



MINUTES  
of the  
GENERAL MEETING  
of  
CHARTERS TOWERS REGIONAL COUNCIL  
held  
Wednesday 19 April 2017  
Commencing at 5.32pm

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## 1. OPENING OF MEETING

The Meeting was opened at **5.32pm** by Mayor ER Schmidt.

## 2. ATTENDANCE AND APOLOGIES

Councillors:

Cr ER Schmidt (Mayor)  
Cr S Bennetto (Deputy Mayor)  
Cr MJ Power  
Cr AP Barr  
Cr BGW Maff  
Cr MJ Bailey  
Cr GJ Lohmann

Officers:

Mr L Jensen – Acting Chief Executive Officer and Director Planning & Sustainable Development  
Mrs M Taylor – Director Utilities & Facilities  
Mr C Scott – Director Roads Infrastructure  
Mrs T Power – Director Corporate Services  
Mrs H Dixon – Corporate Governance Officer  
Mrs D Von Wald – Governance Officer  
Mr M Griffin – Media & Communications Officer  
Mr B Read – Manager Facilities  
Mr H McIntosh – Manager Planning Services  
Miss J Brown – Executive Assistant to the Chief Executive Officer

Apologies:

No apologies were tabled.

## CLOSE OF MEETING

Resolution No.: 2267

Moved: Cr S Bennetto  
Seconded: Cr GJ Lohmann

That in accordance with Section 275 of the *Local Government Regulation 2012*, the General Meeting be closed to the public at **5.32pm** for discussion of the following matters:

- (a) the appointment, dismissal or discipline of employees (Item 9.12); or
- (b) industrial matters affecting employees (Item 9.9, 15.3); or
- (c) the local government's budget (Item 9.7); or
- (d) rating concession (Items 9.4, 9.5); or
- (e) contracts proposed to be made by it (Items 9.3, 9.6, 9.11); or
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage (Items 9.1, 9.2, 9.8, 9.10).

**CARRIED**

## ATTENDANCE

Mr B Read departed the meeting at **6.03pm**.

Cr Bennetto declared a perceived conflict of interest in Item 9.2 due to business interests and departed the meeting at **6.03pm**. Cr Bennetto returned to the meeting, the consensus being that there was no perceived conflict. Cr Bennetto remained in the meeting.

Mr H McIntosh departed the meeting at **6.20pm** and returned at **6.22pm**.

Council officers Mr M Griffin, Ms J Brown and Mr H McIntosh departed the meeting at **7.01pm**.

Director Corporate Services Mrs Power discussed the tender for appointment of an auctioneer. Cr Maff requested that the matter be tabled for Council. Mrs Power suggested an appointment for the auction in May only and another appointment for the duration of the two year contract.

Council agreed that a one-off appointment be made for this occasion and the two year contract be submitted for Council's approval.

Director Utilities & Facilities Mrs Taylor made reference to her email in regard to the Tender Assessment Report - Towers Hill Steel Reservoir Refurbishment and Council's resolution taken at the January 2017 Council meeting in which it was accepted that the awarding of quotes and tenders for the Water Infrastructure Upgrade Project be under current financial delegations and in accordance with the legislation, with Councillors being provided with the tender evaluation and recommendation for comment prior to finalisation. Councillors were in support of the recommendation made by Mrs Taylor.

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## OPENING OF MEETING

Resolution No.: 2268

Moved: Cr S Bennetto

Seconded: Cr BGW Maff

That the meeting be opened at **7.25pm** for the taking of resolutions.

**CARRIED**

## ATTENDANCE

Council officers Mr Mike Griffin, Mr Bob Read, Miss Jenny Brown and Mr Hamish McIntosh returned to the meeting at **7.26pm**.

Members of the Gallery:

Ms Ann Bridgeman

Ms Beth Hytch

Mrs Corralie Clarke

Ms Sandi Turner

Ms Patricia-Rae Goulding

Mr Tony McDonald

Ms Wyn Edwards

Ms Maree Manly

Ms Lisa Green

Mrs Dianne Wright

Mr Arthur Wright

Fr Daniel attended on behalf of the Ministers' Fraternal.

Mr Andrew Gurr attended on behalf of The Northern Miner.

Mrs Tammy Power departed the meeting at **7.27pm**.

## 3. PRAYER

Fr Daniel delivered an opening prayer and departed the meeting at **7.27pm**.

#### 4. DEPUTATIONS

No deputations were scheduled.

#### 5. DECLARATIONS OF INTEREST

Cr Bennetto declared a perceived conflict of interest in the matter listed at Item 9.2.

Cr Lohmann declared a perceived conflict of interest in Item 9.11 due to a family connection with the department concerned, and Item 11.8 in that advice was given to the applicant.

Cr Lohmann advised that the perceived conflict of interest was not of sufficient significance that it would lead to making a decision contrary to the public interest. Cr Lohmann advised he would remain in the meeting and participate in the discussion and voting on the matter.

#### 6. CONFIRMATION OF MINUTES

❖ Minutes of General Meeting held 15 March 2017.

In respect to the March General Meeting, Item 9.2 – T008/16 Preferred Supplier Arrangement – Wet and Dry Hire, it was identified that the first business name contained within the unsuccessful table, being Betta Hire Pty Ltd, should have been included in the Successful Listing. Councillors were advised of this amendment via email on 21 March 2017 by the Director Corporate Services.

Resolution No.: 2269

Moved: Cr BGW Maff  
Seconded: Cr GJ Lohmann

That the Minutes of the General Meeting held 15 March 2017 be confirmed.

**CARRIED**

#### 7. MAYOR'S AND COUNCILLORS' REPORTS

Resolution No.: 2270

Moved: Cr BGW Maff  
Seconded: Cr GJ Lohmann

That the Mayor's and Councillors' reports for March be made available for public viewing on request.

**CARRIED**

Mayor Schmidt reported on:

16 to 20.03.17	With Premier and 8 regional Mayors delegation to Adani in India Included inspection of part facility, edible oil plant and largest solar farm in the world. Attended meetings and dinner with Adani board and learned about the humanitarian work done by the Adani Foundation. Formed excellent bonds with the other mayors and with the Adani board with a view to jobs and services being provided in the region for locals.
20.03.17	Return from India and attend Chamber of Commerce Meeting
21.03.17	Discussions re India trip with council staff Towers Festivals and Events Meeting
22.03.17	International Women's Day Breakfast with Qld Trucking Assn in Townsville Meeting with Dept Housing re affordable housing in region Saleyards Advisory Committee meeting Afternoon Tea with the National Trust Board
23.03.17	SEDAC Townsville Workshop re opportunities with Singapore Discussions with Mayors re Adani Regional Development Attended All Souls St Gabriels Lady Day Dinner
24.03.17	MITEZ CEO Cyclone Debbie on call and meetings LDMG Chair over the next 7 days
25.03.17	Cyclone watch
26.03.17	Cyclone watch
27.03.17	Cyclone watch Meeting Villa Secretary Meeting AFL club re grounds
28.03.17	Cyclone Watch
29.03.17	Cyclone watch
30.03.17	Cyclone watch Constituent re Villa resident
31.03.17	To Atherton Tablelands re NQLGA conference planning
01.04.17	Return from Atherton Tablelands
03.04.17	10 Days in the Towers Media opportunity NQLGA Teleconference
04.04.17	Villa meeting Meeting resident re fence Meeting with councillors and Executive Leadership Group (ELG) Towers Festivals and Events Committee
05.04.17	Staff review Citizenship ceremony Review of structure of the organization
06.04.17	Disaster Recovery Meeting
07.04.17	SEDAC Disaster Economic Recovery Teleconference Met with RV group Brownson Park Visit to Villa meet with Manager
10.04.17	Elected Member Update Dalrymple Villa Monthly meeting
11.04.17	4GC interview Junior Grants Decision IQ RAP teleconference
12.04.17	Meeting proponents economic/education project proposal Meeting Amnesty International
14. to 17 04.17	Easter Weekend sorting issues around replacement CEO
18.04.17	ELG & Councillors Trish Howard prelim re Progress Associations Festival & Events meeting
19.04.17	Corporate Inductions Progress Associations PSD update NQ Motor sports

Jupiter Mosman delegation  
Heritage Delegation

Cr MJ Power reported on:

Department of Housing presentation  
Afternoon tea with National Trust  
Councillors' Meeting  
Councillors' and Executive Leadership Group Meeting  
Local Disaster Management Group de-brief  
LGAQ Elected Member Update, with Burdekin Shire Councillors  
Progress Associations Meeting  
Planning & Sustainable Development update on economic development activities  
NQ Motor Sports presentation  
Presentation by Jupiter Mosman Housing Co-Operative  
Presentation by Charters Towers Regional Heritage Network  
Discussion with ratepayer re lapsed approval for reconfiguration of a lot  
Discussions with Greenvale resident re subdivision  
Discussion re proposed additional use of commercial premises  
Attended all markets during the month  
Numerous discussions with ratepayers  
Several visits to PSD to render assistance and briefings

Mr GJ Lohmann reported on:

22.03.2017 Pentland State School & Progress Association regarding Queen's Baton relay  
22.03.2017 Building & Asset Services  
29.03.2017 LDMG Recovery Group  
03.04.2017 Charters Towers Regional Council Road Safety Advisory Committee  
03.04.2017 Charters Towers/Dalrymple Fish Stocking Group  
04.04.2017 ELG - Strategic Planning Workshop  
05.04.2017 Rod Ferguson CEO Review discussions  
05.04.2017 Structural Review  
06.04.2017 LDMG Recovery Group  
06.04.2017 Friends of the Theatre  
10.04.2017 EMU with Burdekin Shire Council  
11.04.2017 Junior Grants Discussions  
18.04.2017 Mayoral briefing  
18.04.2017 Homestead State School & Progress Association regarding Queen's Baton relay  
18.04.2017 Charters Towers Festivals and Events Committee  
19.04.2017 Combined Progress Association meeting  
19.04.2017 NQ Motor Sports delegation  
19.04.2017 Jupiter Mosman Co-op delegation  
19.04.2017 Charters Towers Regional Heritage Network

Deputy Mayor S Bennetto reported on:

16.03.17 Prospect Community Services board meeting  
21.3.17 to 23.03.17 Rural Pest Advisory Forums with council officers and rural services coordinator - Ravenswood, Spyglass Stn, Pentland  
28.03.17 to 30.03.17 Local Disaster Management meetings via teleconference  
4.04.17 ELG meeting  
Discussions with IT officer  
Towers Festivals & Events Association  
5.04.17 Workshops regarding various internal reviews  
6.04.17 Townsville Enterprise Tourism Pathfinder Working Group  
Local Disaster Recovery Group meeting  
7.04.17 Meet & Greet - RV Rally following Leichardt's journey  
10.04.17 Elected Member Update Workshop  
14.04.17 Meeting with Tourism Officer  
19.04.17 Combined Progress Associations' Meeting



PSD Director and ED Officer Update  
NQ Motor Sports Presentation

Cr AP Barr reported on:

22.04.17	Meeting with Building & Assets Services – Dept Housing & Public Works
04.04.17	Councillors and Executive Leadership Group Meeting
	Discussion with council IT Officer
05.04.17	Internal review workshops
10.4.17	Elected Members Update workshop
05.04.17	Workshops regarding various internal reviews
06.04.17	Townsville Enterprise Tourism Pathfinder Working Group
	Local Disaster Recovery Group meeting
07.04.17	Meet & Greet - RV Rally following Leichardt's journey
10.04.17	Elected Member Update Workshop
19.04.17	Economic Development update
	NQ Motor Sports Presentation

Cr MJ Bailey reported on:

15.03.2017	Charters Towers School of Distance Education Meeting
	WHS Meeting
26.03.2017	Centenary Park Markets
02.04.2017	Trip to Balfes Creek and inspection of Balfes Creek toilet block
03.04.2017	Road Safety Advisory Committee Meeting
04.04.2017	Councillors and Executive Leadership Group Meeting
05.04.2017	Meeting with Rod Ferguson and Bill Davis
07.04.2017	Trip to Brisbane
19.04.2017	Attended meeting with Progress Associations
	Economic Development update
	NQ Motor Sports Presentation

Cr BGW Maff reported on:

16.03.2017	Western Games Organising Committee
18.03.2017	Charters Towers Bulls Rugby Union home game
23.03.2017	Western Games Organising Committee
	North Qld Games Sponsorship Sub Committee
29.03.2017	Local Disaster Recovery Meeting
05.04.2017	Strategy and Restructure Meeting
06.04.2017	North Qld Games Sponsorship Sub Committee
13.04.2017	North Qld Games Development Committee
19.04.2017	NQ Motorsports Update
19.04.2017	Jupiter Mosman Housing Update

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<b>8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES</b>
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There was no business arising from the previous meeting minutes.

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## ATTENDANCE

Mrs Tammy Power returned to the meeting at **7.29pm**.

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## 9. CONFIDENTIAL REPORTS

### UTILITIES & FACILITIES

#### 9.1 Presentation of Highway Depot Development Master Plan including Preliminary Project Costings and Staging Recommendation

##### EXECUTIVE SUMMARY

A Concept Design Report has been prepared to provide an understanding of the works and costs involved to accommodate staff and equipment from the Airport Depot, Lissner Park Depot and Roads Infrastructure and Risk Staff from the Administration Centre, into a single Depot at the Highway Depot site.

##### OFFICER'S RECOMMENDATION

*That Council:*

- *Receive the Concept Design Report from Langtree Consulting;*
- *Consider the Report, to determine whether to proceed with the proposed amalgamation of depots; the staging of works involved; and the provision of funds to undertake the stages suggested; and*
- *Consider whether an allocation of funds in the 2017/18 budget is supported to commence the detailed design for the building structures and associated facilities.*

Resolution No.: 2271

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

**CARRIED**

##### REFERENCE DOCUMENT

- Officer's Report Document No. 1083917.

### PLANNING & SUSTAINABLE DEVELOPMENT

#### 9.2 AgREACH Proposal

##### EXECUTIVE SUMMARY

This report seeks to inform Council on an Expression of Interest that was recently lodged to the Queensland Government's Jobs and Regional Queensland Growth Fund by the Queensland Agricultural Training Colleges (QATC) where Council provided a letter of support for the funding EOI submission.

##### OFFICER'S RECOMMENDATION

*That Council:*

- *Note the content of this report and the confidential nature of this proposal at this time.*

Resolution No.: 2272

Moved: Cr MJ Power

Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1083852.

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**9.3 Pricing and Sales Strategy – Cunningham Industrial Estate**

**EXECUTIVE SUMMARY**

Council has recently sought updated valuation report for Council owned lands located at the Cunningham Industrial Estate.

Current industrial land sales are slow across the whole of Queensland and therefore it is recommended that Council implement a range of sales initiatives in an attempt to stimulate sales over the next 12 months.

**OFFICER'S RECOMMENDATION**

*That Council:*

- *Approves the recommended pricing and sales strategy in an attempt to stimulate and progress the sale of Cunningham Estate Industrial lands as detailed in the report.*

Resolution No.: 2273

Moved: Cr AP Barr

Seconded: Cr MJ Power

That the Officer's recommendation be adopted.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1084177.

**9.4 A/n 21595-05 Cancellation of Mining Leases - Outstanding Rates Write Off**

**EXECUTIVE SUMMARY**

Write off of rate arrears is sought covering mining leases now cancelled. As the entity which held the leases was deregistered on 4 December 2011, there is no entity to pursue for recovery.

**OFFICER'S RECOMMENDATION**

*That Council:*

- *Confirm write off of rates to the value of \$9,547.64 under assessment number 21595-05 for levies raised against mining leases now cancelled, formerly held in the name of Angela Mining Pty Ltd, deregistered 4 December 2011 according to the Australian Securities & Investment Commission ("ASIC").*

Resolution No.: 2274

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1082584.

**9.5 A/N 21456 Missed Discount Exemption sought on 2016/2017 2<sup>nd</sup> Half Yearly Rates Notice**

**EXECUTIVE SUMMARY**

Property owner has applied for an exemption to policy on rates paid late on one property for their 2016/2017 2<sup>nd</sup> Half Yearly Rates Notice.

**OFFICER'S RECOMMENDATION**

*That Council:*

- *Disallow the request to grant discount on the second half yearly rate payment covering A/n 21456 based on payment being made outside of policy requirements.*

Resolution No.: 2275

Moved: Cr MJ Power

The motion lapsed for the want of a seconder.

**REFERENCE DOCUMENT**

- Officer's Report Document No.1082582.

## 9.6 Q015/16 - Supply & Delivery of Two (2) 17,000L Water Tanks

### EXECUTIVE SUMMARY

In accordance with the 2016/17 Plant Replacement Program two (2) 17,000L Water Tanks are to be procured through the following:

- CTRC Quotation Q 015/16 - Supply and Delivery of Two (2) 17,000L Water Tanks.

This report contains the results of the associated evaluation and recommendation from the Tender Evaluation Panel.

This recommendation has been supported by the Plant Advisory Committee.

### OFFICER'S RECOMMENDATION

*That Council:*

- *Resolve to purchase the following Plant in accordance with the 2016/2017 Plant Replacement program, as approved by the Plant advisory Committee:*

*CTRC Quotation Q 015/16 - Supply and Delivery of Two (2) 17,000L Water Tanks*

- *Accept the Tender dated 21 February 2017 from Gold City Welding for the supply and delivery of two (2) 17,000L Water Tanks for \$124,960.00 inclusive of GST.*

Resolution No.: 2276

Moved: Cr AP Barr  
Seconded: Cr MJ Bailey

That the Officer's recommendation be adopted.

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1082515

## 9.7 2017-2018 Proposed Fees & Charges

### EXECUTIVE SUMMARY

In accordance with S97 of the *Local Government Act 2009* Council may fix a cost recovery fee under a local law or by resolution. There are a number of fees and charges that Council charges and the attached schedule provides a listing of the cost recovery fees and the commercial fees and charges proposed to be adopted as effective 1 July 2017.

### OFFICER'S RECOMMENDATION

*That Council:*

- *Adopt the attached schedule of Cost Recovery and Commercial Fees and Charges for the 2017-2018 financial year.*

Resolution No.: 2277

Moved: Cr GJ Lohmann  
Seconded: Cr BGW Maff

That the Officer's recommendation be adopted.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No 1084185.

### **9.8 Department of State Development – Big Rocks Weir**

#### **EXECUTIVE SUMMARY**

A meeting to progress the Big Rocks Weir proposal was scheduled and attended by Council officers in Townsville on Wednesday 15 March 2017 and attended by delegates from various State Government Departments and the local member for Dalrymple office.

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

*That Council:*

- *Determine the Big Rocks Weir is a Key Strategic Priority Project and the location is the preferred location; and*
- *Call expressions of interest from interested parties to assist the Council in addressing the items raised as a consequence of the meeting with the various Government Departments.*

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

*That Council:*

- *Determine the Big Rocks Weir is a Key Strategic Priority Project and the location is the preferred location.*

Resolution No.: 2278

Moved: Cr MJ Power

Seconded: Cr S Bennetto

That the Officer's amended recommendation be adopted.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No 1082923.

### **9.9 Davis Consulting – Organisational Review**

#### **EXECUTIVE SUMMARY**

A quotation has been provided by Davis Consulting to undertake an organisational review.

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

*That Council:*

- *Endorse the actions of the Mayor and CEO in engaging the services of Davis Consulting through the signing of the acceptance of Quotation; and*
- *In accordance with section 235 of the Local Government Regulation 2012 resolves it is satisfied that there is only one supplier who is reasonably available.*

Resolution No.: 2279

Moved: Cr BGW Maff

Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No 1082930.

### **9.10 Orion Consulting – Financial Health Review**

#### **EXECUTIVE SUMMARY**

Orion Consulting offer their service to provide Councils with a Financial Health Review and are undertaking these reviews currently for Councils. The review provides Council with an independent and objective assessment of Council's financial health and to outline likely impacts of different financial strategies over the term of Council.

