of a personal opinion, whether positive or negative may impact on the perception of their impartiality as a decision maker should they be required to decide the matter.
6. Under the *Integrity Act 2009*, lobbyists are required to inform Councillors that they are a lobbyist when making initial contact (for example, when seeking to arrange a meeting). In addition to the record keeping requirements detailed above, interactions between Councillors and lobbyists must be recorded in Council's *Register of Contact with Lobbyists*. Nothing in this policy requires a Councillor to meet with a lobbyist at any time.

5.3 Stages of The Development Assessment Process

Under this policy, Councillors have additional obligations in relation to their interactions with developers and submitters at each of the following stages in the development assessment process:

1. Pre-application (when there is no application before Council or in the process of being drafted)

Councillors may interact with developers in the pre-application stage to promote the benefits of developing in the Charters Towers Region and encourage responsible and appropriate development.

Councillors can also discuss what is publicly known about a potential development with the general public.

However, if a Councillor is likely to have a conflict of interest should a particular development application be lodged with council, it is recommended that the Councillor refrains from interacting with the developer in relation to that matter.

2. Pre-lodgement (when there is no application before council, but an application is being prepared for lodgment)

Reports on pre-lodgement requests and scheduled pre-lodgement meetings are provided to Councillors.

A Councillor's requests for advice or information relating to a pre-lodgement meeting must be made in accordance with Council's *Acceptable Request Guidelines*.

Councillors must not attend formal pre-lodgement meetings between developers and council officers.

3. Post-lodgement and assessment of development applications (after an application is lodged)

Councillors must not direct, or attempt to direct, a council officer in the course of their duties to assess and report on a development application.

Councillor requests for advice or information relating to a development application must be made in accordance with Council's *Acceptable Request Guidelines*.

Once a development application is lodged and is being assessed by council officers, Councillors should not initiate or seek to be involved in internal meetings or meetings with the developer about the application under assessment.

If a Councillor is invited, and agrees, to engage in an interaction with a developer or submitter at this stage those interactions must occur having regard to the aforementioned guidelines for Councillor interactions with developers and submitters.

If it becomes necessary for a Councillor to provide feedback on issues of concern to the community, the Councillor may initiate a meeting with a developer or submitter having regard to the aforementioned guidelines for Councillor interactions with developers and submitters.

If a Councillor has a prescribed or a declarable conflict of interest in relation to a development application which is under assessment they must not:

- discuss the matter with any other Councillor or council officer or who is or may be a participant in deciding that matter
- Interact with a developer or submitter in relation to that matter.

5.5 Development application decision (when an application is being decided)

A. If the development application is being decided by council officers under delegation

It is generally not appropriate for Councillors to interact with a developer or submitter about a development application particularly where the developer or submitter is aggrieved by the council officers' assessment of the application or is seeking the Councillor's intervention in the council officers' assessment or decision.

Councillors should advise the developer or submitter to speak directly to the council CEO or other appropriate senior officer (i.e. Director Corporate & Community Services). Similarly, if Councillors receive any information from a developer, or submitter, they should provide it to the CEO or other appropriate senior officer.

If a Councillor has either a prescribed or a declarable conflict of interest in relation to the application they must not direct, influence, attempt to influence or discuss the matter with any council employee who is a participant in deciding that matter.

B. If the application is to be decided by council, and not by officers under delegation

While Councillors are not obligated to do so, it is acceptable for Councillors to interact/meet with developers and submitters leading up to the meeting where the decision is to be made.

In these instances, Councillors must follow the aforementioned guidelines for Councillor interactions with developers, lobbyists, and submitters (see pages 3-4).

Councillors should convey any key information arising from such meetings to the council CEO, Director of Corporate and Community Services or equivalent, if they are not present at that meeting.

Councillors must disclose to other Councillors who were not at the meeting, the recording or other record made of the meeting, so that all decision makers have access to the same information.

After council officers have prepared a report and made a recommendation, and that report has been listed on a council meeting agenda, Councillors may seek additional information from officers to ensure their duties are properly discharged when deciding the application. Information may be provided through a council briefing, general meeting (or delegated decision committee) or through a request in accordance with Council's *Acceptable Request Guidelines for Councillors S0036*.

As required under the *Planning Act 2016*, Councillors must ensure they genuinely consider the development application, any submissions to the application, council's report, including the assessment and recommendations by council officers, prior to them making a decision on the proposed development.

If a Councillor has a prescribed or a declarable conflict of interest in the development application, they must declare the interest to the CEO and at any council meeting at which the matter is being considered and they must not:

- interact with developers or submitters in relation to that matter; and
- influence attempt to influence or discuss the matter with another Councillor or council officer who is wholly or partly responsible for deciding the matter.

5.6 *Post-development decision and appeal (after an application has been decided)*

Once a decision has been made by council, Councillors are required to respect that decision.

The post-decision phase of any development application is particularly sensitive and can involve negotiations between parties having an interest in the outcome of the application. Under the *Planning Act 2016*, every applicant has the right to negotiate with council on conditions and the scope of any approval issued by council. All such negotiations must be attended by council officers or representatives, and Councillors should not be involved.

From the time a decision has been made until the end of the appeal period, Councillors must not engage with the relevant developer or submitter in relation to the matter.

If an appeal is lodged, Councillors must also refrain from interactions with the appellants or co-respondents and should avoid commenting publicly about matters before the Planning and Environment Court.

Council officers and council's legal representatives manage the conduct of an appeal. During the course of an appeal 'without prejudice' meetings may be held between the parties to try to reach an agreement or limit the issues in dispute. Councillors do not attend 'without prejudice' meetings. Council officers will advise council:

- when an appeal is lodged;
- when something significant occurs in relation to an appeal; and
- when an appeal is resolved.

Councillors must not seek to influence the manner in which conditions of development approval are implemented by council officers.

6. VARIATIONS

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

ASSOCIATED DOCUMENTS

Local Government Act 2009

Planning Act 2016

Economic Development Act, 2012

Integrity Act 2009

Public Records Act 2020

S0036 Acceptable Request Guidelines for Councillors

STATUTORY POLICY

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 18 May 2022
Resolution Number

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

Document Authorised: Aaron Johansson
Chief Executive Officer

Document ECM No: 4589327

CEO Signature

EXECUTIVE SUMMARY

The Advocacy Committee was established in August 2018 and a review of the Terms of Reference has been undertaken resulting from changes to Councillor Portfolios and to include additional key staff as part of the Committee. The Committee provides advice and recommendations on government relations, advocacy, and policy development opportunities for the Region.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the revised Advocacy Committee Terms of Reference P0083/OCEO as tabled.***
-

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

Advocacy is identified as a key focus for this term of Council to ensure key outcomes are achieved for our Region.

From time to time, key upgrades including programs and infrastructure require assistance from other levels of government to achieve the desired outcome for the Region. In many cases this is due to limited funding or the responsibility for infrastructure, program, or policy rests with another level of government. Through advocacy, Council can obtain support for projects or policy decisions.

A review of the Terms of Reference was undertaken to reflect changes to Councillor Portfolios and to include key staff as part of the committee. Minor changes have also been made to the quorum to reflect the changes to membership.

The membership will consist of:

- Mayor (Chair)
- Deputy Mayor
- 2 x nominated Councillors
- Chief Executive Officer
- Director Infrastructure Services
- Director Corporate & Community Services
- Manager Regional Development
- Manager Community Services
- Tourism Trade & Investment Advisor

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2021-2025

- Priority No. 1 – Economic Prosperity
- Priority No 3 – Social Cohesion
- Priority No. 7 – Assets & Infrastructure

CONSULTATION (Internal/External)

Internal: Mayor Frank Beveridge
Deputy Mayor – Graham Lohmann
Councillor Julie Mathews
Councillor Sonia Bennetto
I/Chief Executive Officer – Martin Drydale

External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: AMY RUSSELL Executive Assistant to the CEO Date: 5 July 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- P0083/OCEO Advocacy Committee Terms of Reference – Document No. 1200896

REFERENCE DOCUMENT

- Officer's Report Document No. 4665870
-

1 ROLE

That Charters Towers Regional Council's Advocacy Committee becomes a committee of Council. The Committee will be guided by Council's identified priorities and be responsible for recommending advocacy, policy development, and campaigning/educational activities to Council.

The Advocacy Committee will *provide advice and recommendations* to Council on:

- Advocacy strategies and public campaigning.
- Key external stakeholders and engagement strategies.
- Evidence-based advocacy messages.
- The development of key policy positions and publications.
- Policy and research priorities.
- Optimising regional development opportunities.
- Leveraging advocacy opportunities.
- Opportunities to liaise, collaborate and influence industry and government.

2 ADVOCACY FRAMEWORK

a. Objective

The Advocacy Committee's objective is to work with nominated elected representatives and staff to strengthen Charters Towers Regional Council's advocacy and policy program. In pursuing this objective, the Committee will provide advice and recommendations on government relations, advocacy and policy development opportunities and decisions.

b. Aim

The committee aims to:

- Provide advice and recommendations to Council on a sustained and comprehensive program of advocacy work, focused on a small number of well-chosen issues, regularly updated, resourced and decided by Council.
- Recommend vehicles to influence regional, state and federal policy programs directly impacting the Charters Towers region.
- Recommend strategies to foster partnerships and healthy working environments with all tiers of government and industry to deliver outcomes for the Charters Towers region.

c. Membership

The membership will consist of:

- Mayor (Chair)
- Deputy Mayor
- 2 x nominated Councillors
- Chief Executive Officer
- Director Infrastructure Services
- Director Corporate & Community Services

-
- Manager Regional Development
 - Manager Community Services
 - Tourism Trade & Investment Advisor
- Other internal and/or external attendees may be invited to attend in an advisory capacity and subject to Council's identified priorities. The chair will be consulted prior to each meeting to determine appropriate attendees. The following standing-skills have been identified to add value to the committee:
 - Experience in advocacy, policy development and campaigning.
 - Expertise in at least one of Charters Towers Regional Council's strategic work areas with links to government departments and regional development networks.
 - Expertise in regional planning.
 - Understanding of regional and/or economic development.
 - Good knowledge of media and communication, marketing and branding.
 - Technical specialists relating to Council's identified priorities.

