



MINUTES  
of the  
GENERAL MEETING  
of  
CHARTERS TOWERS REGIONAL COUNCIL  
held  
Wednesday 21 February 2018  
Commencing at 5.30pm



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## 1. OPENING OF MEETING

### ATTENDANCE

#### Councillors:

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

#### Officers:

Mr A Johansson – Chief Executive Officer  
Mrs M Taylor – Acting Director Corporate Services  
Mr I Clarke – Acting Director Utilities & Facilities  
Mr R Ferguson – Interim Director Planning & Sustainable Development  
Mr C Scott – Director Roads Infrastructure  
Mrs H Dixon – Corporate Governance Officer  
Mr O Gough – Communications Coordinator

#### Apologies:

No apologies were tabled.

The Meeting was opened at **5.30pm** by Mayor ER Schmidt.

## RESOLUTION TO APPROVE TELECONFERENCING

Cr BGW Maff and Cr MJ Bailey indicated they wish to participate in the meeting by way of teleconference. In accordance with the *Local Government Regulation 2012 S276 3(b)*, Council must approve the request.

Resolution No.: 2506

Moved: Cr S Bennetto  
Seconded: Cr GJ Lohmann

That, in accordance with S276 of the *Local Government Regulation 2012*, the requests by Cr MJ Bailey and Cr BGW Maff to attend the meeting by teleconference be approved.

**CARRIED**

## CLOSE OF MEETING

Resolution No.: 2507

Moved: Cr MJ Power

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 5.31pm for discussion of the following matters:

- (e) contracts proposed to be made by it (Items 9.1 and 9.2); or
- (f) starting or defending legal proceedings involving the local government (item 9.5); 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 9.3 and 9.4).

**CARRIED**

Resolution No.: 2508

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That the meeting be opened at **6.00pm** for the taking of resolutions.

**CARRIED**

## OPENING OF MEETING

### 2. ATTENDANCE/APOLOGIES

The following were in attendance when the Meeting opened:

Councillors:

Cr ER Schmidt (Mayor)

Cr S Bennetto (Deputy Mayor)

Cr MJ Power

Cr AP Barr

Cr BGW Maff

Cr GJ Lohmann

Officers:

Mr A Johansson - Chief Executive Officer

Mrs M Taylor - Acting Director Corporate Services

Mr I Clarke - Acting Director Utilities & Facilities

Mr R Ferguson - Interim Director Planning & Sustainable Development

Mr C Scott - Director Roads Infrastructure

Mrs H Dixon - Corporate Governance Officer

Mr O Gough - Communications Coordinator

Rev'd Arthur Tutin, of the Uniting Church, attended on behalf of the Ministers' Fraternal.

Members of the Gallery:

Mr Ray Boundy  
Mrs Corralie Clarke  
Mrs Dianne Wright

Ms Snow Milne-Hearne  
Ms Susan Holmes  
Mr Neal Hammond

Ms Lynndal Glenwright  
Mr Arthur Wright

### 3. PRAYER & CONDOLENCES

Prayer:

Rev'd Arthur Tutin attended on behalf of the Charters Towers Ministers' Fraternal, at **6.00pm**.

Rev'd Tutin delivered an opening prayer and departed the meeting at **6.01pm**.

Condolences:

The meeting stood for one minute's silence for the following residents who have passed away -

Kevin Marshall  
Graham Pengelly-Phillips  
Janet Turner  
Lily Streeter  
Dawn Ramsay  
Delys Smith  
Reginald Barnes  
Raymond Hope  
Annie Ryan

### 4. DEPUTATIONS

No deputations were scheduled.

### 5. DECLARATIONS OF INTEREST

No declarations of interest were made.

### 6. CONFIRMATION OF MINUTES

❖ Minutes of General Meeting held 17 January 2018.

Resolution No.: 2509

Moved: Cr MJ Power

Seconded: Cr GJ Lohmann

That the Minutes of the General Meeting held 17 January 2018 be confirmed.

**CARRIED**

Resolution No.:	2510
Moved:	Cr AP Barr
Seconded:	Cr GJ Lohmann
That the Minutes of the Special Meeting held 13 February 2018 be confirmed.	
<b>CARRIED</b>	

<b>7. MAYOR'S AND COUNCILLORS' REPORTS</b>
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Mayor Schmidt reported on:

Date	Details
18/01/18	<ul style="list-style-type: none"> <li>Internal Meeting to finalise 2018 Australia Day Program</li> <li>Media Interview with HiT News</li> <li>Meeting with Business Representatives</li> <li>Attended Community Advisory Network Meeting</li> <li>Various internal meetings</li> </ul>
19/01/18	<ul style="list-style-type: none"> <li>Participated in interviews of potential applicants for Planning and Community Services Director</li> </ul>
21/01/18	<ul style="list-style-type: none"> <li>Participated in media interview by Dirt n Dust Pit Stop film crew</li> </ul>
22/01/18	<ul style="list-style-type: none"> <li>Chaired Indigenous Reference Group Meeting</li> <li>Various internal meetings</li> <li>Various external meetings with constituents</li> </ul>
23/01/18	<ul style="list-style-type: none"> <li>Participated in Saleyards Tour with Councillors and senior management to inspect current processes and infrastructure</li> <li>Various internal meetings</li> <li>Participated in planning scheme presentation, by external stakeholders, with Councillors and senior management</li> <li>Participated in Organisational Structure Review presentation with Councillors and senior management</li> <li>Attended a meeting with Councillors, senior management and staff members with Department of Environment and Heritage Protection regarding Flying Fox Management</li> </ul>
24/01/18	<ul style="list-style-type: none"> <li>Meeting with external stakeholders – business and education</li> <li>Meeting with constituent regarding indigenous matters</li> <li>Various internal meetings</li> <li>Meeting with constituent regarding hospital infrastructure</li> <li>Interview and photo with Indigenous Reference Group members and the Northern Miner</li> </ul>
25/01/18	<ul style="list-style-type: none"> <li>Attended Queensland Fire and Emergency Services 2018 Australia Day Achievement Awards in Townsville</li> <li>Hosted dinner at Anne Street Church with Australia Day Ambassador and invited guests</li> </ul>
26/01/18	<ul style="list-style-type: none"> <li>Chaired the Australia Day Award Ceremony at Equestrian Centre</li> <li>Played cricket in Goldfield Ashes</li> </ul>
27/01/18	<ul style="list-style-type: none"> <li>Played cricket in Goldfield Ashes</li> <li>Participated in several media interviews over the weekend with visiting media covering the Goldfield Ashes</li> <li>Attended the Bull's Cricket match at the York Street Cricket Complex</li> </ul>
28/01/18	<ul style="list-style-type: none"> <li>Played cricket in Goldfield Ashes</li> </ul>