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

*That Council:*

- *Engage the services of Orion Consulting to undertake a Financial Health Review and present their finding to Council following the review; and*
- *The engagement of Orion Consulting is undertaken under LocalBuy Arrangement BUS 249-0515 – Business Management Services.*

Resolution No.: 2280

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That Council decline to adopt the Officer's Recommendation and that the matter remain on the table.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No 1082981.

#### **DECLARATION OF INTEREST**

Cr Lohmann declared a perceived conflict of interest in Item 9.11 due to a family connection with the department concerned.

Cr Lohmann advised that the perceived conflict of interest was not of sufficient significance that it would lead to making a decision contrary to the public interest. Cr Lohmann advised he would remain in the meeting and participate in the discussion and voting on the matter.

### **9.11 Appointment of Limited Tenure Acting Senior Work Health & Safety Advisor**

#### **EXECUTIVE SUMMARY**

Appointment of a limited tenure Acting Senior Work Health & Safety Advisor to fill the current vacant position for a period of six months, pending determination of long term requirements following organisational review outcomes.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Confirm and endorse the actions of the Chief Executive Officer with regard to the appointment of Mr Trevor Rethamel as Acting Senior Work Health and Safety Advisor, for a period of six months commencing 17<sup>th</sup> April 2017; in accordance with section 235 of the Local Government Regulation 2012, due to the specialised and confidential nature of the appointment.*

Resolution No.: 2281

Moved: Cr GJ Lohmann

Seconded: Cr MJ Bailey

That the Officer's recommendation be adopted.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1083664.

## 9.12 Appointment of a Part-Time Administrative Officer for Office of the CEO

### EXECUTIVE SUMMARY

Office of the CEO requests consideration of the appointment of a part-time administrative officer to support existing staff and assist with various tasks.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Approve the appointment of a part-time Administrative Support Officer in the Office of the CEO for four days per week, commencing immediately.*

Resolution No.: 2282

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

That Council decline to adopt the officer's recommendation due to the future consideration of a review of the internal organisational structure.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No 1083659.

## 9.12 Mayoral Minute: Request to consider terms for employee to vacate Residence

### EXECUTIVE SUMMARY

Council's consideration is required on a proposal submitted by The Australian Workers' Union on behalf of Council [staff in confidence], in order to come to an agreement to vacate a Council Residence.



## OFFICER'S RECOMMENDATION

### *That Council:*

- *Decline the proposed terms of agreement as submitted by The Australian Workers' Union; and*
- *Consider alternate terms to respond to the AWU to expedite the vacation of the residence by [staff in confidence].*

Resolution No.: 2283

Moved: Mayor ER Schmidt

That the Officer's recommendation be adopted.

**CARRIED**

## 10. REPORTS FOR CONSIDERATION - UTILITIES & FACILITIES

### 10.1 Request for Payment by Reimbursement of one Year of Annual Rate Levy in lieu of voluntary services provided at the Lynd Highway Cemetery

## EXECUTIVE SUMMARY

Joan Cox has estimated to have provided approximately 80 hours of her time identifying unmarked gravesites within the Lynd Highway Cemetery, over several years. Joan has requested to be reimbursed for her work by way of payment of rates for one year.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Decline the request to reimburse 1 year of annual rate levy, as there is no evidence of Council appointing or requesting services provided by Mrs Cox at the Lynd Highway Cemetery, Charters Towers; and*
- *Advise Mrs Cox that such an agreement by Council would set a precedent of allowing individual volunteers within the community to request reimbursement for voluntary service, which has not been formally agreed to.*

Resolution No.: 2284

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That an amendment be made to the recommendation.

**CARRIED**

## OFFICER'S AMENDED RECOMMENDATION

### *That Council:*

- *Decline the request to reimburse 1 year of annual rate levy, as there is no evidence of Council appointing or requesting services provided by Mrs Cox at the Lynd Highway Cemetery, Charters Towers; and*
- *Advise Mrs Cox that such an agreement by Council would set a precedent of allowing individual volunteers within the community to request reimbursement for voluntary service, which has not been formally agreed to; and*
- *That Council investigate an appropriate method of recognition of Mrs Cox's services.*

Resolution No.: 2285

Moved: Cr GJ Lohmann  
Seconded: Cr MJ Power

That the Officer's amended recommendation be adopted.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1080901.

### **11. REPORTS FOR CONSIDERATION - PLANNING & SUSTAINABLE DEVELOPMENT**

**11.1 Request to extend approval period - MR14/65 - for Development Permit Number MR14/65 for Motor Sports Complex (Rally and Off-road Racing, 4 x 4 Activities, Speedway Track, administration area, parking and camping area) and Reconfiguring a Lot (1 into 2)**

#### **EXECUTIVE SUMMARY**

This report considers a request to extend the period in section 341 of the *Sustainable Planning Act 2009* (the relevant period) for an existing Development Permit for Material Change of Use for Motor Sports Complex (Rally and Off-road Racing, 4 x 4 Activities, Speedway Track, administration area, parking and camping area) and associated reconfiguration of a lot (MR14/65).

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

*That Council:*

- *Approve the request to extend the period in section 341 of the Sustainable Planning Act 2009 (the relevant period), made by NQMS for Development Permit Number MR14/65 for Motor Sports Complex (Rally and Off-road Racing, 4 x 4 Activities, Speedway Track, administration area, parking and camping area) and Reconfiguring a Lot (1 into 2) on land described as Lot 8 on SP268356 (formerly Lot 8 on SP221819) more commonly known as Mafeking Road, Broughton; and*
- *Issue the relevant Notice under section 389 of the Sustainable Planning Act 2009, extending the relevant period until 20 October 2022.*

Resolution No.: 2286

Moved: Cr MJ Bailey  
Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1080319.

### **11.2 Surrender of Lease SL11/480578 over L29/GF163**

#### **EXECUTIVE SUMMARY**

This report seeks Council's views with respect to an application for surrender of lease over Lot 29 on GF163 (SL11/480578) and located at 11 Cape Road, Pentland.

## OFFICER'S RECOMMENDATION

*That Council:*

- *Advise the Department of Natural Resources & Mines that:*
  - a) it has no objection to the surrender of lease SL11/480478 over L29/GF163 subject to payment of outstanding rates and charges; and*
  - b) following surrender of the lease, return the land to its original designation of Reserve.*

Resolution No.: 2287

Moved: Cr MJ Power

Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1083773.

**11.3 MC16/55 – Material Change of Use – Undefined Use (Renewable Energy Facility) and Environmentally Relevant Activities (ERA 5, ERA 8 and ERA 63), 3888 Helenslee Road, Campaspe (Lot 2 on SP289509)**

## 1.0 EXECUTIVE SUMMARY

The applicant, Renewable Developments Australia Pty Ltd, has applied for a Development Permit for a Material Change of Use – Undefined Use (Renewable Energy Facility) 'Hot Air Station' and Environmentally Relevant Activities (ERA 5, ERA 8 and ERA 63), on land currently described as Lot 2 on SP289509 (previously described as Lot 1 on GF136), and located at 3888 Helenslee Road, Campaspe.

The present proposal will involve the production and transport of 190 million litres of bio-ethanol annually. Future stages of the project are forecasted to produce up to 344 million litres.

The proposed development was subject to impact assessment, and received one submission during the public notification period, in support of the development.

The development required referral to and assessment by the Department of Infrastructure Local Government and Planning generally for vegetation clearing, potential impacts upon State transport infrastructure, and environmentally relevant activities. The State has imposed conditions upon the development that relates to these matters.

This assessment concludes that the proposed development is generally consistent with what is intended for the Rural Zone, complimentary to the economic diversity of the region, and substantially complies with the provisions of the planning scheme. It is recommended that the development be approved subject to conditions that ensure the impacts of the proposed facility are acceptable.

## 2.0 OFFICER'S RECOMMENDATION

*That Council:*

- *Resolve to approve the Development Application for a Development Permit for a Material Change of Use for an Undefined Use (Renewable Energy Facility) and Environmentally Relevant Activities (ERA 5, 8 and 63), made by Renewable Developments Australia Pty Ltd C/- Brazier Motti Pty Ltd, over land described as Lot 2 on SP289509 (previously described as Lot 1 on GF136) and located at 3888 Helenslee Road, Campaspe, Queensland subject to the following conditions:*

Assessment Manager's Conditions		
No.	Condition	Condition Timing
<b>Approved Plans</b>		
1.	<p>The development and conduct of the approved use of the premises must be generally in accordance with:-</p> <p>a. The approved concept plans:</p> <ul style="list-style-type: none"> <li>Process Facility General Arrangement Plan – Rev. H.</li> <li>Process Facility Waste Dam Section – Rev. C.</li> <li>Process Facility Layout Plan Sheet 1 – Rev. E.</li> <li>Process Facility Layout Plan Sheet 2 – Rev. E.</li> </ul> <p>b. The outcomes/recommendations of the approved supporting reports:</p> <ul style="list-style-type: none"> <li>Traffic Engineering Report, as prepared by TTM, and dated 26 May 2016, and the addendum report dated 16 December 2016 and Further issues response dated 8 March 2017.</li> <li>Process Plant Ecological Assessment, as prepared by Redleaf Environmental, and dated 11 May 2016.</li> <li>Acoustic Review, as prepared by Acousticworks, and dated 4 May 2016.</li> <li>Cultural Heritage Assessment, as prepared by Converge Heritage and Community, and dated 18 May 2016.</li> <li>Process Plant and Power Plant Groundwater Supply – Impacts to town water supplies, as prepared by Australasian Groundwater and Environmental Consultants Pty Ltd, dated 25 May 2016.</li> <li>Environmental Assessment Report, as prepared by Renewable Development Australia Pty Ltd, and dated 25 May 2016.</li> </ul> <p>c. The plans, specifications, facts and circumstances as set out in the application submitted to Council;</p> <p>d. Any approval issued under this approval.</p>	At all times
<b>General</b>		
2.	Comply with all of the conditions of this Development Approval and maintain compliance for the duration of the approved use.	Prior to the commencement of the use and thereafter
3.	Exercise the approval and complete all associated works, including any relocation or installation of services, at no cost to Council.	Prior to the commencement of the use, unless otherwise stated
4.	Where any conflict exists between the Conditions of this Decision Notice and details shown on the Approved Plans, the Conditions prevail.	At all times
5.	Alterations to public utilities, mains and services made necessary in connection with any of the works arising from this approval including works to restore and reinstate all roads are to be completed at no cost to Council.	Prior to the commencement of the use
6.	Unless otherwise stated, all work must be designed, constructed and maintained in accordance with any relevant local government policies, guidelines and standards applicable at the time the works are approved to be undertaken.	At all times
<b>Approved Use</b>		
7.	The approved use is limited to the production and transport of a maximum of 190 million litres of bio-ethanol, per annum.	At all times
8.	The approved use including any activities associated with	At all times

Assessment Manager's Conditions		
No.	Condition	Condition Timing
	the approved use must be conducted in a manner to minimise noise, dust, odour and other emissions that may cause environmental harm or nuisance.	
Visual Impact and Rural Character		
9.	Equipment and machinery is to be stored in covered storage areas, being any fixed structure which is either wholly or partly enclosed by walls and which is roofed.	At all times
10.	Machinery, equipment and storage buildings are not to exceed 20 metres in height.	At all times
11.	<p>a. Prepare and submit a Landscape Plan and details of the proposed chimney treatment to Council for approval. This plan and details must, as a minimum:</p> <p>(i) identify a vegetated buffer with a minimum width of 3m to be established and maintained along the northern and western boundaries of the site within the lot, for the purpose of limiting the visual impact of the proposed development to surrounding properties and roads. The landscaping plan will also identify plant species and proposed irrigation arrangements.</p> <p>(ii) identify the proposed treatment (i.e painting) of the chimneys/flues to minimise the visual impact upon the surrounding properties. Particulars of the proposed treatment are to be submitted to Council for approval prior to construction of the plant.</p> <p>b. Design and construct the landscaping and chimney/flue treatment in accordance with the Council approved Landscape Plan.</p>	<p>For a. prior to the commencement of construction</p> <p>b. prior to the commencement of the use</p>
Onsite Staff and Visitor Facilities		
12.	A sufficient supply of potable water is to be provided for all staff and visitors associated with the approved use. The water supply must satisfy the Australian Drinking Water Guidelines or relevant standards applicable at the time.	Prior to the commencement of the use
13.	Design and install an approved on-site wastewater treatment and disposal facility with sufficient capacity to service all staff and visitors associated with the approved use.	Prior to the commencement of the use
Waste Storage Area		
14.	<p>a. Provide in accordance with the Environmental Protection (Waste Management) Regulation 2000:</p> <p>(i) approved refuse containers;</p> <p>(ii) a centralised screened refuse storage enclosure and bin wash down area with a drainage system designed to prevent storm water entering surface waters;</p> <p>b. Refuse containers and the storage / wash down area are to be maintained in a clean and nuisance free manner.</p>	Prior to the commencement of the use
Impacts on Cape River alluvium		
15.	The development must not adversely affect the availability of water within the Cape River alluvium, so as not to reduce the supply, quality or reliability of water for the town of Pentland or properties within the locality of the proposed development.	At all times
Stormwater		
16.	Adequate provision must be made to accommodate stormwater drainage from the approved development and use to the lawful point of discharge.	Prior to the commencement of the use



Assessment Manager's Conditions		
No.	Condition	Condition Timing
17.	Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.	At all times
<b>Lighting</b>		
18.	All lighting must be designed and installed so as not to cause nuisance to surrounding properties.	At all times
19.	Car parking areas and access locations must be designed and constructed to minimise light nuisance from vehicles.	At all times
<b>Noise Impacts</b>		
20.	<p>a. Provide design certification to Council from appropriate qualified professional confirming that the facility is designed to achieve the relevant acoustic quality objectives prescribed under the Environmental Protection (Noise) Policy 2008 and the relevant air quality objectives prescribed under the Environmental Protection (Air) Policy 2008.</p> <p>b. The development must operate in accordance with this design certification at all times.</p>	<p>For a. Prior to the commencement of the use</p> <p>For b. At all times</p>
<b>Car Parking and Access</b>		
21.	Car parking spaces must be provided at the rate of one (1) space per two (2) employees, plus one (1) car park per 30m <sup>2</sup> of Gross Floor Area of office or part thereof.	At all times
22.	The proportion of total parking spaces provided for people with disabilities is in accordance with AS2890.1 – 1993 Table C1. Access to spaces for people with disabilities must also be provided in accordance with AS1428.1 – General Requirements for Access: Buildings and AS2890.1 – Car Parking Facilities (Off-Street Parking).	At all times
23.	<p>The vehicle parking and access areas must be:</p> <ul style="list-style-type: none"> <li>a. sealed;</li> <li>b. vegetated at the rate of 6 shade trees per 1,000m<sup>2</sup>;</li> <li>c. designed to incorporate a bus parking space with a minimum width/height of 4m and a minimum length of 20m;</li> <li>d. designed in accordance with S28901.1 1993 - Parking Facilities - Off Street Parking;</li> <li>e. designed to optimise informal surveillance and illumination, and to control unlawful access;</li> <li>f. designed to accommodate the swept paths of all vehicles likely to access the site, to allow vehicles to enter and exit the site in a forward motion; and</li> <li>g. sufficiently lit to enable visibility of all external edges and routes providing access to the car park.</li> </ul>	At all times
24.	Commercial vehicles servicing the site must only enter and exit the site via the designated access point shown in the plans stated within Condition 1. Vehicle speed on the internal access roads is to be limited to 20 km per/hour by the erection of the appropriate speed-limiting signage.	At all times
25.	Access driveways are to be located and designed in accordance with the provisions of Australian Standards AS2890.1-1968 and AS2890.2-1989.	At all times
26.	<p>During construction:</p> <ul style="list-style-type: none"> <li>a. Unsealed internal roads are to be watered to avoid unacceptable dust emissions;</li> <li>b. All car parking and manoeuvring areas are to be gravelled.</li> </ul>	During construction

Assessment Manager's Conditions		
No.	Condition	Condition Timing
<b>Approved Haul Route</b>		
27.	The Approved Haul Route for haulage on local government roads (from the renewable energy facility to the Flinders Highway) of product produced at the bio-ethanol plant is limited to: a. Homestead Lascelles Road (Red Road); b. Helenslee Road; and c. Private Access / Internal (Hot-Air Station) Roads.	At all times
<b>Approved Haul Route Hours of Operation</b>		
28.	Haulage, including laden and un-laden heavy vehicles, on the Approved Haul Route is limited to between the hours of 6am to 6pm – Monday to Friday, except where otherwise approved in writing by Council.	At all times
<b>Road works – upgrades to the Approved Haul Route</b>		
29.	All local government roads which form part of the Approved Haul Route, as a minimum, are to be constructed to a Rural Collector standard as shown on Charters Towers Regional Council – Standard Drawing – Roads Typical Rural Road Cross Section, dated 7.10.15.	Prior to the commencement of the use or as detailed in the Council approved haul route design report
30.	<p>a. A detailed haul route design report is to be prepared to detail the full extent of road works required to accommodate the appropriate design vehicle loadings for the construction and operational phases of the approved use.</p> <p>b. The haul route design report is to be prepared and endorsed by a Registered Professional Engineer of Queensland (RPEQ) and address the proposed road works to be undertaken prior to each of the following: (i) commencement of construction activities involving heavy vehicles utilising the haul route; and (ii) commencement of heavy vehicle movements associated with the approved use.</p> <p>c. The haul route design report is to include and address the following as a minimum requirement: (i) a detailed description of the nature, extent and frequency of heavy vehicle movements associated with the construction and operational phases of the development; (ii) a detailed analysis of the existing road, bridge and floodway conditions including an assessment of its adequacy to accommodate design vehicles at the construction and operational phases of the development; (iii) a detailed description of the proposed upgrades to the haul route including any staging plans for road works; and (iv) a detailed description of the maintenance regime for the haul route including responsibilities for maintenance of the haul route and performance and standards applicable to the safe operation of the haul route.</p> <p>d. The haul route design report is to be submitted to</p>	<p>For a. to c. prior to the commencement of construction of the approved use</p> <p>For d. within 40 business days of commencement of construction activities associated with the approved use</p> <p>For e. as detailed in the Council</p>



Assessment Manager's Conditions		
No.	Condition	Condition Timing
	<p>Council for approval.</p> <p>e. Design and construct all necessary works and upgrades to the haul route as detailed in the haul route design report approved by Council.</p>	approved haul route design report
Management Plans		
31.	<p>a. Prepare and submit to Council for approval, a detailed Construction Phase Environmental Management Plan identifying environmental management measures to be implemented during all construction works associated with the approved use including the haul route. The Construction Phase Environmental Management Plan must address the following as a minimum:</p> <ul style="list-style-type: none"> <li>(i) Erosion and Sediment Control.</li> <li>(ii) Stormwater Management / Water Quality and surface water runoff (interim drainage plan during construction);</li> <li>(iii) Water Management;</li> <li>(iv) Air Quality Management (dust suppression);</li> <li>(v) Noise and Vibration Management;</li> <li>(vi) Management of light spill and on-site lighting;</li> <li>(vii) Land Contamination (storage / use of fuel);</li> <li>(viii) Weed Management;</li> <li>(ix) Construction Waste Management;</li> <li>(x) Traffic management and safety;</li> <li>(xi) Flora and Fauna Impact Management;</li> <li>(xii) Storage and handling of fuel and other hazardous goods;</li> <li>(xiii) Emergency Management;</li> <li>(xiv) Environmental Monitoring and Reporting;</li> <li>(xv) Management of works near existing above ground and underground infrastructure;</li> <li>(xvi) Safety and Hazard Management;</li> <li>(xvii) Project Management and Contacts;</li> <li>(xviii) Complaints Handling and Management;</li> <li>(xix) Statutory obligations and approvals; and</li> <li>(xx) Review period.</li> </ul> <p>b. The Construction Phase Environmental Management Plan must:</p> <ul style="list-style-type: none"> <li>(i) be prepared and certified by a suitably qualified and experienced person;</li> <li>(ii) clearly identify design and control measures to be adopted during the construction and post construction phase;</li> <li>(iii) provide recommendations based on criteria and environmental data relevant to the site and surrounding area and construction works proposed</li> <li>(iv) be prepared in accordance with the relevant standards.</li> </ul> <p>c. The Council approved Construction Phase Environmental Management Plan must be implemented, including any recommended works and management measures, prior to</p>	<p>For a. and b. within 40 business days of commencement of construction activities associated with the approved use</p> <p>For c. during construction and as recommended in the Construction Phase</p>