Collective attendance should also show a reasonable representation of the breadth and depth of Council knowledge across departments.

External expertise can be contracted on an as-required basis; however, they will not be considered members.

d. Quorum

A minimum of four Committee members (2 x Elected Members, CEO or delegate and 1 x staff member) is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

e. Authority

The CTCRC Advocacy Committee is a committee of CTCRC and is advisory in nature. Recommendations will be made by consensus of elected members prior to being submitted to Council for consideration. Recommendations and advice will not be actioned until fully endorsed by Council at an Ordinary Meeting.

Further, the Committee:

- Must seek the approval of the Mayor before inviting an external representative to attend meetings of, or otherwise participate in, the committee and/or any subsequent working groups.
- Must make recommendations to the full Council regarding the policy and program. The committee is not authorised to make or change budgets, programme or policy affecting the relevant areas.
- Can provide recommendations to the Chair on priorities and issues but cannot direct operational or day to day matters. These will remain the responsibility of the Chief Executive Officer.
- Will work through the Chief Executive Officer in respect of operational matters.
- Will operate in accordance with terms of reference and guidelines specified for the Advocacy Committee.

-
- Must keep minutes of their meetings.
 - Must abide by Council's Code of Conduct and requirements of the Local Government Act 2009 and Local Government Regulations 2012.
 - Will report on the year's advocacy work for consideration and in Council's Annual Report.

f. Advocacy Focus Areas

- Priorities will be set by the elected representatives through a strategic planning workshop.
- Priorities will be reviewed and updated on a quarterly basis; or as directed by Council resolution; or as directed by the Mayor.

g. Frequency of Meeting

The Advocacy Committee will meet monthly or as required.

h. Secretariat

The Office of the Chief Executive Officer will provide secretariat services.

i. Agendas and Reports

Agenda items should be provided to the secretariat by close of business the Friday prior to the meeting.

4. REFERENCE DOCUMENTS:

- *Corporate Plan 2021-2025*
- *Priority Projects 2020-2024*
- *Advocacy Plan 2021*
- *Federal Election Priorities 2022*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Right to Information Act*



T

**TERMS OF REFERENCE
ADVOCACY COMMITTEE
P0083/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: General Meeting of Council ## July 2022

Document Contact: Amy Russell
Executive Assistant to the CEO

Document Authorised: Martin Drydale
I/Chief Executive Officer

Document ECM No: 1200896

CEO Signature

14. REPORTS FOR CONSIDERATION - CONFIDENTIAL

CLOSE OF MEETING FOR CONFIDENTIAL REPORTS

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

CORPORATE & COMMUNITY SERVICES

14.1 Work Health & Safety Report

THE MEETING WILL BE OPENED FOR THE TAKING OF RESOLUTIONS.

15. CLOSE OF MEETING



CHARTERS TOWERS
REGIONAL COUNCIL

MINUTES
of the
GENERAL MEETING
of
CHARTERS TOWERS REGIONAL COUNCIL
held
Wednesday 15 June 2022
Commencing at 9:00am

Contents

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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 (via Microsoft Teams)
Cr KF Hastie
Cr JD Mathews
Cr BP Robertson

Officers:

Mr M Drydale – I/Chief Executive Officer
Mr J Teague – Director Infrastructure Services
Mrs A Russell – Executive Assistant to the Chief Executive Officer
Mr M Harvey - Water Projects Manager
Mr T Harrington - Chief Financial Officer
Mrs H Thompson - Manager Community Services
Mrs M Lavelle-Maloney – Tourism Trade & Investment Advisor
Mr S Faber – Manager Work Health & Safety

Apologies:

Nil

Members of the Gallery:

Nil

3. PRAYER

There was no attendance by the Ministers' Fraternal.

4. CONDOLENCES

Condolences were offered for the following:

John McCarthy
Flora MacDonald
Tyrone Swift
Alwyn (Stumpy) Malone

5. DECLARATIONS OF INTEREST

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

Item 12.4 - Community Grants

I, Councillor Bernie Robertson, inform the meeting that I have a declarable conflict of interest in item 12.4 (ICPA's application) as my daughter is a member of the ICPA Committee.

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

Item 12.6 - International Legends of League

I, Councillor Kate Hastie, inform the meeting that I have a declarable conflict of interest in relation to Item 12.6 as I am a member of the Charters Towers Miners Committee and some of the events will be at the fields where the club may benefit from bar takings.

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

6. DEPUTATIONS

Nil

7. CONFIRMATION OF MINUTES

❖ Minutes of General Meeting held 25 May 2022.

Resolution No.: 3950

Moved: Cr JD Mathews

Seconded: Cr AP Barr

That the Minutes of the General Meeting held 25 May 2022 be confirmed.

CARRIED

8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil

ATTENDANCE

Mr M Harvey, Water Projects Manager departed the meeting at **9:05am**.

9. MAYOR'S AND COUNCILLORS' REPORTS
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Date	Details
25/05/2022	Chaired May General Meeting
25/05/2022	Participated in Workshops with Councillors, Executive Leadership Team and Management Staff
25/05/2022	Filmed Mayoral Minute with Media Team
25/05/2022	Participated in Burdekin Falls Dam & Social Impact Management Plan Meeting
26/05/2022	Meeting with Deputy Mayor and Charters Towers health professional in respect to health issues affecting Charters Towers
26/05/2022	Meeting with constituent
26/05/2022	Meeting with Chief Executive Officer and representatives from the Towers Jockey Club regarding Racecourse development
26/05/2022	Attended 2022 Careers Expo Networking event
26/05/2022	Attended Domestic Violence Awareness Cocktail event
27/05/2022	Participated in helicopter flight with Department of Defence and Queensland Police as part of Defence Exercise
27/05/2022	Regional Development Australia Chair Duties – Microsoft Teams Meeting
28/05/2022	Attended lunch with NQ Branch of the AUSIMM and the Zara Clark Museum
29/05/2022	Attended Centenary Park Markets with Cr Hastie and Cr Robertson
30/05/2022	Participated in North Queensland Regional Roads Group Meeting
30/05/2022	Meeting with Executive Officer, North Queensland Regional Organisation of Councils
30/05/2022	Meeting with Chief Executive Officer
31/05/2022	Attended Lissner Park with Media team to be filmed in front of Lissner Park Fountain
31/05/2022	Attended National Reconciliation Week morning tea at Airport Depot
31/05/2022	Meeting with Council's Manager Water and Wastewater & representative from business regarding water issues
31/05/2022	Attended Move It Program at the PCYC
01/06/2022	Regional Development Australia – Chair Duties – Executive Meeting – Townsville
02/06/2022	Attended fortnightly Councillor and ELT Workshop
02/06/2022	Provided hospitality to Peter and Eva Missingham at City Hall. Peter Missingham's Grandfather was Mayor of Charters Towers City in 1893.
03/06/2022	Attended Northern Beef Producers Expo throughout the day and expo dinner at night
04/06/2022	Attended fundraiser for Townsville Hospital and Health Service in Townsville
05/06/2022	Attended 150 Years Celebration – Queensland Day – Celebrating Faces and Places. Provided hospitality, with fellow Councillors, to Assistant Minister for Tourism Industry Development, Michael Healy MP and his Advisor
06/06/2022	Weekly meeting with Chief Executive Officer
06/06/2022	Regional Development Australia – Chair Duties – Visited Mt Isa, Doomadgee, Burketown and Mornington Island
09/06/2022	
10/06/2022	Attended NQROC Meeting with Council's Chief Executive Officer
10/06/2022	Attended Mayoral Hells Gates Dam Business Case Briefing – Townsville Enterprise Limited
11/06/2022	Attended Motor Show
11/06/2022	Launched Murder on Mosman Short Film at the World Theatre
12/06/2022	Participated in presentations at Motor Show & Swap Meet
13/06/2022	Attended Queensland Top Tourism Town Awards Announcement with Cr Mathews in Brisbane

Cr GJ Lohmann reported on:

Date	Details
25/05/2022	Councillor meeting and workshop
26/05/2022	Meeting with Mayor and Dr Jean Covey
31/05/2022	ELT hosted Reconciliation Week breakfast at Highway Depot ELT hosted Reconciliation morning tea at Airport Depot Judging of Unearth our Secrets photo competition
1/06/2022	Consumer Advisory Council meeting Townsville
2/06/2022	Councillor/ELT workshop ABC Radio interview
3/06/2022	Chamber of Commerce and Mines community consultation pop-up ABC Radio interview
4/06/2022	NQ Beef Producers Expo Council stall
5/06/2022	Queensland Day street party
6/06/2022	Advocacy Committee meeting
7/06/2022	Meeting with property developer
8/06/2022	Interview with School Review Team, Charters Towers State High School
9/06/2022	Audit and Risk Committee meeting Big Rocks Weir Steering Committee meeting
11/06/2022	Launch of 'Murder on Mosman' short film
12/06/2022	Car show and Swap Meet
13/06/2022	Disaster Planning in Dynamic Environments Masterclass
14/06/2022	Leadership in Disaster, Crisis and Adversity Masterclass

Cr AP Barr reported on:

Date	Details
25/05/2022	General Meeting & Workshops
31/05/2022	National Reconciliation Week breakfast with staff
1/06/2022	National Reconciliation Week morning tea with staff
2/06/2022	Fortnightly Councillor & ELT Workshop

Cr S Bennetto reported on:

Date	Details
26/5/22	Careers Expo
27/5/22	Careers Expo Our World Documentary video
31/5/22	ELT hosted Morning Tea – National Reconciliation Week Judging of Unearth Our Secrets Photo Competition Tourism Advocacy Meeting
02/06/22	Councillor and ELT Workshop
05/06/22	Queensland Day Celebrations Opening of Retrospective Reflections Exhibition at Mike Carney Creative Industries Centre Announcement of winners of Unearth Our Secret Photo Competition and Places and Faces Competition
06/06/22	Advocacy Committee Meeting
7/06/22	Move It NQ @ PCYC

Cr KF Hastie reported on:

Date	Details
25/05/2022	General Meeting & Workshops
26/05/2022	Careers Expo Networking Event
27-28/05/2022	Volunteering NQ Conference & Awards Weekend
31/05/2022	NRW – Breakfast at Depot
31/05/2022	NRW – Morning Tea at Airport Depot
1/06/2022	NRW – Morning Tea at Council Office
2/06/2022	Fortnightly Councillor & ELT Workshops
2/06/2022	Move It Programme - Archery
7/06/2022	Great Western Games Meeting
9/06/2022	Audit & Risk Meeting
9/06/2022	Move it Programme
13/06/2022	QAS Youfor32 Programme Session
14/06/2022	Move It Programme

Cr JD Mathews reported on:

Date	Details
25/05/2022	General Meeting & Workshops
31/05/2022	Highway & Airport Depot for National Reconciliation Week breakfast Judging for Unearth Our Secrets Photo Comp
1/06/2022	Morning Tea for National Reconciliation Week
2/06/2022	Fortnightly Councillor & ELT Workshop
5/06/2022	150 Year Celebration – QLD Day event – Faces & Places Hosting of Assistant Minister for Tourism Industry Development, Michael Healy MP
11/06/2022	Murder on Mosman Launch Attended the local burnout event
12/06/2022	Attended the Restorers Club event
13/06/2022	Attended the announcement of the Top Tourism Award event in Brisbane.