Date	Details
	<ul style="list-style-type: none"> <li>Assisted in the presentation of trophies at conclusion of play at the Goldfield Ashes presentation ceremony</li> </ul>
29/01/18	<ul style="list-style-type: none"> <li>Various internal meetings</li> </ul>
30/01/18	<ul style="list-style-type: none"> <li>Attended a meet and greet with Senior Staff of Rural Hospitals Service Group</li> <li>Media interview with 4GC Radio</li> <li>External stakeholder meetings</li> <li>Various internal meetings</li> <li>Attended Grazing Land Management Workshop organised by Rural Fire Service</li> </ul>
31/01/18	<ul style="list-style-type: none"> <li>Meeting in respect to Mayoral Prayer Dinner</li> <li>Media interview HiT news</li> <li>Various internal meetings</li> <li>Meeting with Fairbank Crescent residents at Dalrymple Villa</li> <li>Attendance at IQ-RAP Working Group Meeting by telephone</li> </ul>
01/02/18	<ul style="list-style-type: none"> <li>Participated in tour of Charters Towers Hospital facilities with Council's Chief Executive Officer and Medical Superintendent</li> <li>Participated in Senate Public Inquiry into the governance and operation of the Northern Australia Infrastructure Facility</li> <li>Internal meeting to discuss Economic Development</li> <li>Various internal meetings</li> </ul>
04/02/18	<ul style="list-style-type: none"> <li>Attended induction service of Pastor Daniel O'Connor - Charters Towers Baptist Church</li> <li>Attended launch of Big Country Brahman Sale</li> </ul>
05/02/18	<ul style="list-style-type: none"> <li>Presented with Council's Chief Executive Officer at trainee's induction</li> <li>Monthly meeting with Chamber of Commerce President and Vice President</li> <li>Attended meeting and Official Opening of Cootharinga Aged Care and Disability Services Office</li> <li>Attended meeting with secondary school principals</li> <li>Attended Big Country Bull Sale function</li> </ul>
06/02/18	<ul style="list-style-type: none"> <li>Attended Community ICE Forum with LNP Leader Deb Frecklington in Townsville</li> <li>Attended meeting to discuss history of the Tunnellers</li> </ul>
07/02/18	<ul style="list-style-type: none"> <li>Attended Palm Island Aboriginal Council Centenary Celebrations</li> <li>Attended Business Connections dinner with Surbana Jurong organised by Townsville Enterprise Limited</li> </ul>
08/02/18	<ul style="list-style-type: none"> <li>Attended luncheon in Townsville with Surbana Jurong organised by Townsville Enterprise Limited</li> <li>Met with Chief Executive Officer of MITEZ (Mount Isa to Townsville Economic Zone)</li> <li>Attended monthly meeting of Charters Towers Chamber of Commerce and Mines</li> </ul>
09/02/18	<ul style="list-style-type: none"> <li>Meeting with constituent in respect to wild dogs</li> <li>Various internal meetings</li> <li>Meeting with constituent in respect to youth engagement</li> <li>Meeting with constituent in respect to youth activities</li> </ul>
12/02/18	<ul style="list-style-type: none"> <li>Debrief meeting in respect to the 2018 Australia Awards program</li> <li>Meeting with RSL and Council staff in respect to the organising of 2018 ANZAC Day commemorations</li> <li>Attended flag laying on cenotaph with veteran Rob Eade and members of the Charters Towers RSL</li> <li>Chaired Local Government Working Group Meeting, Queen's Baton Relay</li> <li>Meeting with reporter from The Northern Miner</li> <li>Chaired NQLGA Executive Meeting</li> </ul>



Date	Details
13/02/18	<ul style="list-style-type: none"> <li>• Chaired Special Meeting of Council</li> <li>• Attended with Councillors and Senior Management Matters of Interest briefing session</li> <li>• Media interview with Radio 4GC</li> </ul>
14/02/18	<ul style="list-style-type: none"> <li>• Meeting with constituent</li> <li>• Participated in interviews for external community position</li> <li>• Various internal meetings</li> <li>• Attended Ngragoonda Board meeting with Council's Chief Executive Officer</li> </ul>
15/02/18	<ul style="list-style-type: none"> <li>• Meeting with Chief Executive Officer and Department of Defence</li> <li>• Meeting with constituent</li> <li>• Attended Community Advisory Network meeting</li> </ul>
16/02/18	<ul style="list-style-type: none"> <li>• Welcomed cruise ship visitors to Charters Towers and distributed pride pins with Mayor's welcome message</li> <li>• Various internal meetings</li> <li>• Various external stakeholder meetings</li> <li>• Attended meeting with 31<sup>st</sup> Battalion Association</li> </ul>
19/02/18	<ul style="list-style-type: none"> <li>• Attended meeting with Department of Environment and Heritage to discuss local heritage issues</li> </ul>
20/02/18	<ul style="list-style-type: none"> <li>• Attended Councillor Workshops</li> <li>• Participated in interviews for external community position</li> <li>• Various internal meetings</li> </ul>
21/02/18	<ul style="list-style-type: none"> <li>• Various internal meetings</li> <li>• Chaired Council's monthly General Meeting</li> </ul>

Cr MJ Power reported on:

	Saleyards inspection
	New Planning Scheme session
	Organisational review workshop
	Meeting with Dept of Environment & Heritage Protection re flying foxes
	Meeting with Jim Callcott re Basalt River crossing
	Meeting with ratepayer re reconfiguration
	Meeting with Anglican Church re Norwood land
	Meeting with ratepayer re Norwood land
	Meeting with rates staff re Norwood land
	Meeting with CEO regarding heritage matter
	Meeting with Planning & Sustainable Development staff re several matters
	Meeting with ratepayer re Councillor eligibility
	Meeting with Renewal Developments Australia regarding biofuel project
	Site inspection re Pentland biofuel project
	Meeting with Jim Callcott regarding Basalt River
	Meeting with ratepayer re machinery restoration site
	13-02-2018 Special Meeting of Council
	Meeting with ratepayer re reconfiguration
	Meeting with Dept of Department of Environment and Science (formerly Dept of Environment & Heritage Protection)
	Councillor & Executive Leadership Team briefing re monthly reports
	Presentation re commercial use of CTRC LAND
	Presentation regarding HM Clarke Saleyards
	Trainee function discussion
	Update on valuations
	Councillors "Report Card" discussions
	Discussions regarding National Trust and Council
	Presentation by Dalrymple Community Cultural Trust project
	New Planning Scheme session



Cr GJ Lohmann reported on:

19/1/2018	Induction of Uniting Church Minister – Rev'd Arthur Tutin
23/1/2018	Saleyard/export yard inspection and discussion
23/1/2018	Ethos Urban – town planning presentation
23/1/2018	ANZAC grants memorial discussions
23/1/2018	ELT/management review
23/1/2018	Flying Fox workshop
26/1/2018	Pentland Australia Day celebrations
27-28/1/2018	Goldfield Ashes spectating, visiting grounds
2/2/2018	Arts fraternity function
5/2/2018	Dalrymple Lions billy cart meeting
6/2/2018	Road Safety Advisory Committee meeting
7/2/2018	Campaspe Rest Area discussions
7/2/2018	RDA meeting
7/2/2018	Zara Clarke Museum Committee meeting
8/2/2018	Friends of the Theatre meeting
12/2/2018	Show Committee meeting
13/2/2018	CTRC Special Meeting
13/2/2018	Matters of interest briefing
19/2/2018	Dalrymple Lions Club billy cart meeting
20/2/2018	Councillor workshop
20/2/2018	Dalrymple Community Cultural Trust
20/2/2018	Ethos Urban planning workshop

Cr BGW Maff reported on:

23/01/18	Organisational Structure discussions
26-28/01/18	Jan. Ashes Cricket Carnival
04/02/18	Get Active Expo (NQ Sports Foundation)
13/02/18	Special Meeting CTRC
19/02/18	NQ sports foundations discussions re NQ Games
20/02/18	NQ sports foundation discussions re grants allocation
	Various discussions with residents on multiple matters

Deputy Mayor S Bennetto reported on:

Date	Activity
18.01.18	Travel to Greenvale with CEO to meet with town officer. Prospect Community Services Board Meetings
19.01.18	Interview panel with Mayor & CEO for Director PCS position
23.01.18	Saleyards tour with CEO, Councillors & Rural Services Coordinator Briefings and Organisational review presentation to council Presentation from officers from DEHP (now DES) re flying fox movements and management Meeting for 10 Days in the Towers
26.01.18	Australia Day ceremony at Dalrymple Equestrian Complex
2.02.18	Tourism Growth Working Group meeting with Townsville Enterprise
6.02.18	CTSHS – presentation of certificates and induction of senior leaders Meeting – Tastes of the Towers committee (10 Days in the Towers event planning)
8.02.18	RDA Australia - Pentland Biofuels site tour Monthly meeting of Chamber of Commerce
13.02.18	Special Meeting of Council Briefings and deputations
16.02.18	Central State School Leaders presentations
20.02.18	Meeting with CEO and manager of tourism Council briefings & workshops

Cr AP Barr reported on:

23/01/18	Councillors' tour of the Saleyards
23/01/18	Councillors' discussion on ANZAC Centenary
23/01/18	Ethos Urban town planning presentation to Council
23/01/18	Dept Environment & Heritage Protection re flying foxes
24/01/18	Water Infrastructure Upgrade Program meeting
06/02/18	CTRC Road Safety Advisory Committee meeting
07/02/18	Photoshoot re The World Theatre re-opening
07/02/18	Meeting with Renewable Developments Australia
08/02/18	Site inspection - Pentland - Renewable Developments Australia
13/02/18	Special Meeting of Council
13/02/18	Councillor and ELT briefings
20/02/18	Councillor workshop - presentation re Dalrymple Community Cultural Trust project and Ethos Urban Town Planning workshop
21/02/18	General Meeting of Council

Cr MJ Bailey reported on preparation for and attendance at the Goldfield Ashes Cricket event.  
Cr Bailey was on sick leave for the remainder of the month of January and February 2018.

## 8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

There was no business arising from the previous meeting's minutes.

## 9. CONFIDENTIAL REPORTS

### PLANNING & SUSTAINABLE DEVELOPMENT

#### 9.1 Sale of Land - Cunningham Estate

##### EXECUTIVE SUMMARY

This report seeks Council's consideration of an offer to purchase lot 10 on SP303374 and located at the Cunningham Industrial Estate.

##### OFFICER'S RECOMMENDATION

*That Council:*

- *Accept the offer from Jett Industrial Supplies for the purchase of Lot 10 on SP 303374 in the amount of \$80,000 (ex GST) on the condition that development of the site must commence within twelve (12) months of settlement; and*
- *Delegate authority to the Mayor & Chief Executive Officer to negotiate future sales of land in the Cunningham Industrial Estate.*

Resolution No.: 2511

Moved: Cr MJ Power  
Seconded: Cr S Bennetto

That Council:

- Accept the offer from Jett Industrial Supplies for the purchase of Lot 10 on SP 303374 in the amount of \$80,000 (ex GST) on the condition that development of the site must commence within twelve (12) months of settlement; and
- Delegate authority to the Mayor & Chief Executive Officer to negotiate future sales of land in the Cunningham Industrial Estate.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1158643.

## **9.2 Forward Directional Plan - Dalrymple Saleyards**

### **EXECUTIVE SUMMARY**

The implementation of a Forward Directional Plan regarding the Dalrymple Saleyard Facility and recommendations of Operational Review Q009/17.

### **OFFICER'S RECOMMENDATION**

*That Council:*

- Agree to maintain the status quo as a Council owned and operated facility using a contractor extensively to facilitate cattle movements, processing and feeding;*
- Agree to invite tenders for a Saleyard Livestock Contractor with a change in process being Council staff to receive and authorise all Saleyard bookings;*
- Agree to an internal investigation over the next twelve months and follow up report to Council of alternate management options for the facility to ensure the facility is operated at the most efficient and beneficial way for both Council and its customers;*
- Note the recommendations prioritised as "High" in the report table and that consideration will be given to budget requests for proposed works for the 2018/2019 financial year as part of standard budget procedure; and*
- Draft a Communications Strategy to be approved by the Chief Executive Officer to notify Saleyard Users of changes.*

Resolution No.: 2512

Moved: Cr GJ Lohmann  
Seconded: Cr AP Barr

That Council:

- A. Agree to maintain the status quo as a Council owned and operated facility using a contractor extensively to facilitate cattle movements, processing and feeding;
- B. Agree to invite tenders for a Saleyard Livestock Contractor with a change in process being Council staff to receive and authorise all Saleyard bookings;
- C. Agree to an internal investigation over the next twelve months and follow up report to Council of alternate management options for the facility to ensure the facility is operated at the most efficient and beneficial way for both Council and its customers;
- D. Note the recommendations prioritised as “High” in the report table and that consideration will be given to budget requests for proposed works for the 2018/2019 financial year as part of standard budget procedure; and
- E. Draft a Communications Strategy to be approved by the Chief Executive Officer to notify Saleyard Users of changes.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report – Document No. 1160506.

### **Corporate Services**

#### **9.3 Notice of Intention to Sell Land due to non-payment of rates L22/SP151647, Parish of Millchester, Charters Towers**

#### **EXECUTIVE SUMMARY**

Sale of L22/SP151647, Parish of Millchester, due to non-payment of rates.

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

*That Council:*

- *Resolve, pursuant to Section 140(2) of the Local Government Regulation 2012, to sell land, described as L22/SP151647, Parish of Millchester, for overdue rates and charges.*

Resolution No.: 2513

Moved: Cr S Bennetto  
Seconded: Cr GJ Lohmann

That Council:

Resolve, pursuant to Section 140(2) of the Local Government Regulation 2012, to sell land, described as L22/SP151647, Parish of Millchester, for overdue rates and charges.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1153327.

#### 9.4 Notice of Intention to Sell Land due to non-payment of rates – L156-157/RP895220, L169-L170/RP895231 and L171/RP895232, Parish of Greenvale

##### EXECUTIVE SUMMARY

Sale of L156-157/RP895220, L169-L170/RP895231 and L171/RP895232, Parish of Greenvale, due to non-payments of rates.

##### OFFICER'S RECOMMENDATION

*That Council:*

- *Resolve, pursuant to Section 140(2) of the Local Government Regulation 2012, to sell land, described as L156-157/RP895220, L169-L170/RP895231 and L171/RP895232, Parish of Greenvale, for overdue rates and charges.*

Resolution No.: 2514

Moved: Cr AP Barr  
Seconded: Cr S Bennetto

That Council resolve, pursuant to Section 140(2) of the Local Government Regulation 2012, to sell land, described as L156-157/RP895220, L169-L170/RP895231 and L171/RP895232, Parish of Greenvale, for overdue rates and charges.