Assessment Manager's Conditions		
No.	Condition	Condition Timing
	the commencement of the use and complied with at all times during construction of the approved use.	Environmental Management Plan
32.	<p>a. Submit to Council for approval a detailed Haul Route Management Plan which outlines and addresses the following as a minimum requirement:</p> <ul style="list-style-type: none"> <li>(i) driver code of practice – transport limitations and route, road hazards and monitoring;</li> <li>(ii) driver code of conduct – company policies driver fatigue, vehicle speed, road rules (e.g. Give Way) and vehicle noise and interaction with other road users including school buses and the transport and management of stock;</li> <li>(iii) company policies or protocols for utilising the haul route during and after wet weather events;</li> <li>(iv) maintenance and road damage monitoring and reporting;</li> <li>(v) communication strategy; and</li> <li>(vi) monitoring and review.</li> </ul> <p>b. Implement the Council approved haul route management plan including any necessary reporting and monitoring.</p>	<p>For a. prior to the commencement of haulage on the approved haul route</p> <p>For b. the duration of the approved use.</p>
33.	<p>a. Prepare and submit to Council for Approval, a detailed Pest Management Plan, which details the management of declared weeds and pests plants during the construction and operation of the approved use including haulage activities on the approved haul route.</p> <p>b. Implement the Council approved Pest Management Plan including any necessary reporting and monitoring.</p>	<p>For a. prior to the commencement of haulage on the approved haul route.</p> <p>For b. the duration of the approved use.</p>
34.	<p>a. Prepare and submit to Council for approval, a detailed Operational Environmental Management Plan identifying environmental management measures to be implemented during operation of the approved use including haulage activities. The Operational Environmental Management Plan must address the following as a minimum:</p> <ul style="list-style-type: none"> <li>(i) Air quality management;</li> <li>(ii) Bushfire Management;</li> <li>(iii) Noise and vibration management;</li> <li>(iv) Erosion and Sediment Control;</li> <li>(v) Stormwater Management;</li> <li>(vi) Water Quality and surface water runoff;</li> <li>(vii) Water Management;</li> <li>(viii) Management of light spill and on-site lighting;</li> <li>(ix) Land Contamination</li> <li>(x) Pest and Weed Management;</li> <li>(xi) Waste Management;</li> <li>(xii) Traffic management and safety;</li> <li>(xiii) Flora and Fauna Impact Management;</li> <li>(xiv) Storage and handling of fuel &amp; hazardous goods;</li> <li>(xv) Disaster and Emergency Management Plan;</li> <li>(xvi) Handling and Reporting of Environmental Incidents;</li> <li>(xvii) Safety and Hazard Management;</li> <li>(xviii) Project Management and Contacts;</li> </ul>	For a. and b. within 40 business days of commencement of the approved use

Assessment Manager's Conditions		
No.	Condition	Condition Timing
	<p>(xix) Complaints Handling and Management;  (xx) Environmental Monitoring and Reporting;  (xxi) Statutory obligations and approvals; and  (xxii) Periodic review of environmental performance and continual improvement.</p> <p>b. The Operational Environmental Management Plan must:</p> <p>(i) be prepared by a suitably qualified and experienced person;  (ii) clearly identify design and control measures to be adopted and implemented during operation of the facility.  (iii) provide recommendations based on criteria and environmental data relevant to the approved use;  (iv) be reviewed annually; and,  (v) be prepared in accordance with the relevant standards.</p> <p>c. The Council approved Operational Environmental Management Plan must be implemented, including any recommended works and management measures, prior to the commencement of the use and complied with at all times for the duration of the approved use including haulage activities associated with the approved use.</p>	For c. during operation and as recommended in the Operational Environmental Management Plan
Site Rehabilitation (cessation of approved use)		
35.	<p>a. Prepare and submit to Council for approval, a Site Rehabilitation Plan detailing all planned works and actions proposed and required to be undertaken to rehabilitate the site as far as practical to the condition the site was in prior to the approved use commencing on the premises.</p> <p>b. Upon cessation of the approved use, the Council approved must Site Rehabilitation Plan is to be implanted including any recommended works and remediation measures required to rehabilitate the site as far as practical to the condition the site was in prior to the approved use commencing on the premises.</p> <p>c. Within six (6) months of site rehabilitation works being completed submit a Site Conditions Report detailing the condition of the site following recommended works and actions stipulated in the Council approved Site Rehabilitation Plan.</p>	<p>For a. Within twelve (12) months of operations associated with the approved use ceasing on the premises.</p> <p>For b. upon cessation of the approved use.</p> <p>For c. within 6 months of the site rehabilitation works being completed.</p>
End of conditions		

Advisory Notes	
Ongoing use of premises	
A	Failure to ensure compliance with conditions of this Development Approval including Conditions relating to the ongoing use of the premise, and the design and layout of the development may constitute an offence under the Sustainable Planning Act 2009.
Notice of Intention to commence use	
B	Please provide written notification of the commencement of the use to Council 20 business days after the approved use has commenced. This will

	allow Council to accurately record the commencement date which is relevant to the validity of this approval.
<b>Local Government Roads</b>	
C	Pursuant to section 75 of the Local Government Act 2009, Council's written approval is required to carry out works on a road, or interfere with a road or its operation. This requirement applies to all Council-controlled roads within its local government area. The process for obtaining approval is set out in Council's Local Law No. 1 (Administration) 2011. Approval must be obtained prior to the commencement of the works.
<b>Haul Route – Road Alignment</b>	
D	Council acknowledges that part of the Haul Route is presently off-alignment. Council advises that it has no objection the applicant completing an easement change to reflect the actual location of the road provided this is consented to by the land owner.
<b>Aboriginal and Cultural Heritage</b>	
E	The Aboriginal Cultural Heritage Act 2003 and Torres Strait Islander Cultural Heritage Act 2003 require anyone who carries out a land-use activity to exercise a duty of care. Land users must take all reasonable and practicable measures to ensure their activity does not harm Aboriginal or Torres Strait Islander cultural heritage. For further information please visit <a href="https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care">https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care</a>
<b>Workplace Health and Safety</b>	
F	Ensure compliance with the Work Health and Safety Act 2011. It states that the project manager/developer is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work. It is the principal contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work. It is the responsibility of the person in control of the workplace to ensure compliance with the Work Health and Safety Act 2011. It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.
<b>Hours of Work</b>	
G	Hours of construction and construction noise must be in accordance with any relevant local laws and/or the Environmental Protection (Noise) Policy 2008. To the extent there is an inconsistency, whichever is higher prevails.
<b>Environmental Nuisance</b>	
H	<p>Ensure compliance with the Environmental Protection Act 1994. It states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard persons and entities, involved in the civil, earthworks and construction phases of this development, are to adhere to their "general environmental duty" to minimise the risk of causing environmental harm.</p> <p>Environmental harm is defined by the Act as any adverse effect, or potential adverse effect whether temporary or permanent and of whatever magnitude, duration or frequency on an environmental value and includes environmental nuisance. Therefore, no person should cause any interference with the environment or amenity of the area by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, sediment, oil or otherwise, or cause hazards likely in the opinion of the Council to cause undue disturbance or annoyance to persons or affect property not connected with the use.</p>



Concurrence Agency Conditions	
I	<p>Please take note of the Concurrence Agency Response With Conditions dated 17 March 2017, Reference: SDA-0616-031129 and ensure compliance (as tabled and as annexed to these Minutes at Annexure "A").</p> <p>For further information, please contact NQSARA <a href="mailto:NQSARA@dilpgp.qld.gov.au">NQSARA@dilpgp.qld.gov.au</a>.</p>
End of advisory notes	

Resolution No.: 2288
Moved: Cr GJ Lohmann
Seconded: Cr AP Barr
That the Officer's recommendation be adopted.
<b>CARRIED</b>

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1083708.

### 11.4 Relocation of the Ravenswood State School Oval to a New Site

#### EXECUTIVE SUMMARY

Consideration of a proposal for Council to continue trustee arrangements for the proposed new Ravenswood State School oval.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Advise the Department of Natural Resources and Mines (DNRM) that it objects to the proposal for Council to be trustee for the proposed Ravenswood State School oval, and that the State (Education Queensland) is responsible for its estate.*

Resolution No.: 2289
Moved: Cr MJ Power
Seconded: Cr GJ Lohmann
That the Officer's recommendation be adopted.
<p>Crs Bennetto, Barr and Bailey recorded a vote against the motion.</p> <p>Mayor Schmidt voted in favour of the recommendation.</p>
3/3
<b>CARRIED</b>

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1082291.

### 11.5 MC10/228 Material Change of Use (Office/Toilet and Existing Shed for Manufacturing of Polyethylene Products) - Request to Extend Relevant Period - Gregory Development Road, Broughton

#### EXECUTIVE SUMMARY

This report considers a request to extend the period in section 341 of the *Sustainable Planning Act 2009* (the relevant period) for an existing Development Permit for Material Change of Use

(Office/Toilet & Existing Shed for Manufacturing of Polyethylene Products) located at Gregory Development Road, Broughton (Lot 5 on SP226374).

#### OFFICER'S RECOMMENDATION

*That Council:*

- *approve the request to extend the period in section 341 (the relevant period) of the Sustainable Planning Act 2009 until 12 March, 2018, made by Ross J and Carol A Kerr for Development Permit Number MC10/228 for Material Change of Use (Office/Toilet & Existing Shed for Manufacturing of Polyethylene Products), on land described as Lot 5 on SP226374 more commonly known as Gregory Development Road, Broughton; and*
- *Issue the relevant Notice under section 389 of the Sustainable Planning Act 2009.*

Resolution No.: 2290

Moved: Cr MJ Power

Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report - ECM Document No. 1082741.

### 11.6 Extension of Gaming Hours at Waverley Hotel

#### EXECUTIVE SUMMARY

Seeking advice from Council as to whether a local commercial hotel (Waverley Hotel) should be allowed to extend their gaming hours until 1.30 am.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Offer no objection to the application for extended gaming hours from 12.30am to 1.30am on the condition that the applicant obtains necessary approval from Office of Liquor and Gaming Regulation.*

Resolution No.: 2291

Moved: Cr AP Barr

Seconded: Cr MJ Bailey

That the Officer's recommendation be adopted.

**CARRIED**

Cr GJ Lohmann recorded a vote against the motion.

#### REFERENCE DOCUMENT

- Officer's Report - ECM Document No. 1083220.

## 11.7 Preliminary Approval for Building Work Assessable against a Planning Scheme (not associated with a material change of use - Class 10a)

### EXECUTIVE SUMMARY

This report considers a Preliminary Approval for Building Work Assessable against a Planning Scheme (not associated with a material change of use - Class 10a) - 2 Plummer Street, Richmond Hill - Applicant: Landbrook Building and Construction. The application is recommended for approval subject to conditions.

### OFFICER'S RECOMMENDATION

*That Council:*

- *Approve the application for Preliminary Approval for Building Work Assessable against a Planning Scheme (not associated with a material change of use - Class 10a), made by Landbrook Building and Construction on behalf of Sharon A Taylor, on L2/MPH1117, Parish of Charters Towers, subject to the following conditions:*

Condition Number	Conditions	Timing
<b>Siting Variation</b>		
1	The carport/garage (Class 10a) is to be located only the boundary line (Sellheim Street boundary) of the property, measuring from the outermost projection of the carport/garage (including the fascia and guttering).	At all times.
2	Stormwater drainage from the carport/garage is to be reticulated to the lawful point of discharge, and not directed onto the adjoining allotments.	Prior to final building inspection of the Shed. At all times thereafter.
3	Any external lighting installed on the carport/garage shall not create a lighting nuisance to neighbouring land uses or passing vehicular traffic.	At all times.
	On the apex facing Sellheim Street the apex is to have a decorative finial and the façade is to have vertical panelling. Additionally all flashing, guttering and downpipes are to be of non-reflective and natural colours.	At all times.
<b>Building Work Assessable against a Planning Scheme</b>		
<b>Approved Plans</b>		
1	The approved development must be completed and maintained generally in accordance with the approved drawings and documents:  Plan/Document name: Site Plan Proposed Shed. 2 Plummer St. CT. Date: 27 March 2017  Plan/Document number: WSS162461-3 Plan/Document name: Layout Date: 16 September 2016	At all times
<b>General</b>		
2	Where any conflict exists between the Conditions of this Decision Notice and details shown on the Approved Plans, the Conditions prevail.	At all times
<b>Works during construction</b>		
3	All construction materials, waste, waste skips, machinery and contractors vehicles must be located and stored or parked within the site.	During construction



4	Construction works must occur so they do not cause unreasonable interference with the amenity of adjoining premises by reason of noise, vibration, electrical or electronic interference, smell, fumes, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	During construction
End of conditions of approval		

Advisory Notes	
Compliance with Development Approval	
A	Failure to ensure compliance with conditions of this Development Approval and the design and layout of the development may constitute an offence under the Sustainable Planning Act 2009.
Works in Road Reserve	
B	Pursuant to section 75 of the Local Government Act 2009, Council's written approval is required to carry out works on a road, or interfere with a road or its operation. This requirement applies to all Council-controlled roads within its local government area. The process for obtaining approval is set out in Council's Local Law No. 1 (Administration) 2011. Approval must be obtained prior to the commencement of the works.
Aboriginal and Cultural Heritage	
C	The Aboriginal Cultural Heritage Act 2003 and Torres Strait Islander Cultural Heritage Act 2003 require anyone who carries out a land-use activity to exercise a duty of care. Land users must take all reasonable and practicable measures to ensure their activity does not harm Aboriginal or Torres Strait Islander cultural heritage. For further information please visit: <a href="https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care">https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care</a>
Workplace Health and Safety	
D	Ensure compliance with the Work Health and Safety Act 2011. It states that the project manager/developer is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work. It is the principal contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work. It is the responsibility of the person in control of the workplace to ensure compliance with the Work Health and Safety Act 2011. It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.
Hours of Work	
E	Hours of construction and construction noise must be in accordance with any relevant local laws and/or the Environmental Protection (Noise) Policy 2008. To the extent there is an inconsistency, whichever is higher prevails.
Dust Control	
F	It is the developer's responsibility to ensure compliance with the Environmental Nuisance of the Environmental Protection Act 1994 which prohibits unlawful environmental nuisance caused by dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks and construction.
Noise During Construction and Noise in General	
G	It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994.
End of advisory notes	

Council has received this Development Application under the Sustainable Planning Act 2009 as detailed below.

### **SUMMARY OF APPLICATION**

Applicant	Landbrook Building and Construction
Landowner	Sharon A Taylor
Real Property Description	Lot 2 on MPH1117
Area of Site	678m <sup>2</sup>
Planning Scheme Zoning	Residential
Existing Use	Dwelling house
Proposed Use	Dwelling house and carport
Approval Sought	Planning Approval - Carport/Garage (Heritage Overlay Code)

Resolution No.: 2292

Moved: Cr MJ Power  
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

**CARRIED**

### **REFERENCE DOCUMENT:**

- Officer's Report ECM Document No. 1081726

## **11.8 MC17/21 Material Change of Use - Licensed Premises**

### **EXECUTIVE SUMMARY**

This report considers a Development Application for a Development Permit for a Material Change of Use - Licensed Premises (wine bar) - 100-106 Mosman Street, Charters Towers City. Applicant: Patricia-Rae Goulding - the application is recommended for approval subject to conditions.

### **OFFICER'S RECOMMENDATION**

*That Council:*

- *Approve the application for a Development Permit for a Material Change of Use - Licensed Premises lodged by Patricia-Rae Goulding over Lot 301 and Lot 302 on CT1824 commonly described as 100-106 Mosman Street, Charters Towers City subject to the following conditions:*

Condition Number	Condition	Timing
<b>Approved Plans</b>		
1	The approved development must be completed and maintained generally in accordance with the approved drawings and documents: <ul style="list-style-type: none"><li>• Ground Floor Drawing Number: 1</li></ul>	At all times
<b>General</b>		
2	Comply with all of the conditions of this Development Approval and maintain compliance for the duration of the approved use.	Prior to the commencement of the use and thereafter

3	Exercise the approval and complete all associated works, including any relocation or installation of services, at no cost to Council. This includes but is not limited to any potential upgrade of the existing water line service if required for operational purposes.	Prior to the commencement of the use
4	Where any conflict exists between the Conditions of this Decision Notice and details shown on the Approved Plans the Conditions prevail.	At all times
5	Alterations to public utilities, mains and services made necessary in connection with any of the works arising from this approval including works to restore and reinstate all roads are to be completed at no cost to Council.	Prior to the commencement of the use
6	Unless otherwise stated, all work must be designed, constructed and maintained in accordance with any relevant local government policies, guidelines and standards applicable at the time the works are approved to be undertaken.	At all times
<b>Hours of operation</b>		
7	Hours of operation (except for administration activities) are limited to between 3pm - 10pm Monday to Sunday.	At all times
<b>Car parking</b>		
8	There is to be a minimum of 9 designated car parking spaces. Council requires the car parking spaces to be chip/asphalt sealed. The individual car parking spaces are to be line marked in accordance with Australian Standard 2890 (AS2890 - Parking Facilities).	Prior to the commencement of the use and thereafter
<b>Loading and unloading</b>		
9	Loading and unloading activities are undertaken from within the site and only between the hours of 7am - 5pm Monday to Friday.	At all times
10	Vehicle loading docks and other service delivery areas are to be in locations which do not face or open towards adjoining residential lots.	At all times
<b>Fire-fighting capacity</b>		
11	Install and maintain such systems that are necessary to supply sufficient fire-fighting capacity to the satisfaction of Queensland Fire and Rescue Service and Council, and where necessary install on-site systems to supplement the available supply, meet flow and pressure requirements.	Prior to the commencement of the use and thereafter
<b>Amenity and locality</b>		
12	(a) Activities generating excessive noise are conducted in an acoustically screened enclosure; and (b) Night lighting, including security lighting is directional and does not cause light to spill over onto residential land.	At all times
<b>Lighting</b>		
13	Outdoor lighting does not create a loss of amenity to adjacent premises. Ensure the design, installation and operation of outdoor lighting is in accordance with the Australian Standard 4282 (AS4282 - Control of the Obtrusive Effects of Outdoor Lighting).	At all times
<b>Signage</b>		
14	All signage is to be subservient to the streetscape and must not block views of places of character heritage	At all times

	significance. Signage must be designed to complement and not obscure the architectural detail of the building.	
<b>Mature vegetation</b>		
15	Ensure mature vegetation in public places or visible from public places is retained.	At all times
<b>Refuse</b>		
16	On site refuse areas are to be screened either by a structure/fence or an effective landscaping buffer.	Prior to the commencement of the use and thereafter
<b>Amended plans</b>		
17	Provide an amended set of plans to Council incorporating any of the changes required by these conditions for endorsement.	Prior to commencement of use
<b>End of conditions of approval</b>		

Advisory Notes	
Ongoing use of premises	
A	Failure to ensure compliance with conditions of this Development Approval including Conditions relating to the ongoing use of the premise, and the design and layout of the development may constitute an offence under the Sustainable Planning Act 2009.
Works in Road Reserve	
B	Pursuant to section 75 of the Local Government Act 2009, Council's written approval is required to carry out works on a road, or interfere with a road or its operation. This requirement applies to all Council-controlled roads within its local government area. The process for obtaining approval is set out in Council's Local Law No. 1 (Administration) 2011. Approval must be obtained prior to the commencement of the works.
Aboriginal and Cultural Heritage	
C	The Aboriginal Cultural Heritage Act 2003 and Torres Strait Islander Cultural Heritage Act 2003 require anyone who carries out a land-use activity to exercise a duty of care. Land users must take all reasonable and practicable measures to ensure their activity does not harm Aboriginal or Torres Strait Islander cultural heritage. For further information please visit: <a href="https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care">https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage/cultural-heritage-duty-care</a>
Workplace Health and Safety	
D	Ensure compliance with the Work Health and Safety Act 2011. It states that the project manager/developer is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work. It is the principal contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work. It is the responsibility of the person in control of the workplace to ensure compliance with the Work Health and Safety Act 2011. It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.
Hours of Work	
E	Hours of construction and construction noise must be in accordance with any relevant local laws and/or the Environmental Protection (Noise) Policy 2008. To the extent there is an inconsistency, whichever is higher prevails.
Dust Control	



F	It is the developer's responsibility to ensure compliance with the Environmental Nuisance of the Environmental Protection Act 1994 which prohibits unlawful environmental nuisance caused by dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks and construction.
<b>Sedimentation Control</b>	
G	It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994 and Schedule 9 of the Environmental Protection Regulation 2008 to prevent soil erosion and contamination of the storm water drainage system and waterways.
<b>Noise During Construction and Noise in General</b>	
H	It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994.
<b>Limitations of this approval</b>	
I	This approval is for the Material Change of Use ONLY.
<b>End of advisory notes</b>	

The following report has been submitted for inclusion in Council's Meeting to be held on 19 April 2017.