Cr BP Robertson reported on:

Date	Details
25/05/2022	General Meeting & Workshops
2/06/2022	Fortnightly Councillor & ELT Workshop

10. MAYORAL MINUTE

Nil.

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.**

Resolution No.: 3951

Moved: Cr BP Robertson

Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4651549

ATTENDANCE

Mr T Harrington, Chief Financial Officer entered the meeting at **9:13am**.

11.2 Appointment of Reservoir and Water Main Strategy and Design Consultant

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).**

Resolution No.: 3952

Moved: Cr JD Mathews
Seconded: Cr GJ Lohmann

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).***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4651761

ATTENDANCE

Mr H Thompson, Manager Community Services entered the meeting at **9:21am**.

Mr M Harvey, Water Projects Manager departed the meeting at **9:25am**.

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.***

Resolution No.: 3953

Moved: Cr AP Barr
Seconded: Cr GJ Lohmann

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.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4652209

12.2 Unrecoverable debts, interest and obsolete inventory write-off

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.***

Resolution No.: 3954

Moved: Cr GJ Lohmann
Seconded: Cr BP Robertson

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.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4644271

ATTENDANCE

Mr T Harrington, Chief Financial Officer departed the meeting at **9:30am**.

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 Wheeler's 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.***

Resolution No.: 3955

Moved: Cr AP Barr
Seconded: Cr JD Mathews

That Council:

- **Apply the exception under the provisions of Section 236(1)(b)(ii) of the Local Government Regulation 2012 for the disposal of 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.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4654375

12.4 Round One 2022/2023 Community Grants Programme

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).**

Resolution No.: 3956

Moved: Cr KF Hastie
Seconded: Cr BP Robertson

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),**

CARRIED

ATTENDANCE

In accordance with the Conflict of Interest in Item 12.4 (ICPA application), Cr BP Robertson departed the meeting at **9:35am**.

Resolution No.: 3957

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

That Council:

- **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),**

CARRIED

ATTENDANCE

Cr BP Robertson returned to the meeting at **9:36am**.

Resolution No.: 3958

Moved: Cr JD Mathews
Seconded: Cr AP Barr

That Council:

- **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),**

CARRIED

Resolution No.: 3959

Moved: Cr KF Hastie
Seconded: Cr BP Robertson

That Council:

- **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).**

CARRIED

Resolution No.: 3960

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

That Council:

- **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),**

CARRIED

Resolution No.: 3961

Moved: Cr JD Mathews
Seconded: Cr AP Barr

That Council:

- **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),**

CARRIED

Resolution No.: 3962

Moved: Cr BP Robertson
Seconded: Cr KF Hastie

That Council:

- **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),**

CARRIED

Resolution No.: 3963

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

- **Approve the community grant application by Charters Towers Performing Arts Festival Association Inc in the amount of \$5,000 (ex GST).**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4652539
-

12.5 Amendment to STRAT0002 Community Grants Policy

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.***

Resolution No.: 3964

Moved: Cr AP Barr

Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4653660

ATTENDANCE

In accordance with the Conflict of Interest in Item 12.6, Cr KF Hastie departed the meeting at **9:39am**.

12.6 International Legends of League

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.***

Resolution No.: 3965

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

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.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4651605

ATTENDANCE

Cr KF Hastie returned to the meeting at **9:41am**.

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 the 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

Resolution No.: 3966

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4587008

ATTENDANCE

Mrs H Thompson, Manager Community Services departed the meeting at **9:42am**.

Mr M Harvey, Water Projects Manager entered the meeting at **9:43am**.

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.***

Resolution No.: 3967

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4652584

ATTENDANCE

Mr M Harvey, Water Projects Manager departed the meeting at **9:45am**.

Mrs M Lavelle-Maloney, Tourism Trade & Investment Advisor entered the meeting at **9:46am**.

13.2 Pilot Business Support Program Between CTRC and Smart Precinct NQ

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.***

Resolution No.: 3968

Moved: Cr AP Barr
Seconded: Cr GJ Lohmann

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.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4642927

ATTENDANCE

Mrs M Lavelle-Maloney, Tourism Trade & Investment Advisor departed the meeting at **9:55am**.

13.3 Amended Statutory Policy S0078/OCEO Councillor Administrative Support Staff

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.***

Resolution No.: 3969

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4651525

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.***

Resolution No.: 3970

Moved: Cr KF Hastie

Seconded: Cr JD Mathews

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4651548

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.***

Resolution No.: 3971

Moved: Cr JD Mathews
Seconded: Cr GJ Lohmann

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4652597

13.6 Burdekin and Charters Towers Multi-Hazard Resilience Strategy

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.***

Resolution No.: 3972

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4652606

The meeting adjourned for morning tea at **9:59am**.

The meeting resumed at **10:19am**.

ATTENDANCE

Mr S Faber, Manager Work Health & Safety entered the meeting at **10:19am**.

13.7 Charters Towers Regional Council 2020-24 Priority Projects Plan – June 2022 Update

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.***

Resolution No.: 3973

Moved: Cr GJ Lohmann

Seconded: Cr KF Hastie

That Council:

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

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4654319

13.8 Amended Statutory Policy S0036/OCEO Acceptable Requests Guidelines for Councillors

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.***

Resolution No.: 3974

Moved: Cr JD Mathews

Seconded: Cr KF Hastie

That Council:

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

Cr GJ Lohmann recorded a vote against the motion.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4652628

14. CONFIDENTIAL REPORTS

CLOSE OF MEETING

Resolution No.: 3975

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the General Meeting be closed to the public **10:28am** at for discussion of the following matters:

f) matters that may directly affect the health and safety of an individual or a group of individuals.

CARRIED

OPENING OF MEETING

Resolution No.: 3976

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

That the meeting be opened at **10:30am** the taking of resolutions.

CARRIED

ATTENDANCE

Mr s Faber, Manager Work Health & Safety departed the meeting at **10:30am**.

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 May 2022.**

Resolution No.: 3977

Moved: Cr KF Hastie

Seconded: Cr GJ Lohmann

That Council:

➤ **Note the monthly Work Health and Safety report for May 2022.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4651599
-

15. CLOSE OF MEETING

There being no further business, the General Meeting closed at **10:30am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 20 JULY 2022.

Mayor

Date

UNCONFIRMED



**CHARTERS TOWERS
REGIONAL COUNCIL**

MINUTES

of the

SPECIAL MEETING

of

CHARTERS TOWERS REGIONAL COUNCIL

held

Wednesday 29 June 2022

Commencing at 8:30am

UNCONFIRMED



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UNCONFIRMED

1. OPENING OF MEETING

The Meeting was opened at **8:33am** 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

Officers:

Mr J Teague – Director Infrastructure Services
Mrs A Russell – Executive Assistant to the CEO

Apologies:

Mr M Drydale – I/Chief Executive Officer

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

CLOSE OF MEETING

Resolution No.: 3978

Moved: Cr S Bennetto
Seconded: Cr JD Mathews

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the Special Meeting be closed to the public at **8:33am** for discussion of the following matters:

Item 4.1 Appointment of the panel for the recruitment of the Chief Executive Officer

- (a) *the appointment, discipline or dismissal of the chief executive officer*
- (b) *industrial matters affecting employees*

CARRIED

OPENING OF MEETING

Resolution No.: 3979

Moved: Cr JD Mathews

Seconded: Cr AP Barr

That the meeting be opened at **8:36am** for the taking of resolutions.

CARRIED

4.1 Appointment of the panel for the recruitment of the Chief Executive Officer

EXECUTIVE SUMMARY

Section 194 of the *Local Government Act 2009* states a local government must appoint a qualified person to be its Chief Executive Officer. This report is seeking Council's endorsement to nominate a panel to commence the recruitment process for the position of Chief Executive Officer.

OFFICER'S RECOMMENDATION

That Council:

- ***Appoint Mayor Frank Beveridge, Deputy Mayor Graham Lohmann & Cr Sonia Bennetto as the panel for the recruitment of the Chief Executive Officer (CEO); and***
- ***Endorse the panel to:***
 - ***outline the selection criteria for the position of CEO;***
 - ***call for expressions of interest from suitably qualified internal applicants to address the selection criteria;***
 - ***conduct the interview for the applicants; and***
 - ***prepare a report for Council with the appropriate recommendations.***

Resolution No.: 3980

Moved: Cr GJ Lohmann

Seconded: Cr BP Robertson

That Council:

- ***Appoint Mayor Frank Beveridge, Deputy Mayor Graham Lohmann & Cr Sonia Bennetto as the panel for the recruitment of the Chief Executive Officer (CEO); and***
- ***Endorse the panel to:***
 - ***outline the selection criteria for the position of CEO;***
 - ***call for expressions of interest from suitably qualified internal applicants to address the selection criteria;***
 - ***conduct the interview for the applicants; and***
 - ***prepare a report for Council with the appropriate recommendations.***

CARRIED

REFERENCE DOCUMENT:

- Officer's Report Document No. 4661014

5. CLOSE OF MEETING

There being no further business, the Special Meeting closed at **8:37am**

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 20 JULY 2022.