**CARRIED**

##### REFERENCE DOCUMENT

- Officer's Report Document No. 1153386

#### 9.5 Proposal to settle outstanding rates accounts through Settlement Deed

##### EXECUTIVE SUMMARY

This report seeks Council's agreement to enter into a Settlement Deed with a ratepayer to reach agreement on outstanding rates and charges owing on various properties since 2013/2014.

##### OFFICER'S RECOMMENDATION

*That Council:*

- *Accept the terms proposed in the Settlement Deed as a compromise for payment of outstanding rates and charges, subject to the execution of the Settlement Deed by all parties; and*
- *Empowers the Chief Executive Officer to execute the Deed on Council's behalf.*

Resolution No.: 2515

Moved: Cr AP Barr  
Seconded: Cr GJ Lohmann

That Council:

- Accept the terms proposed in the Settlement Deed as a compromise for payment of outstanding rates and charges, subject to the execution of the Settlement Deed by all parties; and
- Delegates to the Chief Executive Officer the negotiation of the final terms of the settlement deed.

**CARRIED**

##### REFERENCE DOCUMENT

- Officer's Report Document No. 1164730

## 10. REPORTS FOR CONSIDERATION - UTILITIES & FACILITIES

### 10.1 Charters Towers Restorers Club Inc. – Request to Install Shipping Container

#### EXECUTIVE SUMMARY

The Charters Towers Restorers Club Inc. requests approval from Council to install a shipping container at the Charters Towers Showgrounds.

#### OFFICER'S RECOMMENDATION

*That Council:*

- a) *Decline the request from the Charters Towers Restorers Club Inc. to locate a shipping container at the Charters Towers Showgrounds; and further*
- b) *Agree to decline all further requests for shipping containers at the Showgrounds; and*
- c) *Agree to liaise with the existing owners of shipping containers located at the Showgrounds (Show Society and Charters Towers Country Music Club) with the view to improving the aesthetics around the existing containers, or assist with their removal.*

Resolution No.: 2516

Moved: Cr MJ Bailey

Seconded: Cr MJ Power

That Council:

- a) Decline the request from the Charters Towers Restorers Club Inc. to locate a shipping container at the Charters Towers Showgrounds; and further
- b) Agree to decline all further requests for shipping containers at the Showgrounds; and
- c) Agree to liaise with the existing owners of shipping containers located at the Showgrounds (Show Society and Charters Towers Country Music Club) with the view to improving the aesthetics around the existing containers, or assist with their removal.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1153934

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#### ATTENDANCE

Ms Morgan Oss, The Northern Miner joined the meeting at 6.09pm.

### 10.2 Availability of Potable Water to Fill the Kernow Development Lake

#### EXECUTIVE SUMMARY

Council has been requested to supply potable water for the filling of the proposed Kernow Development recreational lake. Modelling has been conducted to ensure this activity will not cause the service level for other customers to fall below the water customer service standard.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Endorse the proposed sale of potable water for the filling of the Kernow Development recreational lake; and*



- *Empowers the Chief Executive Officer to negotiate the terms and conditions of the water delivery protocols and execute & vary the protocols as necessary.*

Resolution No.: 2517

Moved: Cr GJ Lohmann  
Seconded: Cr AP Barr

That Council:

- Endorse the proposed sale of potable water for the filling of the Kernow Development recreational lake; and
- Empowers the Chief Executive Officer to negotiate the terms and conditions of the water delivery protocols and execute & vary the protocols as necessary.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1160769

### **10.3 Boar Busters Pig Weigh In Competition – Ravenswood Reserve**

#### **EXECUTIVE SUMMARY**

Ravenswood State School Parents and Citizens Association has requested use of the Ravenswood Reserve and waiving of hire fees associated with the use of the grounds for the 'Boar Buster Pig Weigh In Competition' to be held 21 – 25 June 2018.

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

*That Council:*

- *Agrees to the request from the Ravenswood State School P&C Association to waive the hire fee associated with use of the Ravenswood Reserve from Thursday, 21 June to Monday, 25 June 2018, associated with the Boar Buster Pig Weigh In Competition.*

Resolution No.: 2518

Moved: Cr GJ Lohmann  
Seconded: Cr AP Barr

That Council:

Agrees to the request from the Ravenswood State School P&C Association to waive the hire fee of \$15 per day per site associated with use of the Ravenswood Reserve from Thursday, 21 June to Monday, 25 June 2018, associated with the Boar Buster Pig Weigh In Competition.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1160356



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

### 11.1 Proposed development of new CT Fire & Rescue Station

#### EXECUTIVE SUMMARY

This report seeks Council's consideration to providing written support for the proposed development of a new Charters Towers Fire and Rescue Station at 3-5 Enterprise Road, Queenton and demolition of the existing local heritage building.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Provide written support for the proposed development of a new Charters Towers Fire and Rescue Station at 3-5 Enterprise Road (lot 1-2 on MPH21392) and demolition of the existing local heritage building on the site subject to a plaque providing a summary of the social history of the place with appropriate graphic being erected in a prominent position relative to any re-development.*

Resolution No.: 2519

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That Council:

Provide written support for the proposed development of a new Charters Towers Fire and Rescue Station at 3-5 Enterprise Road (lot 1-2 on MPH21392) and demolition of the existing local heritage building on the site, subject to a plaque providing a summary of the social history of the place with appropriate graphic being erected in a prominent position relative to any re-development.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1158294.

### 11.2 Local Law No. 8 (Waste Management) 2017

#### EXECUTIVE SUMMARY

To streamline the local law-making process and to provide for possible delays, it is proposed to delegate the Chief Executive Officer the power to undertake public interest testing in relation to possible anti-competitive provisions.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Resolves, pursuant to section 257 of the Local Government Act 2009 ("the Act"), to delegate to the Chief Executive Officer of Council its powers under section 38 of the Act and section 15 of the Local Government Regulation 2012 to decide: -*
  - (a) how the public interest test of the local law particularised in the schedule is to be conducted; and;*
  - (b) the matters with which the public interest test report in relation to the local law particularised in the schedule must deal; and*
  - (c) the consultation process for the public interest test and how the process is to be used in the public interest test.*

#### **SCHEDULE**

#### **Local Law No. 8 (Waste Management) 2017**

Resolution No.: 2520

Moved: Cr MJ Power

Seconded: Cr AP Barr

That Council:

Resolves, pursuant to section 257 of the Local Government Act 2009 ("the Act"), to delegate to the Chief Executive Officer of Council its powers under section 38 of the Act and section 15 of the Local Government Regulation 2012 to decide: -

- (a) how the public interest test of the local law particularised in the schedule is to be conducted; and;
- (b) the matters with which the public interest test report in relation to the local law particularised in the schedule must deal; and
- (c) the consultation process for the public interest test and how the process is to be used in the public interest test.

**SCHEDULE**

Local Law No. 8 (Waste Management) 2017

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1159121
- 

### **11.3 2018 Charters Towers Country Music Festival**

**EXECUTIVE SUMMARY**

Consider a request from Charters Towers Country Music Festival Committee to provide financial assistance for the upcoming 2018 Charters Towers Country Music Festival.

**OFFICER'S RECOMMENDATION**

*That Council:*

- *Agree to provide support to the value of \$2,800 via in-kind support for venue hire and electricity.*

Resolution No.: 2521

Moved: Cr S Bennetto

Seconded: Cr AP Barr

That Council:

Agree to provide support to the value of \$2,800 via in-kind support for venue hire and electricity.