Council has received this Development Application under the Sustainable Planning Act 2009 as detailed below:

#### **SUMMARY OF APPLICATION**

Applicant	Patricia-Rae Goulding
Landowner	Patricia-Rae Goulding
Real Property Description	L301-302/CT1824
Area of Site	2409m <sup>2</sup>
Planning Scheme Zoning	Commercial Zone
Existing Use	Boarding House
Proposed Use	Boarding House and Licensed Premises (wine bar)
Existing Approvals	Guest house/Private hotel
Approval Sought	Development Permit - Material Change of Use - Licenced Premises

Resolution No.: 2293
Moved: Cr MJ Bailey
Seconded: Cr S Bennetto
That the Officer's recommendation be adopted.
<b>CARRIED</b>

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1084052.

### **11.9 Towers Rush**

#### **EXECUTIVE SUMMARY**

Towers Rush is an Amazing Race style treasure / scavenger hunt held in Charters Towers where participants will race to checkpoints and complete challenges to gain points within certain timeframes. In order to secure the event and grow it into a recognised and reputable signature

event while providing efficiencies over time, Council's ongoing financial commitment and endorsement is sought.

#### OFFICER'S RECOMMENDATION

##### *That Council:*

- *Confirm and allocate base funds required for the event for the next 3 years (2017, 2018, 2019); and*
- *Resolve to confirm Adventurethon and Sporting Advantage as the event consultants/contractors for 2017 with the option to extend for the next two (2) years (2018, 2019) based on satisfactory performance and budget allocations.*

Resolution No.: 2294

Moved: Cr MJ Power

Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1084321.

## **12. REPORTS FOR CONSIDERATION - ROADS INFRASTRUCTURE**

### **12.1 Rural Industry Advisory Committee meeting held 28 February 2017**

#### EXECUTIVE SUMMARY

Tabled herewith are the unconfirmed minutes of the Charters Towers Regional Council Rural Industry Advisory Committee meeting held 28 February 2017.

#### OFFICER'S RECOMMENDATION

##### *That Council:*

- *Receive the unconfirmed minutes of the Charters Towers Regional Council Rural Industry Advisory Committee meeting of 28 February 2017.*

Resolution No.: 2295

Moved: Cr MJ Bailey

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1082613

### **12.2 Gill Street palm tree report**

#### EXECUTIVE SUMMARY

In preparation for the upcoming Gill Street Reconstruction, Roads Infrastructure engaged the services of an Arborist to assess the health of the palm trees along Gill Street.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Note the report provided by the Arborist, for the health and future upkeep of the palm trees located along Gill Street, in preparation for the Gill Street Reconstruction.*

Resolution No.: 2296

Moved: Cr MJ Bailey

Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1082614.

## **12.3 Request to permanently close unnamed roads on Lot 4924 on SP 262313**

### EXECUTIVE SUMMARY

Council has received correspondence requesting to permanently close unnamed roads on Lot 4924 on SP 262313 as part of a proposed development application.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Has no objection to the proposed closure of the three unnamed roads on Lot 4924 on SP 262313.*

Resolution No.: 2297

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1082615.

## **13. REPORTS FOR CONSIDERATION - CORPORATE SERVICES**

### **13.1 Monthly Rating Report**

### EXECUTIVE SUMMARY

The attached report, as at the end of March 2017, provides a summary of the third activity report following the levying of the 2016/2017 2<sup>nd</sup> half yearly rates levies issued on 2 February 2017. Discount closed on Monday 6 March 2017.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Accept the rating report for March 2017 as tabled and as annexed to these Minutes at Annexure "B".*



Resolution No.: 2298

Moved: Cr BGW Maff  
Seconded: Cr MJ Power

That the Officer's recommendation be adopted.

CARRIED

#### REFERENCE DOCUMENT

- Officer's Report Document No.1082100.

### 13.2 Monthly Financial Reporting

#### EXECUTIVE SUMMARY

A complete summary of Council's position as at 31 March 2017, comparing actuals to 'original budgets', is presented across the following three consolidated reports.

##### Income Statement

Nine months, **75%**, of the 2016/2017 financial year have elapsed; operational expenditure is at 66% of original budget (excludes committed), whilst revenue is sitting at 80% of original budget. Commitments have been noted for both 'special projects' and 'operations'.

Contributing to the slightly higher revenue percentage is the 2016/2017 rates levied. Removal of the levied rates revenue beyond year-to-date earning gives a more accurate indicator of revenue sitting at 68% of original budget.

Cashflow Statement – committed capital expenditure is also noted.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Receive the following reports as tabled and as annexed to these Minutes at Annexure "C", presenting the overall financial position of Council as at 31 March 2017.*
  - *Consolidated Cashflow Statement*
  - *Consolidated Income Statement*
  - *Consolidated Balance Sheet*
- *Refer to the following reports for the overall position of Projects as at 31 March 2017.*
  - *Consolidated Cashflow Statement-Capital Works*  
(Payments for property, plant & equipment)
  - *Consolidated Income Statement-Recurrent Projects*  
(Recurrent Expenses – Special Projects)
  - *Detailed Project Financial report – quarterly update*

Resolution No.: 2299

Moved: Cr GJ Lohmann  
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1083603.

### 13.3 Roads Program Reporting

#### EXECUTIVE SUMMARY

The financial position of the Roads Program as at 31 March 2017 year is presented, together with an itemised listing of all roads to which maintenance has been undertaken.

#### OFFICER'S RECOMMENDATION

*That Council:*

*Receive the following reports representing the 2016/17 Roads Program as at 31 March 2017:*

- 1. One page summary of the overall program actuals against original.*
- 2. The Roads Infrastructure Works Program identifying actuals plus original budgets*
- 3. Road Maintenance activity.*

Resolution No.: 2300

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1083778.

### 14. REPORTS FOR CONSIDERATION - OFFICE OF THE CHIEF EXECUTIVE OFFICER

#### 14.1 Third Quarter Progress Report - CTRC Operational Plan 2016/17

#### EXECUTIVE SUMMARY

Local Government Regulation 2012 S174 (3), requires that a progress report regarding the implementation of Council's Operational Plan be tabled for Council at quarterly intervals. The 2016/2017 Operational Plan was adopted at the 18 July 2016 Budget Meeting.

The report evidences progress achieved on the targets set, in terms of "How we will measure our performance".

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Receive the Quarterly Progress Report, covering January to March 2017, on the 2016/2017 CTRC Operational Plan adopted 18 July 2016, and note the contents therein.*

Resolution No.: 2301

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No 1078263.

## 14.2 Advocacy for IQ-RAP in lead up to Federal Budget

### EXECUTIVE SUMMARY

A request has been received from the IQ-RAP secretariat to build support for IQ-RAP through advocacy to Ministers, Senators and MP's during the next two sitting weeks before the Australian parliament rests before the budget.

### OFFICER'S RECOMMENDATION

*That Council:*

- *Notes the content of the Chief Executive Officers Report: and*
- *By way of amendment .....*

Resolution No.: 2302

Moved: Cr S Bennetto  
Seconded: Cr GJ Lohmann

That Council decline to adopt the officer's recommendation; and that the matter remain on the table pending the sourcing of further information.

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No 1083003.

## 14.3 Councillor Remuneration 2017/2018

### EXECUTIVE SUMMARY

A report was provided for the January General Meeting of Council in relation to this matter and it was resolved to leave the matter lie on the table for consideration at the February General Meeting of Council and a further lay over until April.

### OFFICER'S RECOMMENDATION

*That Council:*

- *Resolves that the maximum amount determined by the Local Government Remuneration and Discipline Tribunal is not payable; and*
- *In accordance with the requirements of the Local Government Regulation 2012 (S247) and the remuneration determinations of the Queensland Government's Local Government Remuneration and Discipline Tribunal Report 2016, resolves that the following remuneration amounts apply effective 1 July 2017, noting this is no increase from the current remuneration:*

	<i>2017/2018</i>
<i>Mayor</i>	<i>\$99,638</i>
<i>Deputy Mayor</i>	<i>\$57,483</i>
<i>Councillor</i>	<i>\$49,819</i>

- *In accordance with the recommendations of the Local Government Remuneration and Discipline Tribunal, Councillors are required to attend all general meetings of Council, the Budget Meeting and Strategic Planning meetings scheduled and identified by the Councillors as mandatory for attendance.*

Resolution No.: 2303

Moved: Cr MJ Power  
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

#### **REFERENCE DOCUMENT**

- Officer's Report Document No 1083452.

### **14.4 Consideration of change of October General Meeting date due to LGAQ annual conference**

#### **EXECUTIVE SUMMARY**

The Local Government Association of Queensland's 2017 Conference is to be held in Gladstone from Monday 16 to Wednesday 18 October, 2017. This coincides with Council's October General Meeting date of Wednesday 18 October 2017.

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

*That Council:*

- *Re-schedule its October 2017 General Meeting from Wednesday 18 October to Wednesday 11 October 2017.*

Resolution No.: 2304

Moved: Cr S Bennetto  
Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

CARRIED

#### **REFERENCE DOCUMENT**

- Officer's report Document No 1084096.

### **14.5 Delegations Register- Council To CEO**

#### **EXECUTIVE SUMMARY**

Council's Register of Delegations - Council to Chief Executive Officer has been reviewed and is tabled for adoption.

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

*That Council:*

- *Delegate all powers referred to in the document titled "Register of Delegations - Council to CEO dated 10 April 2017" attached to this report to the Chief Executive Officer of Council pursuant to Section 257 of the Local Government Act 2009.*

Resolution No.: 2305

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That the Officer's recommendation be adopted, with further workshopping to be undertaken on the Delegations Register.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's report Document No 1083915.

**14.6 Adoption of STRAT 0024 Governance Framework**

**EXECUTIVE SUMMARY**

Council is requested to adopt STRAT 0024, Governance Framework.

**OFFICER'S RECOMMENDATION**

*That Council:*

- *Adopt STRAT 0024, Governance Framework, as tabled and as annexed to these Minutes at Annexure "D".*

Resolution No.: 2306

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No 1083913.

**14.7 2017 Local Government Disaster Management Conference – 9-11 May 2017**

**EXECUTIVE SUMMARY**

Council has been invited to attend the 2017 Local Government Disaster Management Conference being held in Mackay from 9-11 May 2017.

**OFFICER'S RECOMMENDATION**

*That Council:*

- *Authorise the attendance of Council's Mayor, Chief Executive Officer and Executive Assistant, Office of the Chief Executive Officer at the 2017 Local Government Disaster Management Conference being held in Mackay from 9-11 May 2017.*

Resolution No.: 2307

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

That an amendment be made to the recommendation.

**CARRIED**

## OFFICER'S AMENDED RECOMMENDATION

### *That Council:*

- *Authorise the attendance of Council's Mayor, Chief Executive Officer [or delegate] and Executive Assistant, Office of the Chief Executive Officer at the 2017 Local Government Disaster Management Conference being held in Mackay from 9-11 May 2017.*

Resolution No.: 2308

Moved: Cr BGW Maff

Seconded: Cr GJ Lohmann

That the Officer's amended recommendation be adopted.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1084158.

## **14.8 Guardian User Group – Airlie Beach – 9-10 August 2017**

### EXECUTIVE SUMMARY

Council has been invited to attend the 2017 Guardian User Group Meeting being held at Airlie Beach, 9-10 August, 2017.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- *Authorise the attendance of Council's Executive Assistant, Office of the Chief Executive Officer, Governance, to attend the 2017 Guardian User Group being held at Airlie Beach from 9-10 August 2017.*

Resolution No.: 2309

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1084139.

## **14.9 Disaster Management Officer's Network Forum – 8-10 May 2017**

### EXECUTIVE SUMMARY

Council has been invited to attend the 2017 Disaster Management Officer's Network Forum – 8-10 May 2017 in Mackay.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- *Authorise the attendance of Council's Executive Assistant, Office of the Chief Executive Officer, Governance, to attend the Disaster Management Officer's Network Forum from the 8-10 May, 2017 and alternate between sessions in this forum and the*



*Disaster Management Conference being held from 9-11 May 2017. Both the forum and the conference are being held in Mackay.*

Resolution No.: 2310

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1084144

### **14.10 Request for Additional Funding – Charters Towers SES**

#### **EXECUTIVE SUMMARY**

Requesting financial assistance from Council to assist with the completion of an additional equipment shed for use by the Pentland SES Group and the Pentland Town Rural Fire Brigade.

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

*That Council:*

- *Authorise new funds, in the amount of approx. \$29,200.00, to assist with the completion of an additional equipment shed for use by the Pentland SES Group and the Pentland Town Rural Fire Brigade.*

Resolution No.: 2311

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1084180

### **14.11 ARIP application contribution**

#### **EXECUTIVE SUMMARY**

An application for funding has been submitted by iNQ and they are seeking financial support from the NQ Councils to co-contribute.

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

*That Council:*

- *Approve the allocation of \$10,000 per annum for the next three years for the iNQ ARIP application.*



Resolution No.: 2312

Moved: Cr BGW Maff  
Seconded: Cr GJ Lohmann

That matter lay on the table pending further information and be listed for consideration at the May GM of Council.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1084428.

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**15. MAYORAL MINUTE**

**15.1 Appointment of Acting Chief Executive Officer**

**EXECUTIVE SUMMARY**

Council is requested to confirm the appointment of Mr Leo Jensen as its Acting Chief Executive Officer until such time as an Interim Chief Executive Officer is appointed.

**OFFICER'S RECOMMENDATION**

*That Council:*

- *Confirm and endorse the action of its Mayor Liz Schmidt in appointing Mr Leo Jensen as Council's Acting Chief Executive Officer until the Interim Chief Executive Officer takes up duties on 02 May 2017; and*
- *Appoint Mr Cameron Scott as its Local Disaster Co-ordinator and Mr Leo Jensen as its Deputy Local Disaster Co-ordinator commencing from Tuesday 18 April 2017 and continuing until arrangements for the appointment of a Chief Executive Officer are confirmed.*

Resolution No.: 2313

Moved: Mayor ER Schmidt

That the Officer's Recommendation be adopted.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1087270.

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**15.2 Appointment of Interim Chief Executive Officer**

**EXECUTIVE SUMMARY**

Council is requested to confirm the appointment of Mr Bruce Davidson as its Interim Chief Executive Officer until such time as a Chief Executive Officer is appointed.

## OFFICER'S RECOMMENDATION

*That Council:*

- *Appoint Mr Bruce Davidson as its Interim Chief Executive Officer; and*
- *Appoint Mr Bruce Davidson as its Deputy Local Disaster Co-ordinator commencing from 2 May 2017 and continuing until such time as the appointment of a Chief Executive Officer is finalised; and*
- *In accordance with section 235 of the Local Government Regulation 2012 resolves it is satisfied that there is only one supplier who is reasonably available.*

Resolution No.: 2314

Moved: Mayor ER Schmidt

That the Officer's Recommendation be adopted.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1087271.

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## 16. QUESTIONS WITHOUT NOTICE

There were no questions without notice.

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## 17. CLOSE OF MEETING

There being no further business, the General Meeting closed at **8.35pm**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 17 MAY 2017.



Mayor

17 May 2017

18. ANNEXURES TO MINUTES
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Annexure "A"

Item 11.3

Concurrence Agency Conditions:

MC16/55 – Material Change of Use – Undefined Use (Renewable Energy Facility) and  
Environmentally Relevant Activities (ERA 5, ERA 8 and ERA 63),  
3888 Helenslee Road, Campaspe (Lot 2 on SP289509)

Our reference: SDA-0616-031129

Your reference: 40898-001-01

17 March 2017

Charters Towers Regional Council  
PO Box 189  
Charters Towers, QLD 4820  
Attn: Mr. Leo Jensen

*Via e-mail: mail@charterstowers.qld.gov.au*

Dear Mr. Jensen,

**Concurrence agency response—with conditions**

3888 Helenslee Road - Campaspe, Charters Towers Regional – QLD 4820 – Lot 1 on GF136  
(Given under section 285 of the *Sustainable Planning Act 2009*)

The referral agency material for the development application described below was received by the Department of Infrastructure, Local Government and Planning under section 272 of the *Sustainable Planning Act 2009* on 22 June 2016.

**Applicant details**

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Applicant name:	Renewable Developments Australia Pty Ltd C/- Brazier Motti Pty Ltd
Applicant contact details:	595 Flinders Street Townsville Queensland 4810 neil.bennett@braziermotti.com.au

**Site details**

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Street address:	3888 Helenslee Road - Campaspe, Charters Towers Regional – QLD 4820
Lot on plan:	Lot 1 on GF136
Local government area:	Charters Towers Regional Council

**Application details**

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Proposed development:	Development Permit for Material Change of Use for an Undefined Use (Renewable Energy Facility) and Environmentally Relevant Activities (ERA 5, 8 & 63)
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**Aspects of development and type of approval being sought**

<b>Nature of Development</b>	<b>Approval Type</b>	<b>Brief Proposal of Description</b>	<b>Level of Assessment</b>
Material Change of Use	Development permit	Renewable Energy Facility and Environmentally Relevant Activities	Impact Assessment

**Referral triggers**

The development application was referred to the department under the following provisions of the *Sustainable Planning Regulation 2009*:

Referral trigger	Schedule 7, Table 2, Item 1 – Environmentally relevant activities
	Schedule 7, Table 3, Item 2 – Development impacting on State transport infrastructure
	Schedule 7, Table 3, Item 10 – Vegetation clearing

**Conditions**

Under section 287(1)(a) of the *Sustainable Planning Act 2009*, the conditions set out in Attachment 1 must be attached to any development approval.

**Reasons for decision to impose conditions**

Under section 289(1) of the *Sustainable Planning Act 2009*, the department must set out the reasons for the decision to impose conditions. These reasons are set out in Attachment 2.

**Further advice**

The department has included advice about the application to the applicant in Attachment 3.

**Approved plans and specifications**

The department requires that the following plans and specifications set out below and in Attachment 4 must be attached to any development approval.