Mayor

Date

UNCONFIRMED





CHARTERS TOWERS
REGIONAL COUNCIL

MINUTES
of the
STATUTORY BUDGET MEETING
of
CHARTERS TOWERS REGIONAL COUNCIL
held
Wednesday 29 June 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 – I/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 B Blokland – Financial Services Coordinator

Apologies:

Nil

Members of the Gallery:

Nil

3. MAYOR'S MESSAGE

The priority of the 2022-23 Charters Towers Regional Council Budget is for a 'Sustainable Future' for our Region.

The budget provides continued investment in maintaining and improving critical infrastructure, providing additional community-building assets, and maintaining services for the community.

This budget takes into account the external pressures from high inflation, COVID-19, and world conflicts which have impacted our Region.

In early 2022, the Australian Bureau of Statistics released the headline Consumer Price Index (CPI) results which has increased to 5.1%.

Council has experienced a significant increase in operational costs over the past 12 months including road construction materials, electricity, fuel, and other goods and services.

Council's approach for this budget is to ensure the viability of the region whilst continuing to maintain services for the community.

The budget contains a number of exciting and fully-funded initiatives and projects that will help to propel us forward and see some real changes happening.

Funds will be allocated to water mains replacements and Saleyards Pipeline, Kennedy Regiment Memorial Pool upgrades, Big Rocks Weir Project, Charters Towers Airport RNAV upgrade, and the local disaster centre.

Funds will also be allocated to the Pentland water main duplication, Pentland and Ravenswood Pools auto dosing upgrades, Greenvale Pool grating, and a concrete pathway at the park in Greenvale.

Some of the major projects for 2022-23 (financial year component only) include:

- Water Mains Replacements & Saleyards Pipeline (\$2.65M)
- KRM Pool Redevelopment (\$2.3M)
- Big Rocks Weir Project (\$1.95M)
- Capital replacement for Fleet (\$1.84M)
- ROSI Program - Dotswood Road (\$1.44M)
- INF Operations - 2022-23 - R2R Program (\$1.18M)
- INF Operations - 2022-23 - TIDS Program - Dotswood Road (\$0.95M)
- WTP Clear Water Tank Repair (\$0.8M)
- TIDS Program - Mount Fox Road (\$0.66M)
- Charters Towers Airport RNAV Upgrade (\$0.6M)
- Council Funded Roads Capital Works (\$0.53M)
- W4Q Administration Building Upgrades (\$0.5M)
- Disaster Management - Local Disaster Centre (\$0.42M)

Enhancing the liveability of our region is very important for Council. Over this financial year, we're excited to deliver fantastic community projects including the Charters Towers Water Park, the Mosman Street Walking Track Extension, and the commencement of the Kennedy Regiment Memorial Pool upgrades.

These community projects will provide improved recreational facilities and the promotion of tourism and liveability in our region.

To ensure our region is prepared for any potential disasters, Council will begin construction of the new Local Disaster Coordination Centre. This new facility will be built beside the current Administration Building and will provide a dedicated building for the Local Disaster Management Group to coordinate our response in the event of a disaster.

To deliver these vital projects and to maintain current service levels for the community, the budget includes a 4.9% increase for residential and commercial properties.

We understand this is a significant increase for our community, however, Council has been able to keep this increase below the current 5.1% CPI.

This budget is about taking a measured, practical, and sensible approach to ensure our region has the infrastructure and community-building assets to be able to capitalise on future opportunities.

Council is committed to being financially responsible and sustainable for the benefit of the community.

4. REPORTS FOR CONSIDERATION – BUDGET 2022-23

4.1 Revenue Policy

EXECUTIVE SUMMARY

In accordance with s104(6) of the *Local Government Act 2009* Council is required to ensure the financial policies of the local government are regularly reviewed and updated as necessary and, in accordance with the *Local Government Regulation 2012*, the budget must contain a Revenue Policy.

OFFICER'S RECOMMENDATION

That Council:

In accordance with s193 of the Local Government Regulation 2012, adopt the Revenue Policy 2022-23 as attached.

Resolution No.: 3981

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

In accordance with s193 of the Local Government Regulation 2012, adopt the Revenue Policy 2022-23 as attached.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4644182
-

4.2 Debt Policy

EXECUTIVE SUMMARY

In accordance with s104(6) of the *Local Government Act 2009* Council is required to ensure the financial policies of the local government are regularly reviewed and updated as necessary. The *Local Government Regulation 2012* requires Council to prepare and adopt a Debt Policy for the financial year which states new borrowings planned for the current financial year and next nine financial years, and the period over which Council plans to repay existing and new borrowings in accordance with the Long Term Financial Forecast.

OFFICER'S RECOMMENDATION

That Council:

In accordance with s192 of the Local Government Regulation 2012, adopt the Debt Policy 2022-23 as attached.

Resolution No.: 3982

Moved: Cr JD Mathews
Seconded: Cr BP Robertson

That Council:

In accordance with s192 of the Local Government Regulation 2012, adopt the Debt Policy 2022-23 as attached.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4644181

4.3 Investment Policy

EXECUTIVE SUMMARY

In accordance with s104(6) of the *Local Government Act 2009* Council is required to ensure the financial policies of the local government are regularly reviewed and updated as necessary. The *Local Government Regulation 2012* requires Council to prepare and adopt an Investment Policy, which identifies Council's investment objectives and overall risk philosophy and the procedures for achieving the investment goals.

OFFICER'S RECOMMENDATION

That Council:

In accordance with s191 of the Local Government Regulation 2012, adopt the Investment Policy (S0037) 2022-23 as attached.

Resolution No.: 3983

Moved: Cr AP Barr

Seconded: Cr KF Hastie

That Council:

In accordance with s191 of the Local Government Regulation 2012, adopt the Investment Policy (S0037) 2022-23 as attached.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4644151

4.4 Council Budget 2022-23

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council must decide by resolution at annual budget meeting, a budgeted income and expenditure statement, a financial position statement, cash flow and changes in equity statements, as well as disclosing long term financial forecasts for the 10 forward years, financial sustainability measures (ratios) and value of change in rates and utility charges from year to year.

The headline increase for 2022-23 of 4.9% on Council Rates and Charges is representative of the value of increase in each rating and utility charge applicable from the previous year and reflects Council's intention to remain financially sustainable in the long-term without an associated reduction in service delivery for residents and ratepayers in the foreseeable future.

Council collects on behalf of the Qld Government, an Emergency Management Levy which in the 2022-23 financial year has increased significantly for Charters Towers residents as a consequence of an upgrade to the Fire Station and associated staffing levels. Service levels are now 24/7, 7 days a week from the station, and the levy increase attributable has seen the centre's levy increase by 38.78%.

OFFICER'S RECOMMENDATION

That, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's budget for the 2022-23 financial year be adopted as tabled, incorporating:

- 1. The Statement of Comprehensive Income and Expenditure***
- 2. The Statement of Financial Position***
- 3. The Statement of Cash Flow***
- 4. The Statement of Changes in Equity***
- 5. The Long Term Financial Plan***

6. **The Revenue Statement**
7. **The relevant measures of financial sustainability**
8. **The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, 7.17%. (Contributing to this overall increase is a State Government Emergency Management Levy increase for Charters Towers residents of 38.78%. Council increases have been limited to 4.9% for Rates and Charges across the board)**

Resolution No.: 3984

Moved: Cr S Bennetto
 Seconded: Cr GJ Lohmann

That Council:

Pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's budget for the 2022-23 financial year be adopted as tabled, incorporating:

1. **The Statement of Comprehensive Income and Expenditure**
2. **The Statement of Financial Position**
3. **The Statement of Cash Flow**
4. **The Statement of Changes in Equity**
5. **The Long Term Financial Plan**
6. **The Revenue Statement**
7. **The relevant measures of financial sustainability**
8. **The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, 7.17%. (Contributing to this overall increase is a State Government Emergency Management Levy increase for Charters Towers residents of 38.78%. Council increases have been limited to 4.9% for Rates and Charges across the board)**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4644183

4.5 Categorisation of Land for Differential Rates 2022-23

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may rate differential categories of land for the financial year in accordance with s81 of the Regulations

OFFICER'S RECOMMENDATION

In accordance with s81 of the Local Government Regulation 2012, the categories to which rateable land is categorised, and the description of those categories is as per the Revenue Statement and as follows:

CATEGORY	DESCRIPTION
1. Urban Residential (<9,000m ²)	Properties used for residential purposes with an area less than 9,000m ² , including all townships.
2 Large Homesites <\$90,000 Rating Valuation	Properties used for residential purposes on sites with an area greater than 9,000m ² situated within 8 kilometres of the Charters Towers central business district with a rating valuation less than \$90,000.
3 Large Homesites \$90,000 to \$199,999 Rating Valuation	Properties used for residential purposes on sites with an area greater than 9,000m ² situated within 8 kilometres of the Charters Towers