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 1159022
-

## 11.4 New Regional Planning Scheme – preparation, adoption and implementation

### EXECUTIVE SUMMARY

This report provides an update on the status and way forward for adoption of the new regional planning scheme for the Charters Towers Regional Council area.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- *Note the content of the report and the progress of the project to date;*
- *Resolve to discontinue the preparation of the new planning scheme under the Sustainable Planning Act 2009; and*
- *Resolve to commence the preparation of the new planning scheme under the Planning Act 2016.*

Resolution No.: 2522

Moved: Cr GJ Lohmann  
Seconded: Cr MJ Power

#### That Council:

- Note the content of the report and the progress of the project to date;
- Resolve to discontinue the preparation of the new planning scheme under the Sustainable Planning Act 2009; and
- Resolve to commence the preparation of the new planning scheme under the Planning Act 2016.

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 1159787

## 11.5 Engagement of coordinators of the Charters Towers Outdoor Adventure Program 2018

### EXECUTIVE SUMMARY

A resolution is sought from Council to engage Adventurethon and Sporting Advantage as suppliers to jointly provide coordination and activity delivery of all components of the Charters Towers Outdoor Adventure Program to be undertaken during the first half of 2018.

### OFFICER'S RECOMMENDATION

#### *That Council:*

- *Confirm and endorse the appointment of Adventurethon and Sporting Advantage to jointly coordinate and deliver the Charters Towers Outdoor Adventure Program 2018 at a cost of \$34,500 (ex GST).*

Resolution No.: 2523

Moved: Cr BGW Maff  
Seconded: Cr S Bennetto

#### That Council:

Confirm and endorse the appointment of Adventurethon and Sporting Advantage to jointly coordinate and deliver the Charters Towers Outdoor Adventure Program 2018 at a cost of \$34,500 (ex GST).

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report –Document No. 1145176

### 11.6 Approval to host the 2018 Volunteers Conference in Charters Towers

#### EXECUTIVE SUMMARY

Burdekin Shire Council has requested swapping years for hosting the Townsville Regional Tourism Volunteers Conference due to operational changes in their services.

#### OFFICER'S RECOMMENDATION

*That Council:*

- A. Support the hosting of the Townsville North Queensland VIC Volunteers' Conference in Charters Towers in May 2018;*
- B. Increase the current budget allocation for the Volunteer's Conference from \$2500 to \$13,000; and*
- C. Provide in kind support by way of venue hire to the value of \$1000.*

Resolution No.: 2524

Moved: Cr MJ Bailey  
Seconded: Cr S Bennetto

That Council:

- A. Support the hosting of the Townsville North Queensland VIC Volunteers' Conference in Charters Towers in May 2018;
- B. Increase the current budget allocation for the Volunteer's Conference from \$2500 to \$13,000; and
- C. Provide in kind support by way of venue hire to the value of \$1000.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1160411

### 11.7 Landfill Fees and Charges – Waste Management Supplement

#### EXECUTIVE SUMMARY

On 4 May 2017, Council resolved to adopt a new landfill fee structure at the Stubley Street Landfill, effective from 1 July 2018. A summary of the fees adopted by Council, is outlined below:

Waste Type	Current Fee	Landfill Fee (effective from 1 July 2018)
Domestic – Car	\$5.00	\$5.00
Domestic – Ute OR Trailer	\$5.00	\$10.00
Domestic – Ute and Trailer	\$5.00	\$15.00
Domestic - Truck	\$5.00	\$58.00 /t
Commercial & Industrial	\$26.00 /t	\$58.00 /t
Construction & Demolition	\$26.00 /t	\$58.00 /t
Asbestos	\$40.00 /t	\$58.00 /t

All commercial businesses were notified of this change in correspondence dated 1 September 2017.

This report aims to further resolve two (2) issues regarding green waste and waste disposal fees for residents that reside outside of Council's defined waste collection areas.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Apply a 'Cap' of \$5.00 to Green Waste disposed at the Stubley Street Landfill, for Domestic self-hauled waste only; and*
- *Apply a Cap of \$5.00 for Domestic / Putrescible Waste generated outside defined waste collection areas, and delivered by self-haul to the Stubley Street Landfill; and*
- *The Caps outlined above take effect from 1 July 2018.*

Resolution No.: 2525

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

### That Council:

- Apply a 'Cap' of \$5.00 to Green Waste disposed at the Stubley Street Landfill, for Domestic self-hauled waste only; and
- Apply a Cap of \$5.00 for Domestic / Putrescible Waste generated outside defined waste collection areas, and delivered by self-haul to the Stubley Street Landfill; and
- The Caps outlined above take effect from 1 July 2018.

**CARRIED**

## REFERENCE DOCUMENT

- Officers Report Document No. 1158196.

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

### **12.1 Request for refund/donation of sign hire monies**

## **EXECUTIVE SUMMARY**

The Charters Towers Flying Fox Action Group (CTFFAG) request Council consider refund/donation of \$360 in consideration of incomplete road closure signage supplied for their protest march held on 16 December 2017.

## **OFFICER'S RECOMMENDATION**

### *That Council:*

- *Endorse a refund amount of \$180 to Charters Towers Flying Fox Action Group (CTFFAG) due to incomplete supply of hire signage.*

## **OFFICER'S AMENDED RECOMMENDATION**

- *Endorse a refund amount of \$360 to Charters Towers Flying Fox Action Group (CTFFAG) due to incomplete supply of hire signage.*

Resolution No.: 2526

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

### That Council:

Endorse a refund of \$360 to Charters Towers Flying Fox Action Group (CTFFAG) due to incomplete supply of hire signage.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1160354
- 

### 12.2 Closure of unnamed road

#### **EXECUTIVE SUMMARY**

Closure of unnamed road from Corner of Lister and Cook Streets to Puma Roadhouse (71-93 Thompson Street).

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

*That Council:*

- *Resolve to close to traffic the unnamed road from the corner of Lister and Cook Streets to 71-93 Thompson Street, under section 69 of the Local Government Act 2009.*

Resolution No.: 2527

Moved: Cr MJ Power

Seconded: Cr GJ Lohmann

That Council:

Resolve to close to traffic the unnamed road from the corner of Lister and Cook Streets to 71-93 Thompson Street, under section 69 of the Local Government Act 2009.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1160359
- 

### 12.3 Renaming Infrastructure and Commercial Services directorate to Infrastructure Services

#### **EXECUTIVE SUMMARY**

During the organisational review process, it has been identified that the directorate of Infrastructure and Commercial Services be renamed Infrastructure Services as this better defines the delivery of the directorate.

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

*That Council:*

- *Endorse the renaming the Infrastructure and Commercial Services directorate to Infrastructure Services Directorate.*

Resolution No.: 2528

Moved: Cr S Bennetto

Seconded: Cr GJ Lohmann

That Council:

Endorse the renaming the Infrastructure and Commercial Services directorate to Infrastructure Services Directorate.

**CARRIED**



## REFERENCE DOCUMENT

- Officer's Report Document No. 1160291

## 13. REPORTS FOR CONSIDERATION - CORPORATE SERVICES

### 13.1 Monthly Financial Reporting

#### EXECUTIVE SUMMARY

A complete summary of Council's position as at 31 January 2018, comparing actuals to 'original budgets', is presented across the following three consolidated reports.