<b>Drawing/Report Title</b>	<b>Prepared by</b>	<b>Date</b>	<b>Reference no.</b>	<b>Version/Issue</b>
<b>Aspect of development: Material Change of Use</b>				
Referral Agency Response (Vegetation) Plan	Department of Natural Resources and Mines	5 July 2016	RARP SDA-0616-031129	n/a
Standard Level Crossings	Queensland Rail	17 March 2009	2586	B
Railway Level Crossing “T” Intersection Warning Sign “Keep Track Clear – Short Stacking” (Page 1 of 7)	Road Safety and Systems Management Division Road Safety Unit	23 February 2011	TC1548_1 Page 1 of 7	B
Railway Level Crossing Warning Sign “Limited Clearance to Rails” (Page 1 of 2 and Page 2 of 2)	Department of Transport and Main Roads Infrastructure Management and Delivery Division	30 June 2015	TC1556 Page 1 of 2 and Page 2 of 2	B
Advance Warning Signage Locations	Department of Infrastructure, Local Government	17 March 2017	-	-




	and Planning (DILGP)			
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A copy of this response has been sent to the applicant for their information.

For further information, please contact Javier Samanes, Senior Planning Officer, SARA North QLD on 4758 3416, or email [javier.samanes@dilgp.qld.gov.au](mailto:javier.samanes@dilgp.qld.gov.au) who will be pleased to assist.

Yours sincerely



Steve Conner

Executive Director – Development Assessment

cc: Renewable Developments Australia Pty Ltd C/- Brazier Motti Pty Ltd, [neil.bennett@braziermotti.com.au](mailto:neil.bennett@braziermotti.com.au)  
enc: Attachment 1—Conditions to be imposed  
Attachment 2—Reasons for decision to impose conditions  
Attachment 3—Further advice  
Attachment 4—Approved Plans and Specifications

Our reference: SDA-0616-031129

Your reference: 40898-001-01

## Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
<b>Development Permit – Material Change of use – Undefined Use (Renewable Energy Facility) and Environmentally Relevant Activities (ERA 5, ERA 8 &amp; ERA 63)</b>		
Schedule 7, Table 3, Item 10 – Clearing vegetation—Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i> , the chief executive administering the Act nominates the Director-General of the Department of Natural Resources and Mines to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:		
1.	The clearing of vegetation is limited to the extent identified as Area A and Area B as shown on attached Referral Agency Response Plan (RARP) SDA-0616-031129 dated 05 July 2016.	At all times
2.	The permit holder is responsible for ensuring that: <ul style="list-style-type: none"> <li>(a) a full copy of the permit is held by; and</li> <li>(b) that the extent of clearing authorised by this permit is properly understood by,</li> </ul> any person(s) engaged or employed to carry out the clearing of the vegetation under this permit.	At all times
3.	No infrastructure except fences, vehicle tracks and sediment basins are to be established or located within Area B as shown on the attached Referral Agency Response Plan (RARP) SDA-0616-031129 dated 5 July 2016.	At all times
Schedule 7, Table 3, Item 2 – Development impacting on State transport infrastructure—Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i> , the chief executive administering the Act nominates the Director-General of the Department of Transport and Main Roads to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:		
Railway level crossing safety		
4.	(a) The railway level crossing of the Great Western Line at Red Road/Homestead Lascelles Road (Crossing ID: 4157) must be upgraded at the applicant's expense to include the following in accordance with AS1742.7:2016 <i>Manual of uniform traffic control</i> devices, Part 7: Railway crossings: <ul style="list-style-type: none"> <li>i. On each side of the crossing install flashing lights and boom barriers in accordance with section 2.3.1 'Railway crossing flashing signal assembly (RX-5)', section 2.3.8 'Boom barrier' and Figure 2.3 'Typical railway crossing flashing signal and boom barrier assembly';</li> <li>ii. Provide 'stop' and 'no overtaking lines (double two-way)' in accordance with section 3.3 'Stop line' and section 3.5 'No-overtaking lines' on each side of the crossing;</li> <li>iii. On each side of the crossing install yellow box markings and keep tracks clear signage in accordance with section 2.4.4 'Keep tracks clear (G9-67-2)', section 3.6 'Yellow box markings' and Figure 3.2</li> </ul>	(a) – (d) Prior to the commencement of works

No.	Conditions	Condition timing
	<p><i>'Yellow box marking';</i></p> <p>iv. On each side of the crossing install railway level crossing width markers in accordance with section 2.4.2 <i>'Railway crossing width marker assembly (RX-9)'</i>;</p> <p>v. Install advance warning signage indicating railway crossing flashing signals ahead at:-</p> <ul style="list-style-type: none"> <li>• Home Street/Flinders Highway on both approaches to Red Road/Homestead Lascelles Road in accordance with section 2.3.5 <i>'Railway crossing flashing signals ahead on side road assembly (RX-7)'</i>;</li> <li>• Red Road/Homestead Lascelles Road on the northbound approach to the railway level crossing in accordance with section 2.3.3 <i>'Railway Crossing Flashing Signals Ahead sign (W7-4)'</i>;</li> </ul> <p>(b) Red Road/Homestead Lascelles Road must be sealed with asphaltic concrete or similar material for a minimum distance of 10.0m and maximum distance of 15.0m from the outer rail track (edge running rail) on each side of the crossing, in accordance with General Note 4 of <i>Queensland Rail - Civil Engineering Standard Level Crossings</i> drawing number 2586 and Issue B - <i>'Details of Public Road Grading and Sign Posting'</i>;</p> <p>(c) Install advance warning signage indicating that vehicles exceeding 19 metres in length are prohibited from using the railway level crossing of the Great Western Line at Red Road/Homestead Lascelles Road (Crossing ID: 4157) at the following locations:</p> <ul style="list-style-type: none"> <li>i. Home Street/Flinders Highway on both approaches to Red Road/Homestead Lascelles Road in accordance with drawing number TC1556 <i>Railway Level Crossing Warning Sign "Limited Clearance to Rails"</i> with a distance of '19m' stated on both signs and 'no right turn' stated on the northbound sign and 'no left turn' stated on the southbound sign;</li> <li>ii. Red Road/Homestead Lascelles Road on the northbound approach to the railway level crossing in accordance with drawing number TC1548_1 <i>Railway Level Crossing "T" Intersection Warning Sign "Keep Track Clear – Short Stacking"</i> with a distance of '19m' stated on the sign;</li> </ul> <p>as shown on <i>'Advance Warning Signage Locations'</i> prepared by DILGP dated 17/03/17.</p> <p>(d) The existing signage relating to the railway level crossing of the Great Western Line at Red Road/Homestead Lascelles Road (Crossing ID: 4157) must be removed.</p> <p>(e) The applicant must provide to the Program Delivery and Operations Unit, North Queensland Region</p>	<p>(e) Prior to the commencement of</p>

No.	Conditions	Condition timing
	(North.Queensland.IDAS@tmr.qld.gov.au) of the Department of Transport and Main Roads written evidence from a Registered Professional Engineer of Queensland (RPEQ) that the required works have been designed and constructed in accordance with parts (a) – (d) of this condition.	use
Road works on a State-controlled road		
5.	<p>(a) Road works comprising of a Rural Auxiliary Left Turn Lane, a Give Way sign, and new pavement and line marking across the entire intersection of the Flinders Highway and Red Road.</p> <p>(b) The road works must be designed and constructed in accordance with the Department of Road Planning and Design Manual and Manual of Uniform Traffic Control Devices and Austroad's Guide to Road Design Part 4: Intersections and Crossings.</p>	Prior to the commencement of use

Our reference: SDA-0616-031129

Your reference: 40898-001-01

## **Attachment 2—Reasons for decision to impose conditions**

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The reasons for these conditions are:

- To ensure the clearing works are carried out in the location and to the extent specified on the approved plans.
- To ensure the person undertaking the clearing works is aware of, and understands, all of the requirements and conditions associated with the carrying out of the works.
- To ensure the clearing works are carried out in the location and to the extent specified on the approved plans.
- To ensure the development does not compromise the safe and efficient operation of state transport infrastructure.
- To ensure the road works on, or associated with, the state-controlled road network are undertaken in accordance with applicable standards.



Our reference: SDA-0616-031129

Your reference: 40898-001-01

### Attachment 3—Further Advice

Further development permits, compliance permits or compliance certificates	
Railways	
1.	<p><b>Works on a railway</b></p> <p>Pursuant to section 255 of the <i>Transport Infrastructure Act 1994</i>, the railway manager's written approval is required to carry out works in or on a railway corridor or otherwise interfere with the railway or its operations.</p> <p>The applicant is responsible for obtaining any necessary approvals, contract arrangements, and/or other agreements from the railway manager for the design and construction of the upgraded level crossing.</p> <p>The applicant should consult with the Queensland Rail property team on telephone number (07) 3072 1229 or at <a href="mailto:qrpropertywayleaves@qr.com.au">qrpropertywayleaves@qr.com.au</a> in relation to the upgrade of the railway level crossing ID4157 at 201.614km on the Great Western Line.</p>
2.	<p><b>Road manager approval</b></p> <p>Relevant approvals from the applicable road manager are required to achieve compliance with the concurrence agency condition relating to railway level crossing safety. In particular, relevant approvals would need to be obtained from:</p> <ul style="list-style-type: none"> <li>• Program Delivery and Operations Unit, Department of Transport and Main Roads, Northern Region for the removal and installation of signage on Home Street/Flinders Highway; and</li> <li>• Charters Towers Regional Council for the removal and installation of signage, pavement markings and road works on Red Road/Homestead Lascelles Road.</li> </ul>
3.	<p><b>Overdimensional Road Loads (Queensland Rail)</b></p> <p>Under the <i>Transport Infrastructure (Rail) Regulation 2006</i> permission from the Railway Manager (Queensland Rail) is required to take overdimensional road loads across Queensland Rail infrastructure (e.g. rail level crossings and rail bridges). Further information can be obtained from Queensland Rail's website at: <a href="http://www.queenslandrail.com.au/forbusiness/overdimensionalloads">http://www.queenslandrail.com.au/forbusiness/overdimensionalloads</a></p>
State-controlled roads	
4.	<p><b>Road works approval:</b> Under section 33 of the <i>Transport Infrastructure Act 1994</i>, written approval is required from the Department of Transport and Main Roads to carry out road works on a state-controlled road. Please contact the Department of Transport and Main Roads on <a href="mailto:North.Queensland.Idas@tmr.qld.gov.au">North.Queensland.Idas@tmr.qld.gov.au</a> to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the Department of Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.</p>

Our reference: SDA-0616-031129  
Your reference: 40898-001-01

#### **Attachment 4—Approved plans and specifications**

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**CHARTERS TOWERS REGIONAL COUNCIL**  
**RATES AND CHARGES FOR THE FINANCIAL YEAR 2016/2017 1st & 2nd LEVIES 01.07.16 to 30.6.17**  
**31/3/2017**

Item	General	Water	Sewerage	Waste Collection	Landfill Management	Commerical Waste	Sub Total	Excess Water	Charge Land	Legals	Sub Total	Fire Levy	Total
Original '16/17 Levies 1st Levy	5,858,797.71	2,914,644.00	1,673,465.00	518,960.00	73,170.00	5,410.50	11,044,447.21	829,135.32	-	-	11,873,582.53	409,717.32	12,283,299.85
Original '16/17 Levies 2nd Levy	5,868,874.04	2,916,120.00	1,675,566.00	519,447.00	73,204.50	5,410.50	11,058,622.04	-	-	-	11,058,622.04	411,107.64	11,469,729.68
Credit Supp Levies/Recalculations	(156,981.11)	(39,536.38)	(18,785.72)	(7,463.43)	(1,102.87)	-	(223,869.51)	(13,757.36)	(5.00)	-	(237,631.87)	(7,643.41)	(245,275.28)
Supplementary Levies/Recalculations	159,330.74	36,324.01	34,788.29	7,315.10	1,009.90	-	238,768.04	6,743.17	1,025.00	450.91	246,987.12	11,862.56	258,849.68
							-				-		-
<b>Current Year Gross Levies</b>	<b>11,730,021.38</b>	<b>5,827,551.63</b>	<b>3,365,033.57</b>	<b>1,038,258.67</b>	<b>146,281.53</b>	<b>10,821.00</b>	<b>22,117,967.78</b>	<b>822,121.13</b>	<b>1,020.00</b>	<b>450.91</b>	<b>22,941,559.82</b>	<b>825,044.11</b>	<b>23,766,603.93</b>
Add Interest	70,173.03	19,939.11	9,490.38	3,446.50	717.57	12.61	103,779.20	4,985.36	-	-	108,764.56	15,306.20	124,070.76
Gross Sub Total (Levies + Interest)	11,800,194.41	5,847,490.74	3,374,523.95	1,041,705.17	146,999.10	10,833.61	22,221,746.98	827,106.49	1,020.00	450.91	23,050,324.38	840,350.31	23,890,674.69
Less:							-				-		-
Council Rebates	291,625.74	-	-	-			291,625.74	-	-	-	291,625.74	-	291,625.74
Discount	552,596.66	285,475.21	160,815.97	50,366.63	7,031.01	562.50	1,056,847.98	41,153.71	-	-	1,098,001.69	-	1,098,001.69
Interest Write Offs	859.49	387.39	361.21	143.50	37.13	0.20	1,788.92	190.94	-	-	1,979.86	88.56	2,068.42
	845,081.89	285,862.60	161,177.18	50,510.13	7,068.14	562.70	1,350,262.64	41,344.65	-	-	1,391,607.29	88.56	1,391,695.85
<b>Current Year Nett Levies Payable</b>	<b>10,955,112.52</b>	<b>5,561,628.14</b>	<b>3,213,346.77</b>	<b>991,195.04</b>	<b>139,930.96</b>	<b>10,270.91</b>	<b>20,871,484.34</b>	<b>785,761.84</b>	<b>1,020.00</b>	<b>450.91</b>	<b>21,658,717.09</b>	<b>840,261.75</b>	<b>22,498,978.84</b>
Add levies O/S at 30/6/2016	771,609.48	216,585.85	120,316.71	47,501.70	9,301.45	14.14	1,165,329.33	47,678.98	2,356.50	8,857.18	1,224,221.99	158,275.28	1,382,497.27
							-				-		-
<b>TOTAL Net O/S Levies payable</b>	<b>11,726,722.00</b>	<b>5,778,213.99</b>	<b>3,333,663.48</b>	<b>1,038,696.74</b>	<b>149,232.41</b>	<b>10,285.05</b>	<b>22,036,813.67</b>	<b>833,440.82</b>	<b>3,376.50</b>	<b>9,308.09</b>	<b>22,882,939.08</b>	<b>998,537.03</b>	<b>23,881,476.11</b>
							-				-		-
Less Received To Date:							-				-		-
Cash Receipts (Current Year)	9,968,237.72	5,174,834.29	2,919,246.95	905,197.45	127,009.79	9,317.27	19,103,843.47	772,959.42	1,662.28	1,382.20	19,879,847.37	735,873.44	20,615,720.81
Credit Supp Levies/Recalcs							-				-		-
							-				-		-
State Subsidy (Current Year)	197,456.19	3,156.54	-	531.30	34.44		201,178.47	-	-	-	201,178.47	-	201,178.47
							-				-		-
							-				-		-
<b>Balance</b>	<b>1,561,028.09</b>	<b>600,223.16</b>	<b>414,416.53</b>	<b>132,967.99</b>	<b>22,188.18</b>	<b>967.78</b>	<b>2,731,791.73</b>	<b>60,481.40</b>	<b>1,714.22</b>	<b>7,925.89</b>	<b>2,801,913.24</b>	<b>262,663.59</b>	<b>3,064,576.83</b>
													<b>Arrears</b>
													See Below
ADD Prepaid '17/18 Levies													(541,128.78)
Balance of Rates Control Account							G/L Account	1191-5100					2,523,448.05

<b>Breakup of Levies Outstanding</b>			<b>Arrears %</b>	<b>% of Balance</b>
Outstanding Current Year 2016/2017	1,991,041.63		8.33%	64.9695%
Outstanding 2015/2016 Levies & Interest	675,964.94		3.14%	22.0574%
Outstanding Pre 2014/2015 Levies	397,570.26		1.81%	12.9731%
<b>Total Outstanding Balances</b>	<b>3,064,576.83</b>			<b>100.0000%</b>

SpreadSheet Prepared By - Signature  
**RATES SECTION**

SpreadSheet Checked By - Signature

**Coordinator Administration Services**





**CASH FLOW STATEMENT**  
**As at 31 March 2017**



**Year Ended 30 June 2017**

	2016/2017 Original Annual	2016/2017 Actuals YTD	Variance Comments
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from Customers	24,108,334	24,059,410	
Receipts from Contracts - RMPC, RPC, NDRRA	3,300,000	2,001,663	
Payments to suppliers & employees benefits	(28,729,270)	(22,230,675)	
Payments for RMPC and RPC	(3,300,000)	(1,985,035)	
	(4,620,936)	1,845,362	
Interest Received	991,700	662,322	
Non capital grants & contributions	6,504,056	6,577,663	
Non capital Flood Event Grants	-	-	
Borrowing costs	-	-	
<b>Net Cash inflow (outflow) from operating activities</b>	<b>2,874,820</b>	<b>9,085,347</b>	
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
<b>Payments for property, plant &amp; equipment</b>			
Central & Governance	(125,000)	(177,479)	
Corporate Services	(3,824,660)	(1,603,604)	
Planning & Sustainable Development	(256,799)	(191,951)	
Roads Infrastructure	(6,118,616)	(2,405,894)	
Facilities	(1,108,539)	(295,894)	
Water	(5,557,500)	(1,030,942)	
Sewerage	(2,217,180)	(96,226)	
	(19,208,294)	(5,801,989)	\$3.634 m committed
Receivables-Community Loan Repayments	13,900	10,458	
Receivables-Internal Loans	92,000	-	
Proceeds from sale of property, plant & equipment	1,481,500	650,648	
Capital grants, subsidies, contributions	8,834,765	2,750,740	
<b>Net cash inflow (outflow) from investing activities</b>	<b>(8,786,129)</b>	<b>(2,390,144)</b>	
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from Internal Loan Borrowings	1,000,000	-	
Repayment of Internal Loan Borrowings	(92,000)	-	
Proceeds from External Loan Borrowings	-	-	
Repayment of External Loan Borrowings	(60,750)	-	
<b>Net cash flow from financial activities</b>	<b>847,250</b>	<b>-</b>	
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(5,064,059)</b>	<b>6,695,203</b>	
<b>Opening Cash</b>			
Beginning of Reporting Period - Cash at Bank	30,885,773	31,987,914	
Beginning of Reporting Period - Cash Floats	9,132	9,432	
<b>Cash at beginning of reporting period</b>	<b>30,894,905</b>	<b>31,997,346</b>	
<b>Closing Cash</b>			
End of Reporting Period - Cash at Bank	25,821,714	38,682,717	
End of Reporting Period - Cash Floats	9,132	9,832	
<b>Cash at end of reporting period</b>	<b>25,830,846</b>	<b>38,692,549</b>	
<b>Cash Movement</b>			
Net Increase/(Decrease) in Cash at Bank	-5,064,059	6,694,803	
Net Increase/(Decrease) in Cash Floats	-	400	
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(5,064,059)</b>	<b>6,695,203</b>	