CATEGORY	DESCRIPTION
	central business district with a rating valuation between \$90,000 and \$199,999.
4 Large Homesites \$200,000 to \$299,999 Rating Valuation	Properties used for residential purposes on sites with an area greater than 9,000m ² situated within 8 kilometres of the Charters Towers central business district with a rating valuation between \$200,000 and \$299,999.
5 Large Homesites >= \$300,000 Rating Valuation	Properties used for residential purposes on sites with an area greater than 9,000m ² situated within 8 kilometres of the Charters Towers central business district with a rating valuation greater than or equal to \$300,000.
6 Rural Residential properties >8kms from Charters Towers central business district	Properties used for rural residential purposes situated beyond 8 kilometres from the Charters Towers central business district, including all townships.
7 Multi-unit Residential 2 flats	Properties used for the purpose of multiple residential units, maximum of 2 flats, including properties situated in townships.
8 Multi-unit Residential 3-4 flats	Properties used for the purpose of multiple residential units, 3-4 flats, including properties situated in townships.
9 Multi-unit Residential >= 5 flats	Properties used for the purpose of multiple residential units, 5 flats or greater, including properties situated in townships.
10 Commercial Retail and Business <8kms from Charters Towers central business district	Properties zoned or used in part or in full for commercial, retail or business purposes situated within 8 kilometres of the Charters Towers central business district.
11 Industrial, Transport & Storage Category <8kms from Charters Towers central business district	Properties used for industrial, transport or storage purposes situated within 8 kilometres of the Charters Towers central business district.
12 Noxious or Hazardous Industries	Properties used for noxious or hazardous industry purposes.
13 Drive-in Shopping > 1,500m ² gross floor area	Properties used for a drive-in shopping centre, or a single shop or retail business, having a gross floor area greater than 1,500m ² and onsite car parking spaces.
14 Other Commercial/Industrial land	Properties used for other commercial or industrial purposes situated greater than 8 kilometres from the Charters Towers central business district, including properties situated in townships.
15 Rural Agricultural	Properties situated beyond 8 kilometres from the Charters Towers central business district used primarily for agricultural purposes.
16 Mines >200 employees and/or contractors	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> which forms part of a Mine with more than 200 employees and/or contractors, or b) used, in whole or in part, for the purpose of a Mine with more than 200 employees and/or contractors.
17 Mines - 101 to 200 employees and/or contractors	Land which is:

CATEGORY	DESCRIPTION
	a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> which forms part of a Mine with between 101 and 200 employees and/or contractors, or b) used, in whole or in part, for the purpose of a Mine with between 101 and 200 employees and/or contractors.
18 Mines – 50 to 100 employees and/or contractors	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> which forms part of a Mine with between 50 and 100 employees and/or contractors, or b) used, in whole or in part, for the purpose of a Mine with between 50 and 100 employees and/or contractors.
19 Mines – 25 to 49 employees and/or contractors	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> which forms part of a Mine with between 25 and 49 employees and/or contractors, or b) used, in whole or in part, for the purpose of a Mine with between 25 and 49 employees and/or contractors.
20 Other Mine/quarry or extractive land use - less than 25 employees and/or contractors	Land which is: a) which is a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> with a rateable valuation greater than \$14,999, which forms part of a Mine with less than 25 employees and/or contractors, or b) has a rateable valuation greater than \$14,999 that is used or is capable of being used in whole or in part, for the purpose of a Mine or quarry with less than 25 employees and/or contractors.
21 Other Mine/quarry or extractive land use (not falling within Category 16 to 20)	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> , and does not fall into Categories 16 to 20, or b) used or is capable of being used, in whole or in part, for the purpose of a Mine or quarry and does not fall into Categories 16 to 20.
22 Water Storage	Land used for the purposes of, or associated with, water storage, delivery, and drainage, including land used for associated recreational purposes at water storage sites.
23 Special Uses	Properties with uses for non-residential purposes outside of commercial categories such as sporting or other special uses or community groups.
24 Workforce Accommodation <200	Land used or intended for use, in whole or in part, and whether predominantly or not, for Workforce Accommodation containing up to one hundred and ninety-nine (199) accommodation rooms, suites and/or caravan sites.

CATEGORY	DESCRIPTION
25 Workforce Accommodation 200 or more	Land used or intended for use, in whole or in part, and whether predominantly or not, for Workforce Accommodation containing two hundred (200) or greater accommodation rooms, suites and/or caravan sites.
26 Other	Properties which do not fall into categories 1 to 25.

Council delegates to the Chief Executive Officer the power, pursuant to s81(4) and s81(5) of the Local Government Regulation 2012, to identify the rate category to which each parcel of rateable land belongs.

In accordance with s94 of the Local Government Act 2009 and s80 of the Local Government Regulation 2012, the differential general rate to be made and levied for each differential rate category and, pursuant to s77 of the Local Government Regulation 2012, the minimum general rate to be made and levied for each differential general rate category, is as follows:

Category	Rate in Dollar	Minimum
1	\$0.02748	\$1,122
2	\$0.02525	\$1,290
3	\$0.01754	\$2,272
4	\$0.01153	\$3,508
5	\$0.00942	\$3,457
6	\$0.01009	\$1,122
7	\$0.02733	\$1,411
8	\$0.02882	\$2,064
9	\$0.03002	\$3,441
10	\$0.04574	\$2,355
11	\$0.03059	\$2,126
12	\$0.03516	\$2,126
13	\$0.06901	\$14,162
14	\$0.07078	\$1,297
15	\$0.00568	\$1,132
16	\$0.88488	\$25,285
17	\$0.88488	\$18,964
18	\$0.43009	\$6,323
19	\$0.32706	\$4,324
20	\$0.13125	\$1,899
21	\$0.12483	\$1,318
22	\$0.07078	\$1,297
23	\$0.03169	\$1,079
24	\$0.88488	\$18,964
25	\$0.88488	\$25,285
26	\$0.01968	\$1,079

Pursuant to s116 of the Local Government Regulation 2012, in relation to properties categorised in the Differential Rating Categories listed below, general rates levied will be limited to an amount no more than an amount equal to the amount of general rates levied for the previous financial year (30 June 2022) increased by 15%.

- **Categories 1-5**
- **Categories 10-12**
- **Categories 14-15**
- **Categories 21, 23 and 26**

The differential general rates for eligible land will not exceed the higher of:

- **The relevant minimum rate for the property; or**
- **An amount no more than an amount equal to the amount of general rates levied for the previous financial year (30 June 2022) increased by 15%.**

This is subject to the following conditions:

- **Capping will apply only to general rates;**
 - **Capping will apply only to land categorised in the differential rating categories listed above;**
 - **Capping is not available retrospectively and will only apply from the beginning of a financial year; and**
 - **If ownership of the land to which capping applies is transferred in the period after 1 July of any year, then capping will cease to apply for the following year (e.g. If rates-capped land is sold during 2022-23, capping will not apply in 2023-24 but will apply in 2024-25 (unless the land is sold again after 1 July 2023)).**
-

UNCONFIRMED

Resolution No.: 3985

Moved: Cr BP Robertson
Seconded: Cr JD Mathews

That Council:

In accordance with s81 of the Local Government Regulation 2012, the categories to which rateable land is categorised, and the description of those categories is as per the Revenue Statement and as tabled.

CATEGORY	DESCRIPTION
1. Urban Residential (<9,000m ²)	Properties used for residential purposes with an area less than 9,000m ² , including all townships.
2 Large Homesites <\$90,000 Rating Valuation	Properties used for residential purposes on sites with an area greater than 9,000m ² situated within 8 kilometres of the Charters Towers central business district with a rating valuation less than \$90,000.
3 Large Homesites \$90,000 to \$199,999 Rating Valuation	Properties used for residential purposes on sites with an area greater than 9,000m ² situated within 8 kilometres of the Charters Towers central business district with a rating valuation between \$90,000 and \$199,999.
4 Large Homesites \$200,000 to \$299,999 Rating Valuation	Properties used for residential purposes on sites with an area greater than 9,000m ² situated within 8 kilometres of the Charters Towers central business district with a rating valuation between \$200,000 and \$299,999.
5 Large Homesites >= \$300,000 Rating Valuation	Properties used for residential purposes on sites with an area greater than 9,000m ² situated within 8 kilometres of the Charters Towers central business district with a rating valuation greater than or equal to \$300,000.
6 Rural Residential properties >8kms from Charters Towers central business district	Properties used for rural residential purposes situated beyond 8 kilometres from the Charters Towers central business district, including all townships.
7 Multi-unit Residential 2 flats	Properties used for the purpose of multiple residential units, maximum of 2 flats, including properties situated in townships.
8 Multi-unit Residential 3-4 flats	Properties used for the purpose of multiple residential units, 3-4 flats, including properties situated in townships.
9 Multi-unit Residential >/= 5 flats	Properties used for the purpose of multiple residential units, 5 flats or greater, including properties situated in townships.
10 Commercial Retail and Business <8kms from Charters Towers central business district	Properties zoned or used in part or in full for commercial, retail or business purposes situated within 8 kilometres of the Charters Towers central business district.
11 Industrial, Transport & Storage Category <8kms from Charters Towers central business district	Properties used for industrial, transport or storage purposes situated within 8 kilometres of the Charters Towers central business district.
12 Noxious or Hazardous Industries	Properties used for noxious or hazardous industry purposes.
13 Drive-in Shopping > 1,500m ² gross floor area	Properties used for a drive-in shopping centre, or a single shop or retail business, having a gross floor area greater than 1,500m ² and onsite car parking spaces.
14 Other Commercial/Industrial land	Properties used for other commercial or industrial purposes situated greater than 8 kilometres from the Charters Towers central business district, including properties situated in townships.
15 Rural Agricultural	Properties situated beyond 8 kilometres from the Charters Towers central business district used primarily for agricultural purposes.