#### Income Statement

Seven months, **59%**, of the 2017/18 financial year have elapsed; operation expenditure is at 63% of the original budget, whilst revenue is sitting at 77% of original budget. Commitments have been noted for 'special projects' and operations.

Cashflow Statement - committed capital expenditure is also noted.

#### OFFICER'S RECOMMENDATION

##### *That Council:*

- *Receive the following reports, presenting the overall financial position of Council as at 31 January 2018.*
  - *Consolidated Income Statement*
  - *Consolidated Balance Sheet*
  - *Consolidated Cashflow Statement.*

Resolution No.: 2529

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

##### That Council:

Receive the following reports, presenting the overall financial position of Council as at 31 January 2018.

- Consolidated Income Statement
- Consolidated Balance Sheet
- Consolidated Cashflow Statement.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1155147

### 13.2 T007/17 Preferred Supplier Arrangement - Slashing & Herbicide - extension of tender period

#### EXECUTIVE SUMMARY

Council considered T007/17 - Preferred Supplier Arrangements for Slashing and Herbicide Services at the June 2017 General Meeting, accepting successful tenderers for a period of twelve months. Approval of a twelve month extension to this arrangement is sought from Council in accordance with the original tender specification documents which identified the 2 years as the applicable tender period.



## OFFICER'S RECOMMENDATION

### *That Council:*

- *Approve a twelve month extension for preferred supplier arrangements for T007/17 commencing from 1 July 2018 until 30 June 2019; and*
- *Request PMA Corporation Pty Ltd and Centrogen revise their prices regarding the RMPC content prior to 30 June 2018.*

## OFFICER'S AMENDED RECOMMENDATION

### *That Council:*

- *Approve a twelve month extension for preferred supplier arrangements for T007/17 commencing from 1 July 2018 until 30 June 2019; and*
- *Request PMA Corporation Pty Ltd and Centrogen revise their prices regarding the RMPC content prior to 30 April 2018.*

Resolution No.: 2530

Moved: Cr GJ Lohmann  
Seconded: Cr MJ Bailey

### *That Council:*

- Approve a twelve month extension for preferred supplier arrangements for T007/17 commencing from 1 July 2018 until 30 June 2019; and
- Request PMA Corporation Pty Ltd and Centrogen revise their prices regarding the RMPC content prior to 30 April 2018.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1160565

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

### 14.1 Amendment to the commencement time for General Meetings of Council and change of date for the October 2018 General Meeting

## EXECUTIVE SUMMARY

Council's consideration of changing the commencement time for General Meetings, commencing from the May 2018 General Meeting, is requested.

## OFFICER'S RECOMMENDATION:

### *That Council:*

- *Commencing from the 16 May 2018 meeting, vary the start time of its General Meetings from 5.30pm on the third Wednesday monthly to 9.00am on the third Wednesday monthly;*
- *Endorse the dates on which its 2018 General Meetings will be held in accordance with the dates submitted, noting the change of date for the October General Meeting from 10 October to 17 October; and*
- *Publish the revised General Meeting times and dates in accordance with S277 of the Local Government Regulation 2012, and as annexed to these Minutes at Annexure "A".*

Resolution No.: 2531

Moved: Cr MJ Bailey

Seconded: Cr AP Barr

That Council:

- Commencing from the 16 May 2018 meeting, vary the start time of its General Meetings from 5.30pm on the third Wednesday monthly to 9.00am on the third Wednesday monthly;
- Endorse the dates on which its 2018 General Meetings will be held in accordance with the dates submitted, noting the change of date for the October General Meeting from 10 October to 17 October; and
- Publish the revised General Meeting times and dates in accordance with S277 of the Local Government Regulation 2012. the Officer's recommendation be adopted.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1160276
- 

### **14.2 Charters Towers Regional Council Act of Adoption of Arms**

#### **EXECUTIVE SUMMARY**

Council to pass the relevant resolution and affix its seal to the Act of Adoption of Arms

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

*That Council:*

- *Resolve to affix the Common Seal to a Deed Poll Act of Adoption of Arms, as per the confirmed minutes 19/07/2017 - Resolution No. 2304.*
- *The Deed Poll should then, as a matter of Public Record, be lodged for registration as a deed under the Property Law Act 1974.*

Resolution No.: 2532

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That Council:

- Resolve to affix the Common Seal to a Deed Poll Act of Adoption of Arms, as per the confirmed minutes 19/07/2017 - Resolution No. 2304.
- The Deed Poll should then, as a matter of Public Record, be lodged for registration as a deed under the Property Law Act 1974.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1154523
-

### 14.3 Extension of Appointment of External Member of the CTRC Audit Committee

#### EXECUTIVE SUMMARY

Council engaged Mr Rodger Dunstan as Chair and External Member of its Audit Committee in April 2015 for two years with an option to extend for a further year. This option was exercised in October 2017 for a further six months to conclude in April 2018. A further extension to October 2018 is requested.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Extend the contract with Mr Roger Dunstan, of Jessup's Accountants and Business Advisors, as External Member and Chair of the CTRC Audit Committee until October 2018;*
- *Prior to the expiry of this arrangement, call for expressions of interest in the position of Audit Committee Chair.*

Resolution No.: 2533

Moved: Cr AP Barr  
Seconded: Cr MJ Power

That Council:

- Extend the contract with Mr Roger Dunstan, of Jessup's Accountants and Business Advisors, as External Member and Chair of the CTRC Audit Committee until October 2018;
- Prior to the expiry of this arrangement, call for expressions of interest in the position of Audit Committee Chair.

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1160272

### 14.4 Spirit of Service Grant Funding Program 2018 – Remembrance Day Commemorations 2018

#### EXECUTIVE SUMMARY

The Anzac Centenary Coordination Unit within the Department of the Premier and Cabinet is developing a program of activities to complement traditional Remembrance Day services and provide Queenslanders with an opportunity to commemorate this significant anniversary and encouraging Council's to apply for funding for such activities.

#### OFFICER'S RECOMMENDATION

*That Council:*

- *Apply for funding for the projects listed in the Officer's Report under the Spirit of Service Grant Funding Program, and*
- *Consider funding for such projects within its 2018/2019 budget deliberations.*

Resolution No.: 2534

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That Council:

- Apply for funding for the projects listed in the Officer's Report under the Spirit of Service Grant Funding Program, and
- Consider funding for such projects within its 2018/2019 budget deliberations.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1145922

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### **14.5 Lasting Legacies Grant Application – ANZAC Memorial Projects**

#### **EXECUTIVE SUMMARY**

Council has opportunity to apply for ANZAC Memorial Projects under the Lasting Legacies ANZAC Centenary Grant Program closing 25<sup>th</sup> February 2018.

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

*That Council:*

- *Proceed to the submission of a Grant Application under the ANZAC Centenary Grants Lasting Legacies Grant Program for the projects listed in the Officer's Report,*
- *Contribute 25% of the cost of each project as part of Council's 2018/2019 budget deliberations, and*
- *If successful officially dedicate such projects on Remembrance Day 2018.*

Resolution No.: 2535

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That Council:

- Proceed to the submission of a Grant Application under the ANZAC Centenary Grants Lasting Legacies Grant Program for the projects listed in the Officer's Report,
- Contribute 25% of the cost of each project as part of Council's 2018/2019 budget deliberations, and
- If successful, officially dedicate such projects on Remembrance Day 2018.