**INCOME STATEMENT**  
**As at 31 March 2017**  
**Year Ended 30 June 2017**



	2016/2017	2016/2017	2016/2017	2016/2017
	Original Annual Budget	Actuals YTD	Percentage Position 75%	Comments
<b>REVENUE</b>				
<b>Recurrent Revenue</b>				
<b>Nett Rate Levies &amp; Charges</b>				
General Levies	10,821,060	10,884,939	101%	
Waste Management Levies	1,134,334	1,137,220	100%	
Water Allocation Levies	5,539,756	5,541,689	100%	
Sewerage Levies	3,182,794	3,203,856	101%	
Excess Water Levies	541,000	(48,359)	-9%	Excess water levied in first half yearly levies are for consumption in 2015/16 & the gross was accrued.
<b>Total Nett Rate Levies &amp; Charges</b>	<b>21,218,944</b>	<b>20,719,346</b>		Negative represents discount granted on 15/16 levies No positive income figure will show here until the 2016/17 levies are accrued in the audited year end statements.
<b>Fees &amp; Charges</b>				
Water Fees & charges	34,000	29,558	87%	
Sewerage Fees & charges	34,500	20,133	58%	
Other Fees & charges	2,595,390	1,851,777	71%	
<b>Total Fees &amp; Charges</b>	<b>2,663,890</b>	<b>1,901,468</b>		
Interest received (includes rates & community loans)	994,227	664,384	67%	
Sales	100,000	85,756	86%	
Contract Income - RMPC, RPC, PW	3,300,000	2,001,664	61%	
Other recurrent income	125,500	95,009	76%	
<b>Operating Grants &amp; Subsidies</b>				
Federal Assistance Grant	5,998,215	4,498,844	75%	Revenue of \$100k for trainees not recognised in 16/17 orig budget. Revenue will be offset by trainee wages.
Central & Governance Grants	40,000	269,525	674%	
Corporate Services Grants	120,000	82,899	69%	
Planning & Sustainable Development Grants	51,679	63,263	122%	Timing of revenue; budgeted for 15/16, received in 16/17.
Roads Infrastructure Grants	290,000	1,422,087	490%	Revenue of \$1.13m for Works for Queensland not recognised in 16/17 orig budget. Will be offset by RI S.Project exp.
Facilities Grants & Subsidies	4,162	241,044	5792%	Revenue of \$246k for Works for Queensland not recognised in 16/17 orig budget. Will be offset by Facilities S.Projects exp.
Water Grants & Subsidies	-	-		
Sewerage Grants & Subsidies	-	-		
<b>Total Operating Grants &amp; Subsidies</b>	<b>6,504,056</b>	<b>6,577,663</b>		
<b>TOTAL Recurrent Revenue</b>	<b>34,906,617</b>	<b>32,045,291</b>	<b>92%</b>	
<b>Capital revenue</b>				
Central & Governance C.Grants	50,000	-	0%	
Corporate Services C.Grants	-	-		
Planning & Sustainable Development C.Grants	38,500	8,608	22%	
Roads Infrastructure C.Grants	4,608,308	2,066,688	45%	
Facilities C.Grants & Subsidies	340,000	157,720	46%	
Water C.Grants & Subsidies	2,955,367	513,005	17%	
Sewerage C.Grants & Subsidies	842,590	4,718	1%	
<b>Total Capital Revenue</b>	<b>8,834,765</b>	<b>2,750,740</b>		
<b>TOTAL INCOME</b>	<b>43,741,382</b>	<b>34,796,030</b>	<b>80%</b>	
<b>EXPENSES</b>				
<b>Recurrent expenses - Operations</b>				
Central & Governance Expenses	(3,786,888)	(2,719,486)	72%	\$292 k committed
Corporate Services Expenses	(7,395,534)	(5,065,153)	68%	\$147 k committed
Planning & Sustainable Development Expenses	(6,963,199)	(4,424,458)	64%	\$402 k committed
Roads Infrastructure Expenses	(6,458,728)	(4,959,341)	77%	\$194 k committed
Contract Roads Infrastructure Expenses - RMPC	(3,300,000)	(1,810,697)	55%	\$166 k committed
Facilities Expenses	(4,564,689)	(3,021,885)	66%	\$312 k committed
Water Expenses	(4,679,024)	(2,994,457)	64%	\$180 k committed
Sewerage Expenses	(2,289,090)	(1,224,457)	53%	\$ 29 k committed
<b>Total Recurrent Expenses - Operations</b>	<b>(39,437,152)</b>	<b>(26,219,934)</b>		<b>\$1.72 m committed</b>
<b>Recurrent Expenses - Special Projects</b>				
Central & Governance S.Proj	(186,750)	(83,153)	45%	
Corporate Services S.Proj	(288,200)	(158,806)	55%	
Planning & Sustainable Development S.Proj	(744,558)	(277,649)	37%	
Roads Infrastructure S.Proj	-	(27,772)	100%	
Facilities S.Proj	(456,186)	(195,140)	43%	
Water S.Proj	(173,500)	(37,250)	21%	
Sewerage S.Proj	(241,500)	(21,459)	9%	
<b>Total Recurrent Expenses - Special Projects</b>	<b>(2,090,694)</b>	<b>(801,229)</b>		<b>\$358 k committed</b>
<b>Employee Benefits &amp; Recoverables</b>				
Employee Benefits	(4,683,500)	(3,132,877)	67%	
Employee Benefits Recoverables	4,727,500	3,322,018	70%	
Employee Training	(757,500)	(413,257)	55%	
Employee Training Recoverables	757,500	554,403	73%	
Central Service Contributions	2,050,500	1,234,787	60%	
Internal Plant Hire	6,000,000	3,811,249	64%	
Inter-Program Transfers	2,044,373	1,007,532	49%	
<b>Nett Employee Benefits &amp; Recoverables</b>	<b>10,138,873</b>	<b>6,383,855</b>		
Audit Fees	(190,000)	(118,011)	62%	
Donations	(415,000)	(260,645)	63%	
Finance costs	(35,296)	(30,332)	86%	
Depreciation & amortisation	(7,315,400)	(4,912,497)	67%	
<b>TOTAL Recurrent Expenses</b>	<b>(39,344,669)</b>	<b>(25,958,793)</b>	<b>66%</b>	
<b>Capital operating expenses</b>				
<b>TOTAL EXPENSES</b>	<b>(39,344,669)</b>	<b>(25,958,793)</b>	<b>66%</b>	
<b>Nett result attributable to council</b>	<b>4,396,713</b>	<b>8,837,237</b>		
<b>Nett Operating Position before Capital Income</b>	<b>(4,438,052)</b>	<b>6,086,497</b>		
<b>Nett Operating Position before Capital Income &amp; Excess Water</b>	<b>(4,979,052)</b>	<b>6,134,856</b>		
<b>Notational Cash available for Capital including Grants</b>	<b>11,712,113</b>	<b>13,749,734</b>		
<b>Notational 'Council funded Cash' available for Capital</b>	<b>2,877,348</b>	<b>10,998,995</b>		

**BALANCE SHEET**  
**As at 31 March 2017**



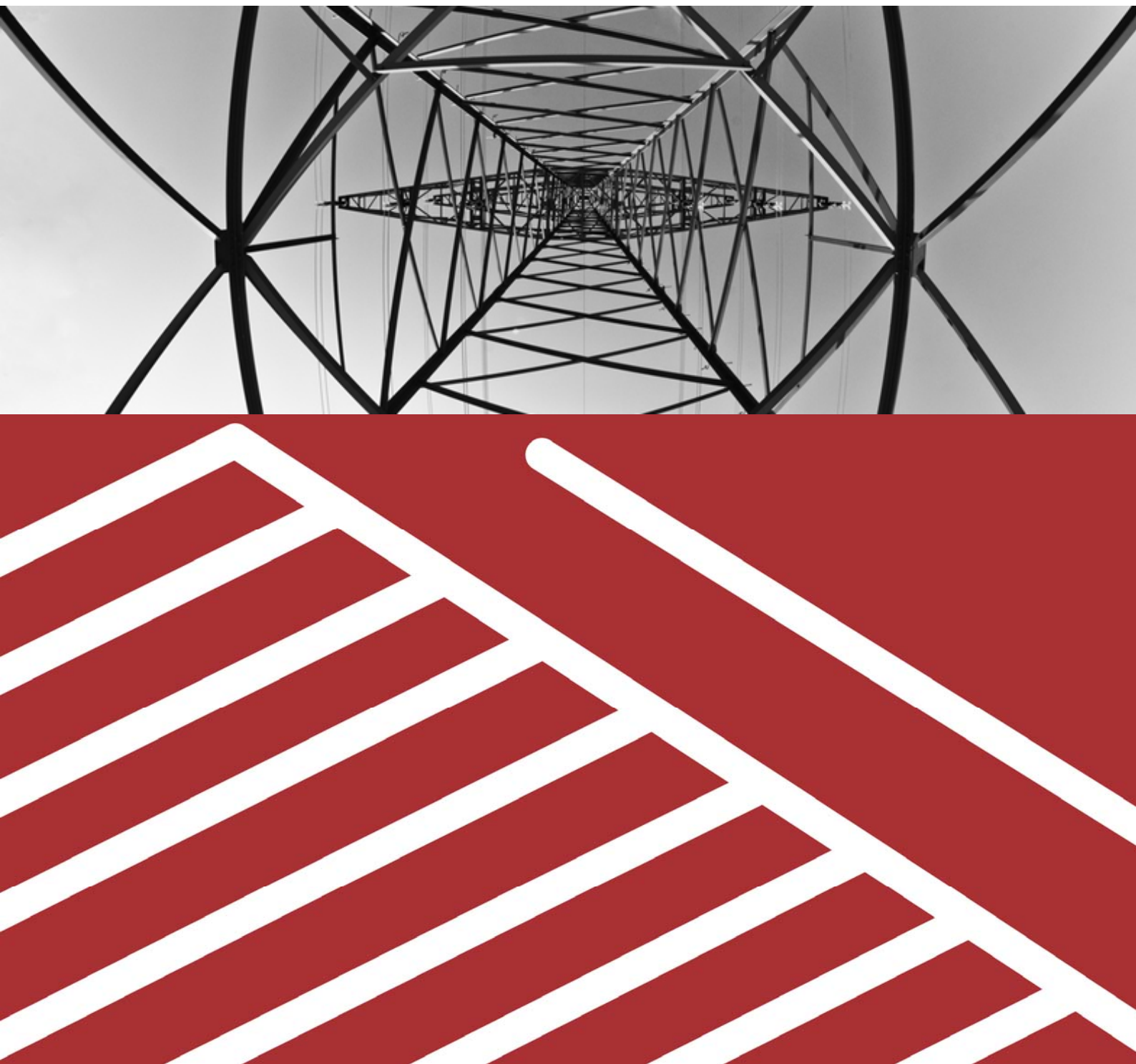
**Year Ended 30 June 2017**

	2016/2017	2016/2017
	Original Annual	Actuals YTD
<b>CURRENT ASSETS</b>		
Cash at Bank & On-Call Investments	25,821,714	38,682,717
Cash Floats	9,132	9,832
Trade and Other Receivables	2,702,842	4,308,062
Inventories	578,771	567,517
Accrued revenue & prepayments	963,348	(674,775)
Non-current assets classified as held for sale		
<b>TOTAL CURRENT ASSETS</b>	<b>30,075,807</b>	<b>42,893,354</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	44,132	46,666
Property, plant and equipment	494,308,377	483,929,145
Internal Loan Receivables	552,000	644,000
<b>TOTAL NON-CURRENT ASSETS</b>	<b>494,904,509</b>	<b>484,619,811</b>
<b>TOTAL ASSETS</b>	<b>524,980,316</b>	<b>527,513,165</b>
<b>CURRENT LIABILITIES</b>		
Trade and other Payables	488,589	732,728
Borrowings	(60,750)	-
Annual & LSL Provisions	3,863,910	3,837,331
Accrued Expenses & Unearned Revenue	2,960,530	4,771
<b>TOTAL CURRENT LIABILITIES</b>	<b>7,252,279</b>	<b>4,574,830</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	-	-
Borrowings	1,000,000	-
Non Current LSL Provision	813,083	934,377
Internal Loans Payable	552,000	644,000
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,365,083</b>	<b>1,578,377</b>
<b>TOTAL LIABILITIES</b>	<b>9,617,362</b>	<b>6,153,207</b>
<b>NET ASSETS</b>	<b>515,362,954</b>	<b>521,359,957</b>
<b>COMMUNITY EQUITY</b>		
Council Capital	332,935,390	321,991,613
Asset Revaluation Reserve	156,605,850	158,543,193
Retained Surplus/(Deficiency)	-	8,837,237
Cash Reserves	25,821,714	31,987,915
<b>TOTAL COMMUNITY EQUITY</b>	<b>515,362,954</b>	<b>521,359,957</b>



# Governance Framework

2017



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# Introduction

## 1 Purpose

This Governance Framework has been developed by the Charters Towers Regional Council to ensure compliance with legislation and best practice democratic local government.

### What is Governance

Governance within Australian local government usually refers to accountability for organisational decision making and behaviour:

*Governance is the process by which decisions are taken and implemented; the process by which organisations go about achieving their goals and producing their outputs and the process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, values and culture within the organisation<sup>1</sup>.*

Corporate Governance is widely recognised as providing the framework and tools required to ensure that organisations are progressive and can operate in an effective and accountable manner.

From a Local Government perspective, the framework reinforces the statutory authority and responsibilities of Council as a corporate body and assists elected representatives and professional officers in the delivery of quality services. Central to the achievement of these outcomes is the engagement of key stakeholders and intended beneficiaries in the development and implementation of initiatives for the betterment of local communities.

Effective corporate governance is not possible without a recognition and acceptance of legislative and administrative instruments that clearly establish the roles and responsibilities of the corporate body, elected membership and professional officers. Within this context, the governance framework will be enhanced through the adoption of a clearly defined, transparent decision making process and delegation instruments which best meet the strategic and operational needs of the Region.

Effective outcomes are best achieved where the role and focus of elected members as a collective corporate organisation, is directed to policy formulation and strategic development. The role of the staff is to implement the policies and strategies of the corporate body through an accountable, effective and efficient application of resources and assets.

### About this Framework

Charters Towers Regional Council Governance Framework (the framework) is based upon best practice for public sector governance. The framework sets out the standards of accountability and transparency expected of government by our many stakeholders and the people of Queensland. The overall aim of the framework is to drive performance improvement while meeting our obligations and legislative requirements.

The framework outlines the principles, elements and mechanisms used by Council to support a focus upon effective governance through strong leadership, responsible and ethical decision-making, management and accountability, and performance improvement.

Corporate governance arrangements must continually evolve to ensure that organisational and service delivery objectives are met effectively, efficiently and transparently. Accordingly, the framework will be reviewed annually, or as required to support change to Council's strategic priorities or major legislative

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<sup>1</sup> Definition in CPA Australia publication, Excellence in Governance for Local Government, supported by Local government Managers Australia.

realignment. However, the fundamental principles of good governance outlined in this framework will be maintained.

As local government employees, we have a duty to carry out our activities according to required practice. This framework should be used to assess the strengths and weaknesses of current practice, and improve it so that our stakeholders have ongoing confidence in Council's commitment to deliver its services responsibly.

## Values

The framework is underpinned by the five values of Council:

<b><i>Innovation:</i></b>	We are committed to using innovative methods of service delivery.
<b><i>Customer Service Focused:</i></b>	Our customers are the reason for our existence and the reason why we serve.
<b><i>Accountability:</i></b>	We take full responsibility for the decisions made and the actions taken to achieve the desired outcomes for our communities.
<b><i>Respect:</i></b>	We are mindful of the differences that exist within our society and we respect the difference that exists in people's views.
<b><i>Excellence:</i></b>	Through the use of continuous improvement principles. We will always look for ways to improve our service delivery.

## Implementation and Review

To ensure compliance and best practice governance, Council will conduct an annual review of the Governance Framework to ensure continuous improvement of corporate governance in the organisation.

The review will ensure the accuracy of the document in line with changing legislation and organisational responsibilities. A series of quantitative and qualitative performance measures have been defined to measure Council's effectiveness in implementing the Framework. An assessment of performance against these measures will be conducted annually.

ANNUAL CYCLE	ACTIVITY
July	Evaluation of Governance Framework performance measures
July	Review and revision of the document by internal stakeholders
August	Approval of revised document and any recommended actions by the Executive
August	Circulation of the updated Governance Framework

## 2 Transparent and effective processes, and decision-making in the public interest

### 2.1 Decision Making

#### 2.1.1 The Role of Local Government

Council is responsible for providing transparent and accountable local government to the Charters Towers community. Local government in Queensland is established under the *Local Government Act 2009* (the Act). Section 8 of the Act states that a local government is an elected body that is responsible for the good rule and local government of a part of Queensland (known as the local government area).

Local governments have legislative responsibility for many functions and activities that are relevant to local communities. As the level of government often seen as 'closest' to the community, local government activities relate to matters that are fundamental to people's lives and impact strongly on their quality of life.

The Act gives Council flexibility in making decisions and delivering services, without intervention by the state government or the minister responsible for local government.

### 2.1.2 Charters Towers Regional Councillors – Portfolio System

The Charters Towers Regional Council comprises of seven (7) Councillors including the Mayor. The Mayor and Councillors are elected by popular vote across the Region. Local Government elections are conducted every four years on a fixed date prescribed by the State Government, with Councillors elected for a term of four years.

Council has agreed to the establishment of a [portfolio system](#) as part of its corporate decision making structure. This system provides for nominated Councillors to be assigned specific responsibilities for a key strategic focus area of Council. The portfolio system provides no formal delegated authority to the portfolio Councillor. It provides, however, the Councillor with an opportunity to develop and maintain a heightened level of knowledge and leadership across the Region in a specified field.

The portfolio system serves as a means of establishing focused and meaningful connections between council and the community, providing the opportunity for joint strategic collaboration and greater representation of community priorities.

### 2.1.3 Council Meeting Cycle

The Ordinary Meetings of the Charters Towers Regional Council are held on the 3rd Wednesday of each month commencing at 5:30pm.

The meetings are held in the Charters Towers Regional Council Boardroom located at the Administration Centre, 12 Mosman Street, Charters Towers.

Whilst members of the public are welcome to attend these meetings, they must be excluded during deliberations of confidential items in the "Closed" section of the Agenda.

From time to time Special Meetings of Council are called. Any changes to Meeting dates and/or times are notified in a locally circulating newspaper.

Minutes of Council Meetings are available once they have been confirmed. Agendas for Council Meetings are available online from 48 hours prior to the General Meeting.

### 2.1.4 Advisory Committees

Council operates advisory groups responsible for providing recommendations on the management of key community assets and facilities. Advisory groups comprising community and stakeholder representatives and resourced by Council's technical and administrative staff have also been established to progress key strategic projects.

As part of Council's aim of maintaining ongoing, effective community participation in decision making, consultative committees are also established on an 'as needs' basis to facilitate input and feedback in the development of major proposals and initiatives.