16 Mines >200 employees and/or contractors	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> which forms part of a Mine with more than 200 employees and/or contractors, or b) used, in whole or in part, for the purpose of a Mine with more than 200 employees and/or contractors.
17 Mines - 101 to 200 employees and/or contractors	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> which forms part of a Mine with between 101 and 200 employees and/or contractors, or b) used, in whole or in part, for the purpose of a Mine with between 101 and 200 employees and/or contractors.
18 Mines – 50 to 100 employees and/or contractors	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> which forms part of a Mine with between 50 and 100 employees and/or contractors, or b) used, in whole or in part, for the purpose of a Mine with between 50 and 100 employees and/or contractors.
19 Mines – 25 to 49 employees and/or contractors	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> which forms part of a Mine with between 25 and 49 employees and/or contractors, or b) used, in whole or in part, for the purpose of a Mine with between 25 and 49 employees and/or contractors.
20 Other Mine/quarry or extractive land use - less than 25 employees and/or contractors	Land which is: a) which is a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> with a rateable valuation greater than \$14,999, which forms part of a Mine with less than 25 employees and/or contractors, or b) has a rateable valuation greater than \$14,999 that is used or is capable of being used in whole or in part, for the purpose of a Mine or quarry with less than 25 employees and/or contractors.
21 Other Mine/quarry or extractive land use (not falling within Category 16 to 20)	Land which is: a) a mining lease issued pursuant to the <i>Mineral Resources Act 1989</i> , and does not fall into Categories 16 to 20, or b) used or is capable of being used, in whole or in part, for the purpose of a Mine or quarry and does not fall into Categories 16 to 20.
22 Water Storage	Land used for the purposes of, or associated with, water storage, delivery, and drainage, including land used for associated recreational purposes at water storage sites.
23 Special Uses	Properties with uses for non-residential purposes outside of commercial categories such as sporting or other special uses or

24 Workforce Accommodation <200	Land used or intended for use, in whole or in part, and whether predominantly or not, for Workforce Accommodation containing up to one hundred and ninety-nine (199) accommodation rooms, suites and/or caravan sites.
25 Workforce Accommodation 200 or more	Land used or intended for use, in whole or in part, and whether predominantly or not, for Workforce Accommodation containing two hundred (200) or greater accommodation rooms, suites and/or caravan sites.
26 Other	Properties which do not fall into categories 1 to 25.

Council delegates to the Chief Executive Officer the power, pursuant to s81(4) and s81(5) of the Local Government Regulation 2012, to identify the rate category to which each parcel of rateable land belongs.

In accordance with s94 of the Local Government Act 2009 and s80 of the Local Government Regulation 2012, the differential general rate to be made and levied for each differential rate category and, pursuant to s77 of the Local Government Regulation 2012, the minimum general rate to be made and levied for each differential general rate category, is as follows:

Category	Rate in Dollar	Minimum
1	\$0.02748	\$1,122
2	\$0.02525	\$1,290
3	\$0.01754	\$2,272
4	\$0.01153	\$3,508
5	\$0.00942	\$3,457
6	\$0.01009	\$1,122
7	\$0.02733	\$1,411
8	\$0.02882	\$2,064
9	\$0.03002	\$3,441
10	\$0.04574	\$2,355
11	\$0.03059	\$2,126
12	\$0.03516	\$2,126
13	\$0.06901	\$14,162
14	\$0.07078	\$1,297
15	\$0.00568	\$1,132
16	\$0.88488	\$25,285
17	\$0.88488	\$18,964
18	\$0.43009	\$6,323
19	\$0.32706	\$4,324
20	\$0.13125	\$1,899
21	\$0.12483	\$1,318
22	\$0.07078	\$1,297
23	\$0.03169	\$1,079
24	\$0.88488	\$18,964
25	\$0.88488	\$25,285
26	\$0.01968	\$1,079

Pursuant to s116 of the Local Government Regulation 2012, in relation to properties categorised in the Differential Rating Categories listed below, general rates levied will be limited to an amount no more than an amount equal to the amount of general rates levied for the previous financial year (30 June 2022) increased by 15%.

- **Categories 1-5**
- **Categories 10-12**
- **Categories 14-15**
- **Categories 21, 23 and 26**

The differential general rates for eligible land will not exceed the higher of:

- **The relevant minimum rate for the property; or**
- **An amount no more than an amount equal to the amount of general rates levied for the previous financial year (30 June 2022) increased by 15%.**

This is subject to the following conditions:

- **Capping will apply only to general rates;**
- **Capping will apply only to land categorised in the differential rating categories listed above;**
- **Capping is not available retrospectively and will only apply from the beginning of a financial year; and**
- **If ownership of the land to which capping applies is transferred in the period after 1 July of any year, then capping will cease to apply for the following year (e.g. If rates-capped land is sold during 2022-23, capping will not apply in 2023-24 but will apply in 2024-25 (unless the land is sold again after 1 July 2023)).**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4660958

4.6 Sewerage Utility Charges 2022-23

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may make and levy sewerage utility charges for the supply of sewerage services in accordance with s94 of the Act and s99 of the Regulations.

OFFICER'S RECOMMENDATION

- a) ***In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council make and levy sewerage utility charges, for the supply of sewerage services by the Council as per the Revenue Statement and as follows:***

UTILITY GROUP	DESCRIPTION	CHARGE
31	Charters Towers Reserve – Residential	\$232
32	Charters Towers Reserve – Non-Residential	\$232
38	Greenvale & Ravenswood	\$346

- b) ***In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council applies the Sewerage schedule of units as per the Revenue Statement and as follows:***

LAND USE	NO. OF UNITS
Sewerage Utility Groups 34 to 39	
Vacant Land	2
Dwellings	2
Accommodation Units and Flats - per unit/flat	2
Business premises	2
Café	3
Dwelling combined with business premises	3
School	6
Hotel	10
Hall	2
Church	2
Caravan Park	8
Racecourse	2
Rodeo Grounds	2

LAND USE	NO. OF UNITS
Sports Club	2
Motel	10
Shopping Centre – per shop/business within the centre	2
Service Station	3
Industrial – Light and Heavy	3
Golf Course	2
Police Station and Residence	4
Not otherwise defined	4
Specific	
Greenvale Swimming Pool	4
Greenvale Fire and Ambulance	4
State Emergency Service Facilities	4

UNCONFIRMED

Resolution No.: 3986

Moved: Cr KF Hastie
Seconded: Cr AP Barr

That Council:

- a) *In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council make and levy sewerage utility charges, for the supply of sewerage services by the Council as per the Revenue Statement and as follows:*

UTILITY GROUP	DESCRIPTION	CHARGE
31	Charters Towers Reserve – Residential	\$232
32	Charters Towers Reserve – Non-Residential	\$232
38	Greenvale & Ravenswood	\$346

- b) *In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council applies the Sewerage schedule of units as per the Revenue Statement and as follows:*

LAND USE	NO. OF UNITS
Sewerage Utility Groups 34 to 39	
Vacant Land	2
Dwellings	2
Accommodation Units and Flats - per unit/flat	2
Business premises	2
Café	3
Dwelling combined with business premises	3
School	6
Hotel	10
Hall	2
Church	2
Caravan Park	8
Racecourse	2
Rodeo Grounds	2
Sports Club	2
Motel	10
Shopping Centre – per shop/business within the centre	2
Service Station	3
Industrial – Light and Heavy	3
Golf Course	2
Police Station and Residence	4
Not otherwise defined	4
Specific	
Greenvale Swimming Pool	4
Greenvale Fire and Ambulance	4
State Emergency Service Facilities	4

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4660959

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may make and levy waste collection utility charges for the supply of waste collection services in accordance with s94 of the Act and s99 of the Regulations.

OFFICER'S RECOMMENDATION

- a) *In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council make and levy waste collection utility charges, for the supply of waste collection services by the Council as per the Revenue Statement and as follows:*

UTILITY GROUP	DESCRIPTION	ANNUAL CHARGE PER UNIT for bin collection
31	Charters Towers – Residential	\$219
32	Charters Towers – Non-Residential	\$258*
34	Within 8km radius of CBD Charters Towers – Residential	\$209
35	Within 8km radius of CBD Charters Towers – Non-Residential	\$258*
38	Greenvale, Pentland, Ravenswood	\$290
39	Hervey Range, Balfes Creek, Homestead, Mingela, Sellheim, Reid River	\$290

* Includes the Queensland Waste Levy annual charge of \$37 per bin collected in accordance with the Waste Reduction and Recycling Act 2011

- b) *In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council applies the waste collection schedule as per the Revenue Statement and as follows:*

	WASTE COLLECTION SCHEDULE	UNITS	MIN	MAX
a.	Dwellings	1	1	
b.	Multiple Dwellings	Per unit/dwelling	1	1
c.	Accommodation Units	Per 2 pedestals	1	2
d.	Motels, Caravan Parks, Hotel/Motels	Per 2 pedestals	1	2
e.	Hotel and Taverns	Per 2 pedestals	1	1
f.	Clubs, Community Groups/Churches	Per 2 pedestals	1	1
g.	Education	Per 2 pedestals	1	1
h.	Childcare	Per 2 pedestals	1	1
i.	Hospitals, Nursing Home & Place of Retirement	Per 2 pedestals	1	1
j.	Non-residential Premises, Shops	Per shop/premise, whichever is greater	1	
k.	Supermarket (Gross floor area >800 m ²)	Per pedestal	1	6
l.	Other non-residential		1	1

Resolution No.: 3987

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

- a) ***In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council make and levy waste collection utility charges, for the supply of waste collection services by the Council as per the Revenue Statement and as follows:***

UTILITY GROUP	DESCRIPTION	ANNUAL CHARGE PER UNIT for bin collection
31	Charters Towers – Residential	\$219
32	Charters Towers – Non-Residential	\$258*
34	Within 8km radius of CBD Charters Towers – Residential	\$209
35	Within 8km radius of CBD Charters Towers – Non-Residential	\$258*
38	Greenvale, Pentland, Ravenswood	\$290
39	Hervey Range, Balfes Creek, Homestead, Mingela, Sellheim, Reid River	\$290

* Includes the Queensland Waste Levy annual charge of \$37 per bin collected in accordance with the Waste Reduction and Recycling Act 2011

- b) ***In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council applies the waste collection schedule as per the Revenue Statement and as follows:***

WASTE COLLECTION SCHEDULE		UNITS	MIN	MAX
a.	Dwellings	1	1	
b.	Multiple Dwellings	Per unit/dwelling	1	1
c.	Accommodation Units	Per 2 pedestals	1	2
d.	Motels, Caravan Parks, Hotel/Motels	Per 2 pedestals	1	2
e.	Hotel and Taverns	Per 2 pedestals	1	1
f.	Clubs, Community Groups/Churches	Per 2 pedestals	1	1
g.	Education	Per 2 pedestals	1	1
h.	Childcare	Per 2 pedestals	1	1
i.	Hospitals, Nursing Home & Place of Retirement	Per 2 pedestals	1	1
j.	Non-residential Premises, Shops	Per shop/premise, whichever is greater	1	
k.	Supermarket (Gross floor area >800 m ²)	Per pedestal	1	6
l.	Other non-residential		1	1

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4660960

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may make and levy landfill management levies for the use of Council-operated landfill facilities for the financial year in accordance with s94 of the Act and s99 of the Regulations.