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 1160386

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### **14.6 Establishment of a Flying Fox Advisory Committee**

## EXECUTIVE SUMMARY

To establish a Flying Fox Advisory Committee (FFAC) which will provide advice, advocacy, reporting, community feedback and recommendations to Council on the management of Flying Foxes in the Charters Towers Region.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Agree to the establishment of the Flying Fox Advisory Committee, with membership as per the Terms of Reference document, attached;*
- *Endorse the Flying Fox Terms of Reference document; and*
- *Appoint Mayor Liz Schmidt as the Chair the Flying Fox Advisory Committee Meetings.*

Resolution No.: 2536

Moved: Cr MJ Bailey  
Seconded: Cr S Bennetto

### *That Council:*

- Agree to the establishment of the Flying Fox Advisory Committee, with membership as per the Terms of Reference document, attached;
- Endorse the Flying Fox Terms of Reference document as annexed to these Minutes at Annexure "B; and
- Appoint Mayor Liz Schmidt as the Chair the Flying Fox Advisory Committee Meetings.

**CARRIED**

## REFERENCE DOCUMENT

- Officer's Report Document No. 1160683.

## 14.7 Tenders for the lease of Wherry House – T002/18

## EXECUTIVE SUMMARY

Tenders were called for the Lease of Wherry House. One tender was received from Renewable Developments Australia Pty Ltd.

## OFFICER'S RECOMMENDATION

### *That Council:*

- *Enter into an arrangement to lease Wherry House to Renewable Developments Australia Pty Ltd, subject to a mutually agreed lease, in accordance with the terms and conditions as set out below*
- *Empower the CEO to negotiate and vary the terms and conditions of the Lease as required.*

Resolution No.: 2537

Moved: Cr GJ Lohmann  
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

**CARRIED**

## **ACTION:**

Planning and Community Services Directorate to ensure that Towers Arts Group are advised regarding the rental arrangements.

## REFERENCE DOCUMENT

- o Officers Report – ECM document No. 1160568

### **15. MAYORAL MINUTE**

No Mayoral Minutes were tabled.

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### **16. QUESTIONS WITHOUT NOTICE**

There were no questions without notice.

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### **17. CLOSE OF MEETING**

Mayor Schmidt acknowledged Mr Rod Ferguson for his role as Interim Director Planning and Sustainable Development.

There being no further business, the General Meeting closed at **6.37pm**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 21 MARCH 2018.



Mayor

21 MARCH 2018

## Item 14.1 – Change of time for 2018 General Meetings of Council

## Councillor Briefings, Workshops and General Meetings Schedule May to December 2018



Matters of Interest Reports distributed to Councillors (Friday prior to Briefings)	Councillors' & Executive Leadership Team Matters of Interest Briefings 9.00am 2 <sup>nd</sup> Tuesday Monthly	Close of Agenda (12noon): Wednesday prior to GM (Reports to be submitted by 3pm)	Agenda distributed To Councillors (Friday prior to GM)	Councillor Workshops 9.00am 3 <sup>rd</sup> Tuesday monthly	General Meeting 9.00am 3 <sup>rd</sup> Wednesday monthly
4 May 2018	8 May 2018	9 May 2018	11 May 2018	15 May 2018	16 May 2018
8 June 2018	12 June 2018	13 June 2018	15 June 2018	19 June 2018	20 June 2018
2018/19 Statutory Budget Meeting 9.00am Tuesday 26 June 2018					
6 July 2018	10 July 2018	11 July 2018	13 July 2018	17 July 2018	18 July 2018
10 August 2018	14 August 2018	8 August 2018	10 August 2018	21 August 2018	15 August 2018
7 September 2018	11 September 2018	12 September 2018	14 September 2018	18 September 2018	19 September 2018
5 October 2018	9 October 2018	10 October 2018	12 October 2018	16 October 2018	17 October 2018
9 November 2018	13 November 2018	14 November 2018	16 November 2018	20 November 2018	21 November 2018
7 December 2018	11 December 2018	5 December 2018	7 December 2018	18 December 2018	12 December 2018

*Amended at the General Meeting held 21-02-2018, with amendment to take effect from 16 May 2018*

For more information contact Helen Dixon: Ph 07 4761 5352 | E: [hdixon@chartertowers.qld.gov.au](mailto:hdixon@chartertowers.qld.gov.au)





## TERMS OF REFERENCE

**NUMBER:** D0122/OFFICE OF THE CEO

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

**TITLE:** FLYING FOX ADVISORY COMMITTEE – TERMS OF REFERENCE

### 1. PURPOSE AND SCOPE:

Council wishes to engage the community and vested stakeholders in assisting with the management of Flying Foxes in the Charters Towers Region. The Flying Fox Advisory Committee will provide a vital communication linkage to and from Council to sector interest groups, state agencies and the community in general.

The Flying Fox Advisory Committee (FFAC), will provide advice, advocacy, reporting, community feedback and recommendations to Council and Council officers in relation to matters of education and awareness strategies.

Through the FFAC, Council is better informed of the community's aspirations and expectations, regarding raising awareness and education about flying foxes. In addition, the FFAC provides a mechanism for Council to engage with the broader community during future policy formulation and future direction setting on its strategic approach to the management of these animals and their habitat in the Charters Towers Regional Council area.

The FFAC reports to the Planning and Community Services Directorate and provides information for the consideration of the Executive Leadership Team (ELT), and responds to requests by the ELT, through the Planning and Community Services Directorate.

The FFAC members are governed by the Charters Towers Regional Council Code of Conduct, Statutory Policy No S0047.

### 2. COMMENCEMENT OF DIRECTIVE:

This Directive will commence from 22/02/2018.

It replaces all other policies or directives relating to Flying Fox Advisory Committee (whether written or not).

### 3. APPLICATION OF DIRECTIVE:

These Terms of Reference apply to Charters Towers Regional Council elected members, staff and external representatives to the Flying Fox Advisory Committee.

### 4. DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Department of Environment and Science (DES)	The department's key responsibilities include: environmental protection—avoiding, minimising or mitigating impacts to the environment, species and ecosystem protection—protecting the integrity of Queensland's ecosystems, heritage protection—protecting Queensland's heritage places.
Commonwealth Scientific & Industrial Research Organisation (CSIRO)	The CSIRO undertakes the following functions for the benefit of Australia: To carry out scientific research for any of the following purposes: Assisting Australian industry; Furthering the interests of the Australian

## TERMS OF REFERENCE

	community; Contributing to the achievement of Australian national objectives or the performance of the national and international responsibilities of the Commonwealth; and any other purpose determined by the Minister; To encourage or facilitate the application or utilisation of the results of such research.
Flying Fox Advisory Committee (FFAC)	The FFAC membership will comprise of specialist practitioners and advisors as deemed necessary by Charters Towers Regional Council, comprising two (2) community representatives, two (2) elected members of CTRC, a representative of the State Member for Traeger, a representative from the DES, a representative from CSIRO and two (2) Council officers as determined by the Chief Executive Officer.