Advisory Committee
Road Safety Advisory Committee
Rural Industry Advisory Committee
Plant Advisory Committee
Saleyards Advisory Committee

### 2.1.5 Strategic Planning Framework

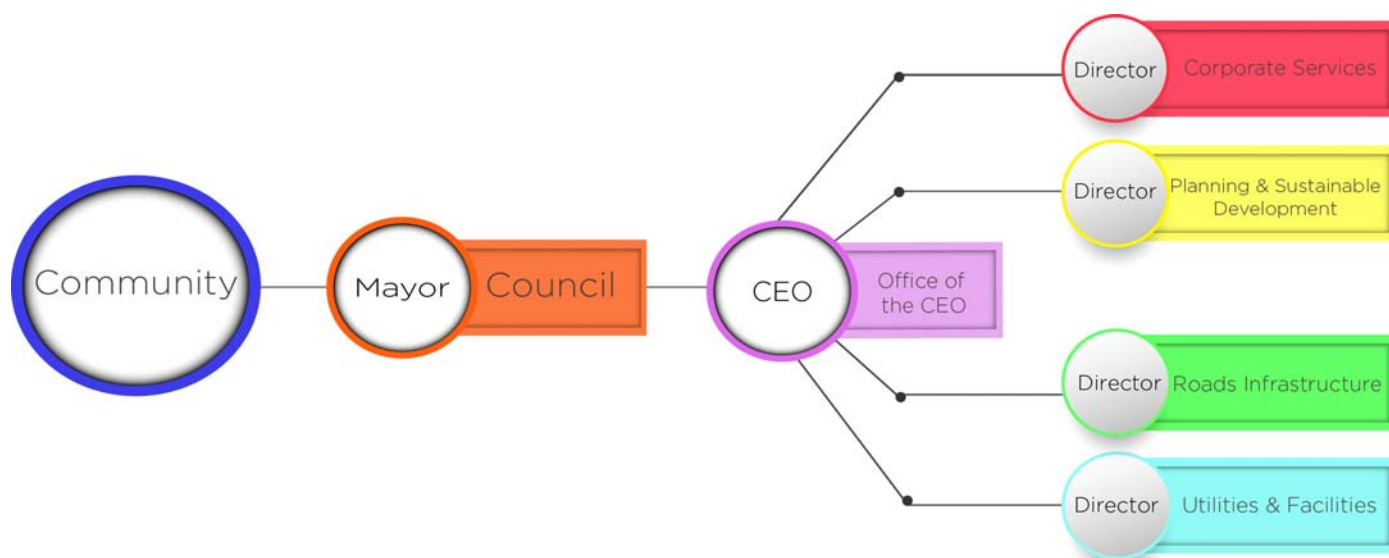
Council's Strategic Planning Framework is the overarching framework used to assist Council and the community to plan for the future. It is a continuous, systematic process for engaging the community to identify intended future outcomes, monitor how outcomes are being achieved and report how success will be measured. The Strategic Planning Framework ensures that efficiencies are achieved through coordinated planning and budgeting and that systems and arrangements are undertaken in an integrated manner to inform a well-considered asset, capital and financial strategic direction for Council.

The Strategic Planning Framework comprises a hierarchy of cascading and interconnecting documents, which when taken together allows Council to turn its long term aspirations, goals and plans into reality. It assists in planning for a sustainable future for Council, the community, the environment and the economy. It also ensures methodologies are in place for measuring performance against desired outcomes.

## 2.2 Management Structure

### 2.2.1 Organisational Structure

The Chief Executive Officer and Executive Leadership Group partner with staff and Councillors to deliver expected outcomes to the community. The following diagram illustrates the structure and interrelationship between the community and key stakeholders with the internal organisation.



Council's organisational structure is designed to support the achievement of Council's vision and key plans. Reviews of the organisational structure ensure the optimal deployment of resources to deliver identified corporate priorities. Proposals for organisational structure changes are approved by the Chief Executive Officer prior to consideration and approval by Council.

### 2.2.2 Executive Leadership Group

Council's Executive Leadership Group comprises of the Chief Executive Officer and four directors.

The Executive Leadership Group meets fortnightly basis for ensuring effective coordination of the Region's operations and implementation of Council resolutions.

These meetings are complemented by the regular Management Group meetings. Such forums are considered important, both in enabling management information dissemination and feedback by staff, thereby promoting a whole of organisation approach for the Region in the fulfilment of its functions and responsibilities.



### 3 Sustainable development and management of assets and infrastructure, and delivery of effective services

#### 3.1 Planning

##### 3.1.1 Planning Scheme

Council currently maintains the former Charters Towers City Council and Dalrymple Shire Council Planning Schemes and has embarked on a project to prepare one planning scheme for the whole local government area. This will ensure that Planning and Development have a more streamlined and efficient approach implemented to conduct business for the Region.

Council recognises that by having one planning scheme administering the local government area, the Corporate Plan vision will be more easily achievable and planning will be approached from a new regional perspective.

Having one planning scheme administering the Region will also help provide clear direction, certainty, also efficiency to industry and the community. The new Planning Scheme will provide one direction to industry and the community on the preferred settlement pattern for the Region over the next 25 years.

The primary function of the Planning Scheme is to:

- Further the aims of Sustainable Planning Act 2009 and the vision for the Region to achieve ecologically sustainable development
- Provide a robust, responsive and transparent environment for simplified development assessment reflecting the aspirations of the local community
- Provide a blueprint for the future economic development and social well-being of the town.

The new Planning Scheme is scheduled to be adopted by Council in 2017, and is being drafted to allow its transition to the new *Planning Act 2016* which commences in July 2017.

The two existing Planning Schemes and details about the development of the new Planning Scheme are available via Council's [website](#).

##### 3.1.2 Long Term Financial Planning

Council's long-term financial strategy and financial plan support the implementation of Council's comprehensive future programs. Long-term financial planning is an essential governance tool, which supports:

- Fiscal responsibility and financial sustainability
- transparency and accountability to the local community and other stakeholders
- appropriate levels of inter-generational equity
- the delivery of reporting against financial targets and goals
- the capacity of managers to effectively plan and deliver their services
- the development of performance measures (qualitative and quantitative) and target service levels
- the development of Council's annual budget

Section 169 of the *Local Government Regulation 2012* requires that the long term financial forecast must cover a period of at least 10 years and include the relevant financial sustainability ratios, including:

- asset sustainability ratio
- net financial liabilities ratio
- operating surplus ratio

Council is in the process of developing and testing the Queensland Treasury Corporation Financial Forecasting Model for use as a consistent and comprehensive platform for financial forecasting and data analysis for Council.

### 3.1.3 Asset Management Plans

Asset management planning is an essential tool for the long-term provision of asset based services to the community. The *Local Government Regulation 2012* requires that Council prepare and adopt a long-term asset management plan covering a period of at least 10 years. The Plan must provide strategies to ensure the sustainable management of Council's infrastructure and the assets mentioned in Council's asset register. It must also state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan and be consistent with Council's Long Term Financial Management Plan.

Council's Long Term Asset Management documentation supports the Corporate Plan and informs the Long Term Financial Management Plan by providing financial projections for asset capital investment (i.e. renewal and new and upgrade works) and asset operational and maintenance costs for Council's current and future asset portfolio.

### 3.1.4 Economic Development Plan

Charters Towers has achieved sound economic and population outcomes in recent years compared to many other rural centres. However, the economy has not performed to its full potential. There are a number of significant developments for the Charters Towers economy likely in the near future from which the Region could see improved growth outcomes.

In order to maintain living standards in line with Australian benchmarks and account for forecast population growth, Charters Towers will need to increase its real economic output by 80% over the next 20 years. This level of growth will require major new investments, both from expansion of existing business and from new industry in the Region. In order to realise the required investments, Charters Towers will need to be more proactive and investment ready in a more competitive investment environment.

There are four sectors of the economy which are major contributors to the Region now and considered to remain key to the future performance of the Region's economy:

- Mining;
- Agriculture;
- Education; and
- Tourism.

As sectors of proven strength, Charters Towers will in the first instance retain focus on ensuring these sectors remain competitive and perform to their full potential for the Region.

However as the nation's and world's economies continue to change, Charters Towers cannot risk being dependent on only its historical contributors. Charters Towers needs to be active in exploring opportunities for new industries and sectors, and flexible in adapting to their needs.

Further opportunities already exist in diverse sectors, such as energy, services and light industrial. At present these opportunities are linked to servicing growth in the four core industries however as they expand, new opportunity areas will arise.

Charters Towers Regional Council is seeking to implement a more proactive and investment-friendly approach to building relationships and meeting the needs of existing and potential investors. The Economic Development Plan presents the core priorities for Charters Towers to grow its economy and improve the living standards of its residents.

The Charters Towers Economic Development Plan establishes a clear set of priorities and directions for Charters Towers to improve its economic outcomes. The workload contained in the plan is ambitious, and Council and other stakeholders will need to devote significant effort and resources to enabling the actions.

It is recommended that a review of priorities and progress of the plan be conducted annually within Council (around February each year). This process would involve reporting on progress all contained priorities (which results varying from no work to date to completed) and re-evaluation of priorities and directions for the coming year. The action plan would then be updated to reflect the re-stated priorities and directions.

A statistical review of the progress of Charters Towers is recommended following the next Census data release (likely mid to late 2016). It is from this data that the most accurate assessment of key overarching

priorities for the Region, such as average incomes, employment outcomes, demographic outcomes and growth can be assessed.

Ultimately, this plan has capacity to deliver results for Charters Towers in the short and long term. However long term benefits, at which many of the most important priorities are directed, will only be achieved with sustained effort. Only Council, with support of other governments, can fulfil this long-term economic enabling role. Business and investment will flow to seize opportunities once the groundwork has been undertaken.

### 3.1.5 Procurement/Purchasing Policy

Council maintains a *Procurement Policy* to ensure transparency and accountability in the procurement of all goods and services in line with Section 198 of the *Local Government Regulation 2012*. The *Procurement Policy* sets out the approved processes and methods for purchasing goods and services within Council.

All Council procurement must be conducted in strict compliance with Section 104 of the *Local Government Act 2009*, including the sound contracting principles as follows:

- Value for Money
- Open and Effective Competition
- The Development of Competitive Local Business and Industry
- Environmental Protection
- Ethical Behaviour and Fair Dealing

### 3.1.6 Annual Budget

The Annual Budget supports the delivery of the annual Operational Plan and is consistent with the priorities identified in Council's key plans. The Budget identifies the initiatives funded for the coming year and is presented to Council at the Annual Budget Meeting together with a report setting out the financial operations and financial position of Council for the previous financial year. Council's Budget must include statements of Council's financial position, cash flow, income and expenditure and changes in equity and is accompanied by a suite of associated policies including the Debt, Investment, Procurement and Revenue Policies.

The Annual Budget is available for inspection on Council's [website](#).

### 3.1.7 Project Management

Council's Project Management Framework was developed to assist all staff involved in the management or delivery of projects, to undertake project management effectively and efficiently. The Framework is tailored to Council's project management needs and supports the consistent application of sound project management to the wide range of projects in Council's portfolio of capital and operational programs.

The Framework explains the key project management concepts and the importance of project management in Council's annual business cycle and its project and product lifecycle. It specifically provides the following benefits:

- The consistent application of project management practice by all of the departments within Council
- The effective integration of relevant departments' needs in the early phases of a project
- The effective transfer and sharing of information between departments at the end of project delivery
- An increased project management capability and capacity within Council
- The promotion and support of the continuous improvement of project management understanding and capability within Council.

## 4 Democratic representation, social inclusion and meaningful community engagement

### 4.1 Engagement and communication with the Community

#### 4.1.1 Community Engagement

Council is committed to ensuring inclusive and effective community engagement.

Council believes that fostering democratic representation, social inclusion and meaningful community engagement greatly assists in the delivery of high quality local government. Council has adopted a Community Engagement Plan to guide efforts to enhance the planning and delivery of services and programs.

In committing to this Plan, Council aims to ensure that its communication strategies and processes will:

- Keep people informed about Council's work and services;
- Encourage active local democracy by informing people about Council's decisions, services and activities;
- Manage Council's reputation by promoting Council's role and maintaining good relationships with the media;
- Build a sense of place through the positive promotion of the Charters Towers Region and life within the district;
- Engage and listen to Charters Towers Regional Council's residents and consumers through effective consultation and local engagement; and
- Use a variety of methods to communicate and to provide information in a manner that accommodates the needs of all residents and consumers.

Fostering a Council-wide culture of community engagement.

The Community Engagement Plan is available for inspection via Council's [website](#).

#### 4.1.2 Customer Service Charter

The Customer Service Charter reflects our commitment to the quality of service provided.

The Charter promotes flexibility, innovation and responsiveness in the delivery of service, with an environment of openness, transparency and co-operation between Council and its customers as being pivotal to the achievement of positive outcomes.

The Charter assists these outcomes through establishment of minimum standards by which Council staff will attend to customer enquiries, complaints and information requests.

Strategically, Council is committed to reviewing the Charter with the aim of further reaffirming its customer focused culture.

Council is also seeking to explore new and innovative methods of service delivery in order to provide improved access to information and enhance customer interaction in the business context.

#### 4.1.3 Media Relations

Media relations is an important component in achieving Council's mission and goals through effectively informing, educating and promoting Council's programs, services and facilities to residents. Council is committed to maintaining a professional, informative and courteous relationship with all levels of the media.

The *Social Media Policy* sets out the standards of behaviour expected of persons when making reference to Council on social media platforms, including social networking sites when the person is using a computer or hand held device not owned or controlled by Council. This policy also deals with acceptable use of the social media platforms during ordinary work hours.

## 5 Good governance of, and by, local government

### 5.1 Planning

#### 5.1.1 Planning Framework

Regional Development Australia is an Australian Government initiative that brings together all levels of government to enhance the growth and development of Australia's regions through the development of Regional Roadmaps.

The Charters Towers Region Local Government Area sits within the Townsville and North West Queensland Regional Roadmap. This Region accounts for one quarter of Queensland's land mass, has a population of approximately 262,000 and represents 5.9% of Queensland's population. The 15 Local Government areas included in the region are Boulia, Burdekin, Burke, Carpentaria, Charters Towers, Cloncurry, Doomadgee, Flinders, Hinchinbrook, McKinlay, Mornington Island, Mount Isa, Palm Island, Richmond and Townsville.

Townsville and North West Queensland Regional Roadmap vision:

*By 2031 the Region will have a robust, sustainable economy; caring and inclusive communities that embrace all cultures; a great lifestyle that attracts and retains people; a distinctive and well recognised identity and an environment and natural assets that are valued and well managed.*

The full Roadmap, including the committee members and Charters Towers' responsibilities, can be found on the Regional Development Australia Townsville and North West Queensland [website](#).

#### 5.1.2 Planning Scheme

Ensures that Council's governance enables it to both respond to the community's vision and deliver on its service promises in a sustainable manner.

- a) Implement management frameworks, performance management and reporting systems to drive and improve organisational performance.
- b) Provide and improve electronic service, information delivery and customer focus models which enhance customer experiences and enable community connections.
- c) Develop a stakeholder and advocacy strategy (including partnerships with neighbouring local governments, State and Commonwealth governments) to identify funding and resource sharing opportunities so that Council can deliver the priorities set out in the Corporate Plan.
- d) Develop and sustain appropriate human, financial, asset and technological resource capacity to deliver the priorities set out in the Corporate Plan.

#### 5.1.3 Corporate Plan

The Corporate Plan is a five year plan and a detailed road map for the Region, which identifies the projects, operations and services which Council will implement during the life of the Corporate Plan. The Corporate Plan, in conjunction with the Strategic Financial Plan, will set Council's resource and budgeting priorities for the life of the Corporate Plan. Councillors are provided with an annual update on the Corporate Plan.

Council's Corporate Plan defines the outcome measures that it will use to demonstrate progress towards achieving the vision outlined in the Long Term Plan. These measures are reported against through Council's Annual Report.

Council's Corporate Plan is available for inspection on Council's [website](#) and at its Customer Service Centres and Library.

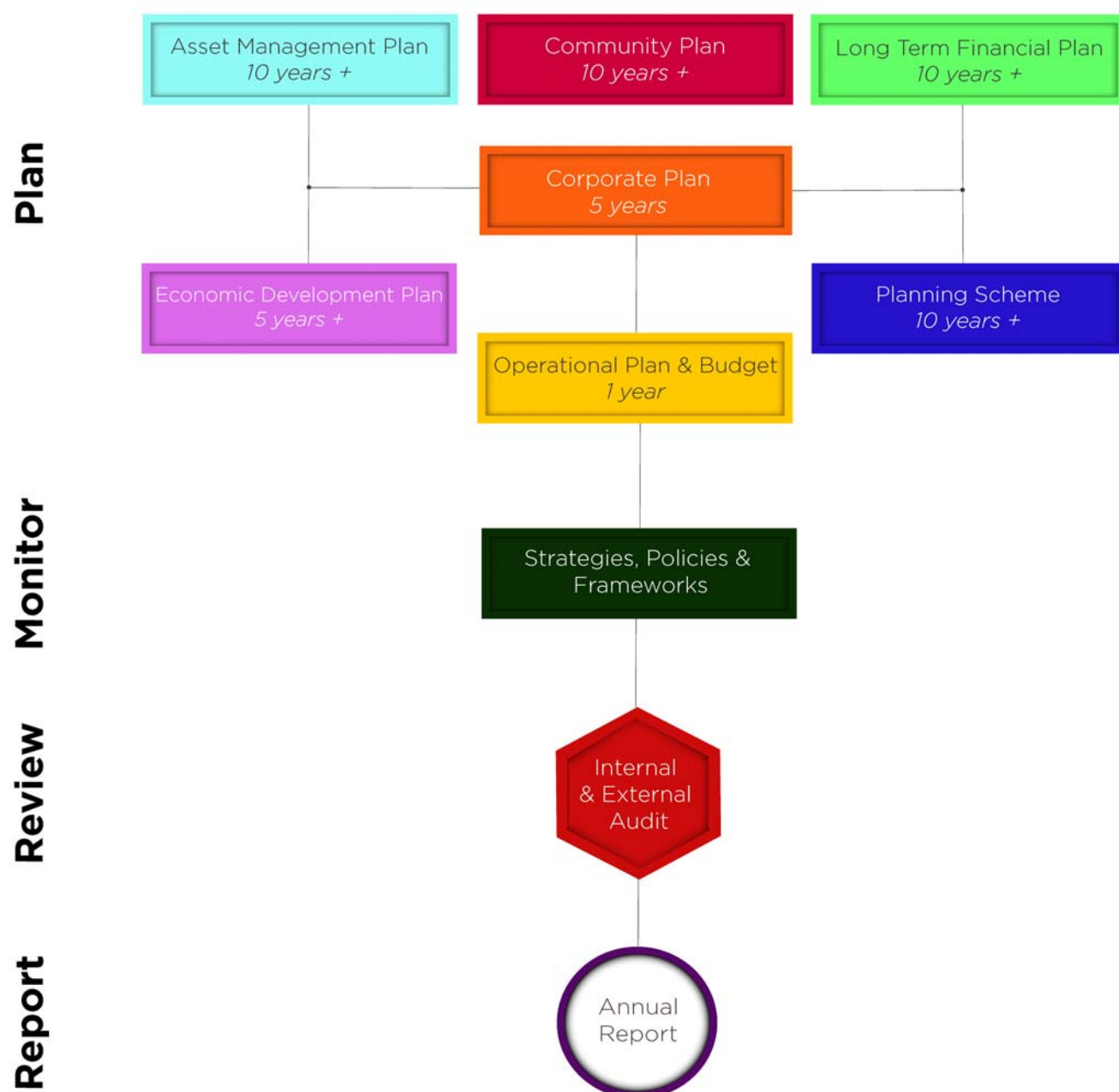
#### 5.1.4 Operational Plan

The Operational Plan links Council's strategic directions (set out in the Corporate Plan) to the projects, initiatives and ongoing activities to be delivered for a particular financial year, and funded through Council's annual budget. The plan is comprised of a number of key activities and outputs which Council is committed to delivering over a financial year. Council is required to report quarterly on the progress of all operational activities to ensure financial responsibility and the sustainability of our Region and community assets.

Progress on the implementation of the Operational Plan is measured using a suite of performance measures and reported quarterly through the Corporate Performance Report, by the Chief Executive Officer to Council.

Council's Operational Plan is available for inspection on Council's [website](#).

# Strategic Planning Framework





## 5.2 Performance and Reporting

### 5.2.1 Annual Report

Council is required to produce and adopt an Annual Report within one month after the day the Auditor-General's report on the Annual Financial Statements is provided. The Annual Report is one of council's key planning and accountability documents. It provides a comprehensive assessment of council's performance in implementing the 5 year Corporate Plan and annual Operational Plan. The Annual Report is also one of the only documents that provide a report on Council's financial performance throughout the preceding financial year.

The Report provides council with a tool to market achievements to potential investors and city partners and demonstrates to stakeholders that Council has delivered its committed outcomes.

The Annual Report is available for inspection on Council's [website](#) and at its Customer Service Centres and the Library. Copies are provided to the Minister for Local Government, local members of parliament and other city leaders.