OFFICER'S RECOMMENDATION

In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council make and levy landfill management levies, for the use of Council operated landfill facilities as per the Revenue Statement and as follows:

UTILITY GROUP	DESCRIPTION	PROVISION	USE	ANNUAL LEVY
31	Charters Towers – Residential	\$32.50	Pay per use	\$32.50
32	Charters Towers – Non-Residential	\$32.50	Pay per use	\$32.50
34	Within 8km CBD Charters Towers – Residential	\$33.00	Pay per use	\$33.00
35	Within 8km CBD Charters Towers – Non-Residential	\$33.00	Pay per use	\$33.00
38	Closest to Landfill at either Greenvale, Pentland or Ravenswood	\$33.00	\$16.80	\$49.80
39	Closest to Landfill at either Greenvale, Pentland or Ravenswood	\$33.00	\$16.80	\$49.80
39	Closest to Landfill at Stublely Steet, Charters Towers	\$33.00	\$Nil	\$31.00
39	Do not have a waste collection service and manage their own landfills on their property	\$Nil	\$Nil	\$Nil

Resolution No.: 3988

Moved: Cr JD Mathews
Seconded: Cr BP Robertson

That Council:

In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council make and levy landfill management levies, for the use of Council operated landfill facilities as per the Revenue Statement and as follows:

UTILITY GROUP	DESCRIPTION	PROVISION	USE	ANNUAL LEVY
31	Charters Towers – Residential	\$32.50	Pay per use	\$32.50
32	Charters Towers – Non-Residential	\$32.50	Pay per use	\$32.50
34	Within 8km CBD Charters Towers – Residential	\$33.00	Pay per use	\$33.00
35	Within 8km CBD Charters Towers – Non-Residential	\$33.00	Pay per use	\$33.00
38	Closest to Landfill at either Greenvale, Pentland or Ravenswood	\$33.00	\$16.80	\$49.80
39	Closest to Landfill at either Greenvale, Pentland or Ravenswood	\$33.00	\$16.80	\$49.80
39	Closest to Landfill at Stublely Steet, Charters Towers	\$33.00	\$Nil	\$31.00
39	Do not have a waste collection service and manage their own landfills on their property	\$Nil	\$Nil	\$Nil

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4660956

4.9 Regional Water Charges 2022-23

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may make and levy water utility charges for the supply of water services by Council for the financial year in accordance with s94 of the Act and s99 of the Regulations.

OFFICER'S RECOMMENDATION

In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council make and levy water utility charges, for the supply of water services by the Council as per the Revenue Statement and as follows:

WATER ALLOCATION TARIFF (Residential Only)

UTILITY GROUP	Category	ANNUAL ALLOWANCE PER UNIT	ANNUAL CHARGE PER UNIT for Water	EXCESS WATER CHARGE Per KILOLITRE (kl)*	
				Used in 2021-22	Used in 2022-23
31	Residential	187.5kl	\$297	\$1.74	\$1.83
34	Residential	187.5kl	\$294	\$1.74	\$1.83
38 – Greenvale	Residential	187.5kl	\$327	\$1.74	\$1.83
38 – Pentland	Residential	187.5kl	\$250	\$1.74	\$1.83
38 – Ravenswood	Residential	187.5kl	\$264	\$1.74	\$1.83

* to be charged per kilolitre (kl) or part thereof over the applicable annual allowance per unit

WATER TWO-PART TARIFF

UTILITY GROUP	CATEGORY	AVAILABILITY OR ACCESS CHARGE PER UNIT	CHARGE PER KILOLITRE USED UNDER THRESHOLD	EXCESS THRESHOLD PER UNIT	EXCESS WATER CHARGE PER KILOLITRE*
31	Residential	\$184	\$1.02	187.5kl	\$1.83
32	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
32	Non-Residential	\$207	Connection-No Meter - Access & Usage		
34	Residential	\$185	\$1.02	187.5kl	\$1.83
35	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
38-Greenvale	Residential	\$185	\$1.02	187.5kl	\$1.83
38-Pentland	Residential	\$185	\$1.02	187.5kl	\$1.83
38-Ravenswood	Residential	\$185	\$1.02	187.5kl	\$1.83
38-Greenvale	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
38-Pentland	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
38-Ravenswood	Non-Residential	\$162	\$1.02	187.5kl	\$1.83

* to be charged per kilolitre (kl) or part thereof over the applicable excess threshold per unit

VACANT – Water Available – Not Connected

All Groups	Vacant	\$186			
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In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council applies the water unit schedule across the region as per the Revenue Statement and as follows:

WATER UNIT SCHEDULE ACROSS THE REGION (per parcel)		UNITS
a.	All Vacant Land Not Connected	4
	Residential	
b.	Dwelling	4
c.	Multiple Dwelling Single Parcel – 1 st unit/flat	4
	- all remaining units/flats	2
d.	Multiple Dwellings Separate Parcels (Per unit)	2
e.	Multiple Dwellings:(Per unit) Exempt general rate levies under the LG Act	4
	Non-Residential	

f.	Community Clubs & Organisations	4
g.	Clubs – Private	6
h.	Commercial and Industry	6
i.	Religious Organisation	4
	As per Special Water Unit Schedule – Annexure A	
j.	Schools/Education	
k.	State Government	
l.	State Government Corporations	
m.	Special Allocations (all other properties specified in Annexure A)	

In accordance with s102(2) of the Local Government Regulation 2012, a water meter is taken to be have been read during the period that starts 2 weeks before and ends 2 weeks after, the day on which the meter is actually read.

UNCONFIRMED

Resolution No.: 3989

Moved: Cr AP Barr
Seconded: Cr KF Hastie

That Council:

In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council make and levy water utility charges, for the supply of water services by the Council as per the Revenue Statement and as follows:

WATER ALLOCATION TARIFF (Residential Only)

UTILITY GROUP	Category	ANNUAL ALLOWANCE PER UNIT	ANNUAL CHARGE PER UNIT for Water	EXCESS WATER CHARGE Per KILOLITRE (kl)*	
				Used in 2021-22	Used in 2022-23
31	Residential	187.5kl	\$297	\$1.74	\$1.83
34	Residential	187.5kl	\$294	\$1.74	\$1.83
38 – Greenvale	Residential	187.5kl	\$327	\$1.74	\$1.83
38 – Pentland	Residential	187.5kl	\$250	\$1.74	\$1.83
38 – Ravenswood	Residential	187.5kl	\$264	\$1.74	\$1.83

** to be charged per kilolitre (kl) or part thereof over the applicable annual allowance per unit*

WATER TWO-PART TARIFF

UTILITY GROUP	CATEGORY	AVAILABILITY OR ACCESS CHARGE PER UNIT	CHARGE PER KILOLITRE USED UNDER THRESHOLD	EXCESS THRESHOLD PER UNIT	EXCESS WATER CHARGE PER KILOLITRE*
31	Residential	\$184	\$1.02	187.5kl	\$1.83
32	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
32	Non-Residential	\$207	Connection-No Meter - Access & Usage		
34	Residential	\$185	\$1.02	187.5kl	\$1.83
35	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
38-Greenvale	Residential	\$185	\$1.02	187.5kl	\$1.83
38-Pentland	Residential	\$185	\$1.02	187.5kl	\$1.83
38-Ravenswood	Residential	\$185	\$1.02	187.5kl	\$1.83
38-Greenvale	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
38-Pentland	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
38-Ravenswood	Non-Residential	\$162	\$1.02	187.5kl	\$1.83

VACANT – Water Available – Not Connected

All Groups	Vacant	\$186			
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In accordance with s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Council applies the water unit schedule across the region as per the Revenue Statement and as follows:

WATER UNIT SCHEDULE ACROSS THE REGION (per parcel)		UNITS
a.	All Vacant Land Not Connected	4
Residential		
b.	Dwelling	4
c.	Multiple Dwelling Single Parcel – 1 st unit/flat	4
	- all remaining units/flats	2
d.	Multiple Dwellings Separate Parcels (Per unit)	2
e.	Multiple Dwellings:(Per unit) Exempt general rate levies under the LG Act	4
Non-Residential		
f.	Community Clubs & Organisations	4
g.	Clubs – Private	6
h.	Commercial and Industry	6
i.	Religious Organisation	4
As per Special Water Unit Schedule – Annexure A		
j.	Schools/Education	
k.	State Government	
l.	State Government Corporations	
m.	Special Allocations (all other properties specified in Annexure A)	

In accordance with s102(2) of the Local Government Regulation 2012, a water meter is taken to be have been read during the period that starts 2 weeks before and ends 2 weeks after, the day on which the meter is actually read.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4660953

4.10 Discounts 2022-23

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may allow for the provision of discounts on the gross rates and charges levied for the financial year in accordance with s130 of the Regulations.

OFFICER'S RECOMMENDATION

In accordance with s130 of the Local Government Regulation 2012, gross rates and charges made and levied shall be subject to a discount of 6% (less Council and State pensioner rebates, rate arrears, interest and fire levies) if paid within the discount period of 31 days of the date of issue of the rate notice provided that:

- ***All of the aforementioned rates and charges are paid within 31 days of the date of issue of the rate notice;***
- ***All other rates and charges appearing on the rate notice (that are not subject to a discount) are paid within 31 days after the date of issue of the rate notice; and***
- ***All other overdue rates and charges relating to the rateable assessment are paid within 31 days of the date of issue of the rate notice.***

Resolution No.: 3990

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

In accordance with s130 of the Local Government Regulation 2012, gross rates and charges made and levied shall be subject to a discount of 6% (less Council and State pensioner rebates, rate arrears, interest and fire levies) if paid within the discount period of 31 days of the date of issue of the rate notice provided that:

- *All of the aforementioned rates and charges are paid within 31 days of the date of issue of the rate notice;*
- *All other rates and charges appearing on the rate notice (that are not subject to a discount) are paid within 31 days after the date of issue of the rate notice; and*
- *All other overdue rates and charges relating to the rateable assessment are paid within 31 days of the date of issue of the rate notice.*

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4660954

4.11 Interest 2022-23

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may charge interest on all overdue rates and charges in accordance with s133 of the Regulations.

