



CHARTERS TOWERS
REGIONAL COUNCIL

MINUTES
of the
GENERAL MEETING
of
CHARTERS TOWERS REGIONAL COUNCIL
held
Wednesday 18 September 2019
Commencing at 9.00am



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1. OPENING OF MEETING

The Meeting was opened at **9:00am** by Mayor ER Schmidt.

2. ATTENDANCE/APOLOGIES

Councillors:

Cr ER Schmidt (Mayor)
Cr S Bennetto (Deputy Mayor)
Cr MJ Bailey
Cr GJ Lohmann
Cr MJ Power
Cr BP Robertson
CR AP Barr

Officers:

Mr C Scott – Director Infrastructure Services & Acting Chief Executive Officer
Mrs M Taylor – Director Corporate & Community Services
Mrs A Russell – Executive Assistant to the Chief Executive Officer
Mr O Gough – Communications Coordinator
Ms C Conaghan – Manager Governance & Communications
Mr M Kelly – Manager Regional Development

Pastor Daniel O'Connor attended on behalf of the Minister's Fraternal

Apologies:

Mr A Johansson – Chief Executive Officer

Members of the Gallery:

Mrs Mary Morris
Mr Malcolm Morris
Ms Joann Chivers
Mrs Leonie Butler
Mr Dale Butler

3. PRAYER

Pastor Daniel O'Connor delivered an opening prayer and departed the meeting at **9:02am**

4. CONDOLENCES

Condolences were offered for the following residents who have passed away:

Anthony Germano
Peter Costello
William Budd
Heather Alford
Doris Anock
William Shephard
Jeremy Ormonde
Nova Johansson

5. DECLARATIONS OF INTEREST

Mayor Liz Schmidt called for declarations of interest in matters listed on the Meeting Agenda.

Item 11.4 BWAP19/88 – Development Application seeking a Preliminary Approval for Building Works Assessable against the Planning Scheme for the Removal of a Category 2: Local Character Place at 6 Plummer Street, Richmond Hill QLD 4820

"I, Cr GJ Lohmann declare that I have a conflict of interest in the matter (as defined in section 175D of the Local Government Act 2009) as follows:

- In my previous role within the QPS, I dealt with the applicant in an official capacity through the issuing of permits and provision of wide load escort services for the relocation of houses over a number of years;*
- I believe that the applicant was a sub-contractor for the builder who undertook renovations on my residence in 2016/2017;*
- During that time, the applicant purchased an old water-cooled air-conditioner from me that was removed from the roof of the residence for either \$50 or \$100.*
- I have no personal or other relationship with the applicant.*

I have determined that this interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest, I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

It was agreed that Cr GJ Lohmann does not have either a real conflict of interest or perceived conflict of interest in the matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.

6. DEPUTATIONS

No deputations were scheduled.

7. CONFIRMATION OF MINUTES

❖ Minutes of General Meeting held 21 August 2019

Resolution No.: 3082

Moved: Cr BP Robertson

Seconded: Cr S Bennetto

That the Minutes of the General Meeting held 21 August 2019 be confirmed.

CARRIED

8.	MAYOR'S AND COUNCILLORS' REPORTS
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Mayor Schmidt reported on:

Date	Details
21/08/2019	<ul style="list-style-type: none"> RTI & Privacy training Site inspection of Water Treatment Plant
22/08/2019	<ul style="list-style-type: none"> Meeting with Carpentaria Gold, Ravenswood Chairing of the Ravenswood Community Meeting
23/08/2019	<ul style="list-style-type: none"> Chairing of Indigenous Reference Group Meeting Meeting with Department of Queensland Health
24/08/2019	<ul style="list-style-type: none"> Welcome riders to Charters Towers for the Repco Reliability Retrial Welcome Babies Ceremony at Prospect Community Day Markets
26/08/2019	<ul style="list-style-type: none"> Meeting with Preston Law re: Northern Alliance of Councils
27/08/2019	<ul style="list-style-type: none"> Attendance at The Future of the North West Minerals Province Breakfast Chairing of the Flying Fox Advisory Committee Meeting Attendance at the Charters Towers Dialysis Support and Lobby Group Meeting
28/08/2019	<ul style="list-style-type: none"> Chairing of the Greenvale Community Meeting
29/08/2019	<ul style="list-style-type: none"> Attendance at the North Queensland Regional Planning Committee Meeting
29/08/2019	<ul style="list-style-type: none"> Attendance at the Roads & Transport Advisory Group Meeting
2/09/2019	<ul style="list-style-type: none"> Chairing of the Hervey Range Community Meeting
3/09/2019	<ul style="list-style-type: none"> Attendance at the Official Opening and Traditional Welcome Ceremony for parliament in Townsville
3/09/2019	<ul style="list-style-type: none"> Meeting with Minister Lynham, Minister for Natural Resources, Mines & Energy Re: Big Rocks
4/09/2019	<ul style="list-style-type: none"> Dinner meeting with guest speaker for Whole of Staff Gathering
5/09/2019	<ul style="list-style-type: none"> Attendance at Whole of Staff Gathering Meeting Meeting with Minister Crawford, Minister for Fire and Emergency Services Attendance at State Reception Commemorating the Sitting of Queensland Parliament in North Queensland
6/09/2019	<ul style="list-style-type: none"> Meeting to review NQ Sport Award Nominations
10/09/2019	<ul style="list-style-type: none"> Chairing of Local Disaster Management Group Meeting
11/09/2019	<ul style="list-style-type: none"> Guest Speaker at PCYC Blue Edge event
12/09/2019	<ul style="list-style-type: none"> Monthly Meeting with Chamber of Commerce
13/09/2019	<ul style="list-style-type: none"> Meeting with CQGroup representatives