### 5.2.2 Annual Returns

The Sustainability and Reporting program is a component of the Queensland Government's Local Government Reform Program. The Sustainability and Reporting program requires councils to provide information on specific areas such as governance and accountability, planning, asset management and financial performance management and is delivered through annual returns submitted to the Department of Local Government and Planning. This is also known as the annual evaluation program.

The Department of Infrastructure, Local Government and Planning collates the returns state wide and publishes results on its [website](#).

### 5.2.3 Annual Financial Statements

Council's general purpose financial statements are prepared pursuant to Section 176 of the Local

Government Regulation 2012 and other prescribed requirements. The statements must accurately reflect council's financial performance and position for the financial year, must be prepared in accordance with Australian Accounting Standards, must present a true and fair view of Council's financial position and of its financial performance and cash flows for the financial year ended on that date.

The financial Statements are included in Council's Annual Report, which is available for inspection via Council's [website](#), Customer Service Centres or the Library.

### 5.2.4 Community Financial Report

The Community Financial Report is a brief summary of the information contained in council's financial statements and is intended to provide an overview of council's financial position in an easily understood format.

The financial Statements are included in the Annual Report, which is available for inspection via Council's [website](#), Customer Service Centres or the Library.

### 5.2.5 Quarterly Corporate Performance Reports

Section 174 of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a written assessment of the local government's progress towards implementing the annual Operational Plan at meetings of the local government held at regular intervals of not more than three months.

Council meets this requirement through the preparation of a Quarterly Corporate Performance Report, which provides substantive evidence for council and the community of progress in delivering on the annual Operational Plan each quarter. Progress against each operational planning activity is measured using key performance indicators and provides the basis for an annual assessment of progress towards meeting the goals and strategies outlined in the Corporate Plan.

Council's quarterly Corporate Performance Reports are available for inspection on Council's [website](#).

## 5.3 Risk Management

### 5.3.1 Enterprise Wide Risk Management

Charters Towers Regional Council is part of the insurance schemes Local Government Mutual (LGM) & Local Government Workcare (LGW) through Jardine Lloyd Thomson (JLT). JLT have engaged Regional Risk Coordinators (RRC) to work with Councils to implement Enterprise Risk Management Framework's.

The risk management framework is based on Risk Management Standard AS/NZS ISO 31000-2009. The work of the RRC will support the change management process by identifying and minimising potential adverse risks that may impact on Council.

Enterprise Risk Management (ERM) is a sound management process for helping Councils to achieve the strategies and objectives outlined in their Corporate Plan, thus providing the following benefits:-

1. Lower insurance costs and claims. Councils with a robust risk management culture and framework assist with the mitigation of risk and are seen in a positive light by insurers. The successful development and implementation of risk mitigation will therefore have a flow on positive effect on insurable risks e.g. Liability, Professional Indemnity and WorkCover, and potentially reduce annual contribution levels;
2. Reduced likelihood of reputation damage caused by unexpected surprises;
3. Compliance with the *Local Government Act 2009*;
4. Compliance with Qld Audit Office requirement to have processes and controls in place for managing and monitoring financial and other types of risks;
5. Minimises the possibility of legal action against CEO's and Executives, as this is becoming more common. The establishment of a risk management framework and subsequent documented processes is accepted by Courts of Law as evidence of good governance. Having consistent policies and procedures in place, and part of Council's culture will assist in defending Council's position and reputation;
6. Provides a formal structure around which Councils can take advantage of new opportunities as they arise, especially if cost savings are made on other areas;
7. Contributes to positive cultural change within Council, whereby staff at every level are both aware of, and proactive in practicing Risk Management as part of their daily jobs.

The rollout of the Enterprise Risk Management Framework will take place through the ELG and overseen by the Audit Committee.

The suggested format is as follows:-

1. Conduct a series of interviews with CEO, Directors and Managers;
2. Conduct combined ERM Awareness Sessions for Councillors, CEO and ELG;
3. Conduct strategy workshop with CEO and ELG to develop a *Risk Management Policy* and guidelines;
4. Information sessions for Audit Committee;
5. Conduct workshops for Managers or Supervisors;
6. Develop Risk Awareness training for all staff.

### 5.3.2 Disaster and Recovery Management

In accordance with the *Disaster Management Act 2003* and other relevant legislation, regulations and standards identified in the *State Disaster Management Group Strategic Policy Framework*, Council's disaster management function serves to increase the resilience of the Charters Towers Region in the event of a significant emergency or disaster within the local government area.

Effective coordination of disaster response involves the implementation of all relevant plans, processes and procedures, together with the timely activation of the Charters Towers Local Disaster Management Group and Council's Disaster Co-ordination Centre. The primary aim of the Charters Towers Local Disaster Management Group is to ensure that the community can return to normal functioning as quickly as possible following a disaster event. This involves ensuring that critical infrastructure and essential services are

restored as soon as possible, providing longer-term psycho-social support and welfare to those in need, minimising and redressing environmental impacts and facilitating recovery of the business sector.

The Local Disaster Management Group Plans are available for inspection via Council's [website](#).

## 5.4 Knowledge Management

### 5.4.1 5 Year IT Strategy

The 5 Year IT Strategy was adopted in December 2016.

The 5 year IT and GIS strategy is designed to align IT and GIS investments with organisational service delivery outcomes. IT and GIS are central to how Council communicates, operates and provides services to staff and the community. The strategy outlines the trends and future changes that will impact on technology within Council.

A priority of information technology is to automate services through the application of online and mobile services to empower end users. Customer-centric mobile-accessible internet services increase transaction efficiency, customer requests, application lodgement, and information accessibility. These services enable staff to become more dynamic and agile, while allowing the community to readily engage with Council.

This strategy identifies initiatives that are linked to three priority areas of:

1. Cloud/Online Services

Development of service focused internet facing facilities, improving community interaction, accessibility and workforce mobility.

2. Smart Council

Development of our awareness of Council's technology operations and directs effective management of Council's data, while minimising our environmental footprint.

3. Efficient Operations

Ensures Council obtains value from our information technology investments.

To achieve the initiatives and fulfil the three priority areas, Council has developed a list of projects spanning the next 5 years, from 2017 to 2021.

### 5.4.2 Records Management Policy and Procedures

Council is committed to ensuring all records retained are complete and accurate and can be identified, accessed and retrieved in a useable format that preserves the record's evidential integrity. Council's *Records Management Policy* provides guidance to staff to ensure mandatory compliance with the *Public Records Act 2002* and the principles of IS40 - Recordkeeping and IS31 - Retention and Disposal of Public Records.

### 5.4.3 Right to Information and Information Privacy

The [Right to Information Act 2009 \(RTI\)](#) (RTI Act) and the [Information Privacy Act 2009](#) (IP Act) aim to make more information available; provide equal access to information across all sections of the community, and afford appropriate protection for individuals' privacy.

The right to information provides the right to access and amend information held by public sector agencies in Queensland, unless there is a good reason for it not to be made available. An individual has the right to access their personal information held by Government under the IP Act; whilst they have a right to access personal and non-personal information held by Government under the RTI Act.

This legislation replaces the former *Freedom of Information Act 1992*.

Further information about Whole of Government policy and the relevant legislation is available from the Right to Information [website](#).

In accordance with the requirements of S.21 of the RTI, Council has prepared and adopted a Publication Scheme that sets out the kinds of information that Council should make routinely available. The information provided through the Publication Scheme replaces the Statement of Affairs published under S.18 of the *Freedom of Information Act 1992*.

Publication Scheme documents are not the only documents that Council is required to make available. Other documents held by Council are discoverable unless legislative or other appropriate protections, including personal information or commercially sensitive material for example, apply.

The protection of personal information that can identify an individual is a matter of great significance to Council. Council is committed to protecting the privacy of individuals and has developed an Information Privacy Statement to facilitate this. Council will take all reasonable steps to ensure that the collection, use, disclosure and handling of all personal information complies with relevant legislation.

Council's Information Privacy Statement is available for inspection via Council's [website](#).

## 5.5 Legal Framework

### 5.5.1 Policies and Procedures

Council maintains a number of policies, administrative directives and procedures which provide guidance to the organisations decisions and actions.

Corporate policies are statements, formally adopted by Council that describes Council's position on a particular issue. All corporate policies are consistent with Council's long, medium and short term planning outcomes and some will directly support the delivery of Council's Corporate Plans. Policies provide guidance for future action by clearly stating the objectives, scope and responsibilities for policy implementation. Administrative directives describe what the Chief Executive Officer (acting under s.257 of the *Local Government Act 2009*) considers to be appropriate in relation to specific issues arising out of either legislation or Council decisions. They generally relate to the implementation of the day-to-day operations of Council. Administrative directives are considered by the Directors at the Executive Leadership Group meeting and approved by the Chief Executive Officer.

Procedures assist in the implementation of Council policies or administrative directives. A procedure may establish a set of steps to be undertaken in implementing a policy. Such procedures describe how decisions or actions must be undertaken. Procedures do not have to be approved by the Chief Executive Officer or adopted by Council, however Directors or Managers of the responsible department may refer a procedure to the Chief Executive Officer.

All approved policies are included in a policy register on Council's intranet and copies of the policies are available for public inspection on request. All policies have review dates and are reviewed and evaluated in accordance with a schedule, ensuring that corporate policies are up-to date, accurate and continuing to achieve their objectives. There is a formal procedure for reviewing, amending and rescinding policies. A policy report is presented to the Audit Committee on a quarterly basis.

### 5.5.2 Local Laws

Local laws are statutory instruments adopted by Council to assist in the good rule and government of the local government area, enabling Council to regulate matters to serve the community. Council's local laws closely follow the models recommended by the Queensland Government and replaced all the existing local laws from the former City and Dalrymple Councils. An identical set of local and subordinate laws has been adopted by neighbouring Townsville and Burdekin Regional Councils to ensure consistency across the local government areas in the region.

Local Laws are available for inspection via Council's [website](#).

### 5.5.3 Delegations and Delegations Registers

Under Sections 257-260 of the *Local Government Act 2009*, Council can delegate authority to the Mayor, Chief Executive Officer, a Standing Committee, a Committee Chair, another Local Government. In turn, the Mayor can delegate to another Councillor (however, the Mayor must not delegate the power to give directions to the chief executive officer) and the Chief Executive Officer can delegate authority to an appropriately qualified staff member or contractor. However, the Chief Executive Officer must not delegate a power delegated by the local government, if the local government has directed the Chief Executive Officer not to further delegate the power or a power to keep a register of interests.

The Act requires the Chief Executive Officer to establish a register of delegations which must record all delegations by Council, Mayor or the Chief Executive Officer. The Local Government Association Queensland has developed a register following a comprehensive review of State legislation impacting on Local Government.

This Delegations Register covers all possible delegations from Council to Chief Executive Officer, and from Chief Executive Officer to employees or contractors. Council has utilised this service in the development and maintenance of its Register of Delegations.

A Register of Delegations is maintained by Corporate Governance and is available for inspection on request.

## 6 Ethical and legal behaviour of Councillors and local government employees

### 6.1 Roles and Responsibilities

#### 6.1.1 Councillors

Councillors must represent the interests of current and future residents of the local government area. In accordance with the Act, all Councillors are responsible for:

- ensuring Council discharges its responsibilities under the Act
- achieving its Corporate and Community Plans
- complying with all laws that apply to local government

Councillors are also responsible for providing quality leadership to Council and the community, participating in Council meetings, policy development and decision making for the benefit of the local government area. Councillors are accountable to the community for Council's performance.

Upon being successfully elected, Councillors are inducted to Council, which provides them with much of the information and resources needed to effectively discharge their responsibilities.

Councillors also participate in ongoing professional development programs and activities.

#### 6.1.2 Mayor

In addition to the responsibilities of all Councillors, the Mayor is also responsible for:

- leading and managing meetings of Council, at which the Mayor is the chairperson,
- including managing the conduct of the participants at the meetings
- proposing the adoption of Council's budget
- liaising with the Chief Executive Officer on behalf of the other Councillors
- leading and providing strategic direction to the Chief Executive Officer in order to achieve the high quality administration of Council
- directing the Chief Executive Officer, in accordance with Council's policies
- conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by Council
- ensuring that Council promptly provides the Minister with any information requested
- being a member of each standing committee of Council
- representing Council at ceremonial or civic functions.

#### 6.1.3 Employees

Also under Section 13 of the Act, Council employees are responsible for:

- implementing the policies and priorities of Council in a way that promotes:
  - the effective, efficient and economical management of public resources
  - excellence in service delivery
  - continual improvement
- carrying out their duties in a way that ensures Council:
  - discharges its responsibilities under the Act

- complies with all laws that apply Council
- achieves its corporate and community plans
- providing sound and impartial advice to Council
- carrying out their duties impartially and with integrity
- ensuring the employee's personal conduct does not reflect adversely on the reputation of Council
- improving all aspects of the employee's work performance
- observing all laws relating to their employment
- observing the ethics principles under the *Public Sector Ethics Act 1994*, section 4
- complying with a Code of Conduct under the *Public Sector Ethics Act 1994*.

All Council employees, including the Chief Executive Officer, are subject to performance management while employed by Council.

#### 6.1.4 Chief Executive Officer

Under Section 13 of the *Local Government Act 2009*, Council's Chief Executive Officer has the following responsibilities:

- managing Council in a way that promotes:
  - the effective, efficient and economical management of public resources
  - excellence in service delivery
  - continual improvement
- managing Council employees through management practices that:
  - promote equal employment opportunities
  - are responsive to the local government's policies and priorities
- establishing and implementing goals and practices in accordance with the policies and priorities of Council
- establishing and implementing practices about access and equity to ensure that members of the community have access to:
  - Council programs
  - appropriate avenues for reviewing Council decisions
- keeping a record of directions that the Mayor gives to the Chief Executive Officer
- the safe custody of:
  - all records about the proceedings, accounts or transactions of Council or its committees
  - all documents owned or held by Council
- complying with reasonable requests from Councillors:
  - for advice to help Councillor make a decision
  - for information, that Council has access to.

## 6.2 Review and Control Measures

### 6.2.1 Staff Code of Conduct

All employees of Council must seek to achieve the highest standards of behaviour when dealing with customers and each other and must encourage a culture where ethical conduct is recognised, valued and followed at all levels and ensure appropriate action is taken to prevent fraud and corruption.

Council has developed a Code of Conduct for staff which is based on the principles of the *Public Sector Ethics Act 1994*. Staff are introduced to the Code of Conduct at the point of induction and review and its content on a scheduled basis via Council's policy review system.

The Staff Code of Conduct is available for inspection via Council's [website](#).

### 6.2.2 Complaints Management System

Council has a *General Complaints Process Policy* which ensures an effective, transparent and timely method of responding to complaints regarding Council's services, administrative actions, competitive neutrality, the conduct and performance of Councillors or staff behaviour. In order to facilitate the effective management of complaints, Council has committed to:



- maintaining policies and procedures and ensuring that training is provided to staff
- ensuring that potential complainants are aware of the avenues available to lodge a complaint with Council
- providing an environment of continuous improvement through reporting and customer feedback.

The *General Complaints Process Policy* is available for inspection via Council's [website](#).

### 6.2.3 Fraud and Corruption

Council has a *Fraud and Corruption Prevention Framework* and a *Management of Fraud and Corruption Policy* that commits to rigorously manage the risk of fraud and corruption, and to investigating and prosecuting cases of fraud or corruption affecting Council, to the fullest extent possible under the law.

The *Fraud and Corruption Prevention Framework* outlines Council's approach to the prevention, detection and reduction of fraud and corruption in both internal and external dealings.

The *Management of Fraud and Corruption Policy* is available for inspection via Council's [website](#).

### 6.2.4 Confidentiality

Council employees and Councillors will have access to confidential information in the course of their duties. Council is committed to preserving the confidentiality of information held by it in accordance with its *Handling of Confidential Documents Directive*. Councillors and staff must not access Council information except to the extent that is necessary in order for them to perform their official duties.

There are a number of laws which require Council to make available information to members of the public or government bodies. Council will fully comply with its obligations under those laws.

Details about Right to Information and Information Privacy can be found in Section 5.4.3.

### 6.2.5 Contact with Lobbyists

As governed by the *Integrity Act 2009*, Council maintains a Register of Contacts with Lobbyists.

This Register is accessible via Queensland Integrity Commissioner's [website](#). Council has a policy for Councillor Contact with Lobbyists. This policy is aimed to preserve confidence in Council, minimise the likelihood of claims being made of improper dealings, bias or conflict of interest and promote integrity.

The *Councillor Contact with Lobbyists Policy* is available for inspection via Council's [website](#).

### 6.2.6 Councillors requests for advice and information

Council has guidelines for Councillor Interaction with staff in relation to the provision and exchange of information and advice. The *Advice Guidelines – Requests by Councillors for Advice or Information* ensure that requests for information comply with the intent and purpose of the principles of the *Local Government Act 2009*. Staff are to provide reasonable assistance to Councillors in the exercise of their role and the performance of their duties. Interaction must be carried out in a professional manner at all times with respect and regard for Councillor and staff positions

### 6.2.7 Material Personal Interests and Conflicts of Interest

Material personal interests and conflicts of interests must be declared by Councillors at Council meetings and recorded in the minutes if a matter to be discussed at that meeting could be perceived to result in a personal gain.

A Material Personal Interest may exist if the Councillor themselves, or their parent, child, sibling, partner, employer (other than government entity) or entity (other than a government entity) stands to gain a benefit or suffer a loss depending on the matter being discussed. A Conflict of Interest is a conflict between a Councillor's personal interests and the public's interests. Council has identified Declaration of Material Personal Interests and Conflicts of Interests as a standard item in the order of business for all Council meetings.

### 6.2.8 Audit Committee

Council has established an Audit Committee in accordance with Section 208 – 211 of the *Local Government Regulation 2012* and Section 105 of the *Local Government Act 2009*. The Audit Committee provides an independent forum where representatives of Council, independent specialists and management work

together to fulfil specific governance responsibilities that contribute to the improved performance of the organisation. It plays a key role in assisting Council to fulfil its governance and oversight responsibilities in relation to a number of areas including, financial reporting, internal control systems, risk management, legal and regulatory compliance and audit functions.

The *Local Government Regulation 2012* defines the membership of the Audit Committee as consisting of between three and six members, two of which are appointed Councillors. At least one member must have significant experience and skills in financial matters and one member is to be appointed as the chairperson of the committee. The committee must submit to Council a copy of the meeting report of each Audit Committee meeting and prepare an annual report for Council.

#### 6.2.9 External Audit

Each year, the Queensland Audit Office, or contractors appointed on their behalf, audit Council's financial statements and provide an independent audit report to Council. Any significant issues the Queensland Audit Office identifies are made public through the Auditor General's Reports to Parliament.

The audit report identifies financial and compliance issues and categorises them into high, medium and low risks. These risks are reviewed and addressed by Council's management via the coordination and stewardship of the Finance and Corporate Governance departments. In addition to financial and compliance audits, the Queensland Audit Office carries out performance management system audits and information systems audits.

#### 6.2.10 Internal Audit

Council has established an Internal Audit function in accordance with Section 207 of the *Local Government Regulation 2012* and Section 105 of the *Local Government Act 2009*. The Internal Audit function is an independent and objective review and advisory service, established within Council to provide assurance to the Audit Committee and management that Council's controls are designed to manage Council's risks and achieve objectives by operating in an efficient, effective and ethical manner.

The primary objectives of the Internal Audit Unit are to evaluate Council's systems of internal control in order to provide assurance that:

- Council is achieving its goals and objectives efficiently, effectively and in an ethical manner
- financial and operating information produced is accurate, timely and complete
- there is compliance with relevant laws, regulations and other external requirements and with Council policies, directives and other internal requirement Council's assets and liabilities are competently managed and protected against loss or other negative consequences.



Governance Framework 2017

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