OFFICER'S RECOMMENDATION

In accordance with s133 of the Local Government Regulation 2012, compound interest on daily rests at the rate of 8.17% per annum is to be charged on all overdue rates and charges, unless interest free instalment arrangements are approved in accordance with the terms stated in the Revenue Statement.

Resolution No.: 3991

Moved: Cr JD Mathews
Seconded: Cr BP Robertson

That Council:

In accordance with s133 of the Local Government Regulation 2012, compound interest on daily rests at the rate of 8.17% per annum is to be charged on all overdue rates and charges, unless interest free instalment arrangements are approved in accordance with the terms stated in the Revenue Statement.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4660961

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may levy rates and charges for the financial year in accordance with s107 of the Regulations and s114 of the *Fire and Emergency Services Act 1990*.

OFFICER'S RECOMMENDATION

a) ***In accordance with s107 of the Local Government Regulation 2012 and s114 of the Fire and Emergency Services Act 1990, Council's rates and charges and the State Government's Emergency Management, Fire and Rescue Levy be levied:***

- ***For the half year 1 July 2022 to 31 December 2022 – in July/August 2022 (1st levy) and will include water levies incurred across the previous 12 month period; and***
- ***For the half year 1 January 2023 to 30 June 2023 – in January/February 2023 (2nd levy)***

b) ***In accordance with s118 of the Local Government Regulation 2012, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within 31 days of the date of issue of the rate notice.***

Resolution No.: 3992

Moved: Cr AP Barr

Seconded: Cr KF Hastie

That Council:

a) ***In accordance with s107 of the Local Government Regulation 2012 and s114 of the Fire and Emergency Services Act 1990, Council's rates and charges and the State Government's Emergency Management, Fire and Rescue Levy be levied:***

- ***For the half year 1 July 2022 to 31 December 2022 – in July/August 2022 (1st levy) and will include water levies incurred across the previous 12 month period; and***
- ***For the half year 1 January 2023 to 30 June 2023 – in January/February 2023 (2nd levy)***

b) ***In accordance with s118 of the Local Government Regulation 2012, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within 31 days of the date of issue of the rate notice.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4660957

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* and *Local Government Act 2009* impose legislative provisions on Council in relation to the requirements of items requiring adoption for the 2022-23 Financial Year. Council may make determinations on rebates and concessions of rates and charges for the financial year in accordance with s120-122 of the Regulations

OFFICER'S RECOMMENDATION

- a) ***In accordance with s120, s121 and s122 of the Local Government Regulation 2012, a Council Pensioner Remission on the differential general rate of a maximum of 27% applicable to the rating category designated, capped at \$178 if levied half yearly or \$356 if levied once per year, will be granted to all ratepayers who are pensioners and who are eligible for the State Government pensioner remission.***
- b) ***In accordance with the Queensland Government Pensioner Rate Subsidy Scheme, as existing at time of rating, a Pensioner Subsidy of 100%, capped at the State Government's approved maximum of an anticipated \$200 per annum, will be allowed on the differential general rate as levied for residential properties.***
- c) ***In accordance with s120, s121 and s122 of the Local Government Regulation 2012, Council will continue to provide assistance to approved Sporting, Cultural and Welfare Groups as budgeted, with the basis of concession being as follows, subject to nett rates and charges, after concession applied, being paid in full within 31 days of the date of issued of the rate notice:***
 - ***50% of the differential general rates;***
 - ***50% of the sewerage utility charge;***
 - ***Nil concession on water utility charges unless otherwise determined; and***
 - ***50% of the calculated excess water charge when an organisation has a Water Management Plan, subject to a defined period, if required.***

Resolution No.: 3993

Moved: Cr JD Mathews
Seconded: Cr BP Robertson

That Council:

- a) *In accordance with s120, s121 and s122 of the Local Government Regulation 2012, a Council Pensioner Remission on the differential general rate of a maximum of 27% applicable to the rating category designated, capped at \$178 if levied half yearly or \$356 if levied once per year, will be granted to all ratepayers who are pensioners and who are eligible for the State Government pensioner remission.*
- b) *In accordance with the Queensland Government Pensioner Rate Subsidy Scheme, as existing at time of rating, a Pensioner Subsidy of 100%, capped at the State Government's approved maximum of an anticipated \$200 per annum, will be allowed on the differential general rate as levied for residential properties.*
- c) *In accordance with s120, s121 and s122 of the Local Government Regulation 2012, Council will continue to provide assistance to approved Sporting, Cultural and Welfare Groups as budgeted, with the basis of concession being as follows, subject to nett rates and charges, after concession applied, being paid in full within 31 days of the date of issued of the rate notice:*
- *50% of the differential general rates;*
 - *50% of the sewerage utility charge;*
 - *Nil concession on water utility charges unless otherwise determined; and*
 - *50% of the calculated excess water charge when an organisation has a Water Management Plan, subject to a defined period, if required.*

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No.

4.14 Inclusion of Councillors' Discretionary Funds in 2022-23 Budget and adoption of amended Councillors Discretionary Funds Policy S0052/OCEO

EXECUTIVE SUMMARY

Section 202 of the *Local Government Regulation 2012* provides for the requirements of discretionary funds for Councillors.

OFFICER'S RECOMMENDATION

That Council:

Adopt the amended Councillor's Discretionary Funds Policy S0052/OCEO; and Note the Councillors' discretionary funds allocation totalling \$14,000 in the 2022-23 budget; as set out below;

- ***Mayor*** ***\$2,000***
- ***Councillors*** ***\$2,000 each***

Resolution No.: 3994

Moved: Cr KF Hastie
Seconded: Cr AP Barr

That Council:

Adopt the amended Councillor's Discretionary Funds Policy S0052/OCEO; and Note the Councillors' discretionary funds allocation totalling \$14,000 in the 2022-23 budget; as set out below;

- ***Mayor*** ***\$2,000***
- ***Councillors*** ***\$2,000 each***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4659970

4.15 Request to adopt the 2022-2023 Operational Plan

EXECUTIVE SUMMARY

In accordance with s104(5) of the *Local Government Act 2009* and s174 and s175 of the *Local Government Regulation 2012* Council must prepare and adopt an annual Operational Plan.

OFFICER'S RECOMMENDATION

That Council:

Adopt the 2022-2023 Operational Plan, as tabled.

Resolution No.: 3995

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

Adopt the 2022-2023 Operational Plan, as tabled.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4659580

5. CLOSE OF MEETING

There being no further business, the General Meeting closed at **9:49am**

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 20 JULY 2021

Mayor

Date



**CHARTERS TOWERS
REGIONAL COUNCIL**

MINUTES

of the

SPECIAL MEETING

of

CHARTERS TOWERS REGIONAL COUNCIL

held

Tuesday 12 July 2022

Commencing at 9:00am

UNCONFIRMED



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1. OPENING OF MEETING

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

2. ATTENDANCE/APOLOGIES

Councillors:

Cr FC Beveridge (Mayor)
Cr GJ Lohmann (Deputy Mayor)
Cr AP Barr
Cr S Bennetto
Cr KF Hastie – via Teams
Cr JD Mathews

Officers:

Mr M Drydale – Interim Chief Executive Officer
Mr J Teague – Director Infrastructure Services
Mrs A Russell – Executive Assistant to the Chief Executive Officer

Apology:

Nil

3. DECLARATIONS OF INTEREST

Item 4.1 – Appointment of Chief Executive Officer

I, Martin Drydale, Interim Chief Executive Officer inform the meeting that I have a declarable interest in Item 4.1 as I have applied for the position of Chief Executive Officer.

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

4. REPORTS FOR CONSIDERATION – CONFIDENTIAL

CLOSE OF MEETING FOR CONFIDENTIAL REPORTS

In accordance with the *Local Government Regulation 2012 254J*, (a) the appointment, discipline or dismissal of the chief executive officer; the meeting will be closed to discuss the following confidential reports:

Item 4.1 Appointment of Chief Executive Officer

CLOSE OF MEETING

Resolution No.: 3996

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the Special Meeting be closed to the public at **9:01am** for discussion of the following matters:

(a) *the appointment, discipline or dismissal of the chief executive officer*

CARRIED

ATTENDANCE

In accordance with the Declaration of Interest at item 4.1, Mr M Drydale, Chief Executive Officer departed the meeting at **9:01am**.

OPENING OF MEETING

Resolution No.: 3997

Moved: Cr AP Barr

Seconded: Cr JD Mathews

That the meeting be opened at **9:07am** the taking of resolutions.

CARRIED

ATTENDANCE

Mr M Drydale, Interim Chief Executive Officer returned to the meeting at **9:07am**.

4.1 Appointment of Chief Executive Officer

EXECUTIVE SUMMARY

Council is requested to appoint a Chief Executive Officer. An internal expression of interest process was followed, and interviews were conducted for the preferred candidate. The panel's recommendation is tabled for Council's consideration.

RECOMMENDATION

That Council:

- ***Appoint Mr Martin Drydale as the Chief Executive Officer for Charters Towers Regional Council, effective from Monday, 18 July 2022; and***
- ***Authorise the Mayor to negotiate a performance-based Contract of Employment and annual Performance Plan.***

Resolution No.: 3998

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That Council:

- ***Appoint Mr Martin Drydale as the Chief Executive Officer for Charters Towers Regional Council, effective from Monday, 18 July 2022; and***
- ***Authorise the Mayor to negotiate a performance-based Contract of Employment and annual Performance Plan.***

CARRIED

5. CLOSE OF MEETING

There being no further business, the General Meeting closed at **9:08am**

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 20 JULY 2022.

Mayor

Date