### 5. DIRECTION:

The FFAC will assist Council to provide a vital communication linkage to and from Council to sector interest groups, State Agencies and the community in general. Through the FFAC, Council will be better informed of the community's aspirations and expectations to raising awareness and education about Flying Foxes. In addition, the FFAC will provide a mechanism for Council to engage with the broader community during future policy formulation and future direction setting on its strategic approach to the management of these animals and their habitat in the Charters Towers Regional Council area.

#### 5.1 RESPONSIBILITIES:

The primary responsibility of the FFAC is to work in partnership with Charters Towers Regional Council and the participating stakeholders, to increase the understanding of issues relating to the management of Flying Foxes particularly in an urban setting.

The FFAC will use its expertise, influence and local knowledge to provide feedback to Council on its adopted management approach. The FFAC will be responsible for:

- Initiating and interpreting research material for the purposes of developing community education and awareness strategies and programs.
- Undertaking projects, programs and activities that raise the awareness and education of the communities understanding of the Flying Foxes behaviour and their importance to biodiversity.
- Providing quarterly reports to Council on the effectiveness of its adopted management approach.
- Providing recommendations to Council on other matters pertaining to the management of Flying Foxes in the Charters Towers Regional Council area.

#### 5.2 ADMINISTRATION:

##### I. MEMBERSHIP:

Membership of the FFAC is voluntary in capacity and no reward or remuneration is permissible.

## TERMS OF REFERENCE

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Total membership will comprise as follows:

- 2 Community representatives, (not representing an animal welfare group)
- 2 endorsed Elected members of the Charters Towers Regional Council
- 1 representative of the State Member for Traeger
- 1 representative from DES
- 1 representative from CSIRO
- 2 Council officers as determined by the Chief Executive Officer.

Calls for community and representation (or replacement of members) of the FFAC, will be by public advertisement. Council shall appoint FFAC members based on their skills, expertise, knowledge and abilities. It is important that the membership as a whole has sufficient breadth of experience and skills to represent the needs and aspirations of the broader community. FFAC membership will be for the balance of the term of the current Council, unless changed by Council resolution during this period.

Council retains the right to appoint additional members should the need arise during the term of Council, or private persons to participate for short periods of time either as members or advisors.

FFAC members are required to act impartially and represent the interests of the broader community or their agency above their personal interests. Whilst members have a role in providing specific sector or interest group opinions the FFAC, must on balance strive to meet the needs and aspirations of the whole community.

Council will appoint the FFAC Chair. The Chair will be empowered by Council to ensure the good order and conduct of the Advisory Committee meetings.

Councillors are welcome to attend Advisory Committee meetings in an observer capacity so that Councillors can fulfil their obligations and responsibilities under the *Local Government Act 2009*. Only Councillors endorsed by full Council by resolution are entitled to propose recommendations for FFAC consideration.

The Manager Environmental Services or delegate will be present at all meetings and will approve the attendance of deputations or external agency/organisation or individual presentations to the FFAC.

### II. MEETINGS:

A quorum will consist of 4 plus 1, of the members endorsed via Council resolution. Should the Chair be absent, a Council Officer will be selected by the Manager Environmental Services or delegate to preside for that meeting.

The Manager Environmental Services or delegate will have the function and responsibility of the preparation of meeting agendas and minutes. Council is committed to sustainability and as such, this FFAC will operate in an environmentally sustainable manner. The dates, times, agenda and meeting minutes will be displayed on Council's webpage and information will be provided to members electronically.

Members are required to demonstrate due diligence by their preparation for, attendance at and participation in FFAC meetings.

Meetings shall be held monthly to commence with, however will revert to bi-monthly or quarterly, as deemed by the FFAC at the appropriate time. Special meetings of the FFAC may be convened at the request of the Chair.

The FFAC meetings will be regularly convened at a venue as agreed by the membership.

## TERMS OF REFERENCE

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### 6. AUTHORITY:

As the FFAC role and responsibility, is limited to advice, advocacy, reporting and community feedback there are no formal voting rights and members must respect and abide by any subsequent decision of Council arising out of the FFAC endorsed minutes.

The FFAC or its members have no authority over staff and should not get involved in day to day operational issues of Council and may not direct staff in any matter or action.

All members of the FFAC have access to the Chair so that emergent matters can be tabled for consideration at FFAC Committee meetings, in general business.

### 7. COUNCIL REPORTING:

The Manager Environment Services or delegate will ensure that (endorsed) minutes of the FFAC meetings are tabled for Council consideration following each meeting and to the next available and appropriate committee of Council. The FFAC Chair may be invited to address the Council meeting should the need arise.

### 8. CONFIDENTIALITY:

All matters discussed at FFAC meetings together with all material provided to members of the FFAC is for the purposes of informed discussion and debate at the meeting. It is therefore not for public release unless so directed by the Chair for the purposes of sector/community engagement.

All matters discussed by the FFAC will be in accordance with the requirements of the Information Privacy Act and Right to Information Act. The views of other FFAC members will be treated with respect but will not be discussed with external parties.

All communication with the media will be undertaken by Council, unless otherwise approved by the CEO or delegate. FFAC members must refrain from making any public comment or issuing any information, in any form, concerning the FFAC or the matters of interest to the FFAC, without the authority of Council.

### 9. PERFORMANCE INDICATORS:

- At least 4 meetings each year
- Regular attendance by a minimum of one half plus one of the endorsed FFAC members.
- Monthly contact and communication with individual FFAC members.
- FFAC member's positive satisfaction ratings with each meeting; and that the issues raised and outcomes being achieved and delivered are being valued by Council and meaningful and relevant to the endorsed Flying Fox Management Approach.
- Quarterly reports to Council on the effectiveness of the Flying Fox Management Approach have been achieved.
- Annual list of Council outcomes that have been based on the guidance, direction and recommendations of the FFAC.
- Changes and/or additions to Council policies and procedures that have been a direct result of FFAC input and recommendations.

### 10. POLICY REVIEW:

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

### 11. ACKNOWLEDGMENT

This policy has been developed with the kind assistance of the Cairns Regional Council.

## TERMS OF REFERENCE

### Variations

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

### Associated Documents

Local Government Act 2009  
Right to Information Act 2009  
Information Privacy Act 2009

Charters Towers Regional Council Code of Conduct policy – S0047  
Environmental Policy – S0009  
Terms of Reference Document – ECM No. 1160103  
Report Document – ECM No.

*Official Use Only:*

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: \_\_\_\_\_ Original issue: [date of original issue]  
Title: \_\_\_\_\_  
Policy Maintained by: \_\_\_\_\_ Current version: [No. ]  
Title: \_\_\_\_\_  
Review date: \_\_\_\_\_

CEO Signature:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### DIRECTIVE TO P&C:

Key Stakeholders identified and engaged within this development process	(Names/Sections here):
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**Distribution & Dissemination** of approved:

Policy / Administrative Directive / Procedural Guidelines / Other:

Process	Stakeholders identified	Date completed
Email		
Notices		
Noticeboards		
P&C Newsletter		
Corporate Newsletter		
Payslips		
Section/Toolbox meetings		
Other:		
Other:		

Signed (for and on behalf of P&C):

Date:

Recorded/evidence in Document Management System (ECM):