Deputy Mayor S Bennetto reported on:

Date	Details
21/08/2019	<ul style="list-style-type: none"> RTI & Privacy training Site inspection of Water Treatment Plant
22/08/2019	<ul style="list-style-type: none"> Councillor & ELT Ravenswood Township Meeting Meeting with Carpentaria Gold – Mine Update
25/08/2019	<ul style="list-style-type: none"> Prospect Community Day
28/07/19	<ul style="list-style-type: none"> Councillors & ELT Greenvale Township Meeting
29/07/18	<ul style="list-style-type: none"> Weir Recreation and Ski Park Project Reference Group Meeting
2/09/19	<ul style="list-style-type: none"> Councillors & ELT Hervey Range Township Meeting
4/9/19	<ul style="list-style-type: none"> Activate! Queensland Agency Briefing
5/9/19	<ul style="list-style-type: none"> Whole of Staff Gathering and Presentations
6/09/19	<ul style="list-style-type: none"> Meeting with CEO - community recreational spaces Meeting - NQ Sportstar Awards nominations
9/09/19	<ul style="list-style-type: none"> Councillor & ELT Homestead and Pentland Township Meetings NQSF Sporting Landscape Workshop
12/09/19	<ul style="list-style-type: none"> NQ Sportstar Working Group Meeting Chamber of Commerce and Mines - General Meeting

17/09/19	<ul style="list-style-type: none"> Communities In Transition Workshop – Dynamic Business Ventures & Tourism Communities In Transition Workshop – Making Water Work
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Cr MJ Power reported on:

Date	Details
21/08/2019	<ul style="list-style-type: none"> RTI & Privacy training Site inspection of Water Treatment Plant Discuss with Isaac Regional Council regarding zoning
22/08/2019	<ul style="list-style-type: none"> Ravenswood Community Meeting Meeting with Carpentaria Gold, Ravenswood
28/08/2019	<ul style="list-style-type: none"> Greenvale Community Meeting
29/08/2019	<ul style="list-style-type: none"> Meeting with resident regarding boundaries
30/09/2019	<ul style="list-style-type: none"> Meeting with tourist regarding history Meeting with resident regarding road status
3/09/2019	<ul style="list-style-type: none"> Monthly Councillor Meeting with CEO
4/09/2019	<ul style="list-style-type: none"> Whole of Staff Gathering rehearsal
5/09/2019	<ul style="list-style-type: none"> Whole of Staff Gathering Meeting
9/09/2019	<ul style="list-style-type: none"> Homestead & Pentland Community Meeting

Cr GJ Lohmann reported on:

Date	Details
21/08/2019	<ul style="list-style-type: none"> RTI & Privacy training Site inspection of Water Treatment Plant
22/08/2019	<ul style="list-style-type: none"> Consumer Advisory Council meeting – Townsville Carpentaria Gold meeting and update Ravenswood township visit
23/08/2019	<ul style="list-style-type: none"> Indigenous Reference Group meeting
24/08/2019	<ul style="list-style-type: none"> Seniors week luncheon
25/08/2019	<ul style="list-style-type: none"> Repco Reliability Retrial
25/08/2019	<ul style="list-style-type: none"> Community Day at Centenary Park
26/08/2019	<ul style="list-style-type: none"> Eisteddfod MC – morning session
27/08/2019	<ul style="list-style-type: none"> Charters Towers Dialysis Support and Lobby Group meeting
28/08/2019	<ul style="list-style-type: none"> Greenvale township visit
29/08/2019	<ul style="list-style-type: none"> White Mountains National Park site investigation
29/08/2019	<ul style="list-style-type: none"> Weir Recreation & Ski Park Project Reference Group meeting
2/09/2019	<ul style="list-style-type: none"> Hervey's Range community visit
2/09/2019	<ul style="list-style-type: none"> Charters Towers & Dalrymple Fish Stocking Group email
4/09/2019	<ul style="list-style-type: none"> Whole of Staff Gathering rehearsal
5/09/2019	<ul style="list-style-type: none"> Whole of Staff Gathering
6/09/2019	<ul style="list-style-type: none"> NQ Sportstar Award nominations
6/09/2019	<ul style="list-style-type: none"> Emergency Risk Management workshop
6/09/2019	<ul style="list-style-type: none"> Sense Symmetry Soul photographic exhibition launch
9/09/2019	<ul style="list-style-type: none"> Homestead township visit
9/09/2019	<ul style="list-style-type: none"> Pentland Township visit
9/09/2019	<ul style="list-style-type: none"> Show Committee meeting
10/09/2019	<ul style="list-style-type: none"> Local Disaster Management Group meeting
12/09/2019	<ul style="list-style-type: none"> Chamber of Commerce and Mines meeting
12/09/2019	<ul style="list-style-type: none"> Friends of the Theatre meeting

Cr AP Barr reported on:

Date	Details
21/08/2019	<ul style="list-style-type: none"> RTI & Privacy training Site inspection of Water Treatment Plant
28/08/2019	<ul style="list-style-type: none"> Greenvale Community Meeting
2/09/2019	<ul style="list-style-type: none"> Hervey Range Community Meeting
3/09/2019	<ul style="list-style-type: none"> Monthly Councillor Meeting with CEO
4/09/2019	<ul style="list-style-type: none"> Whole of Staff Gathering rehearsal
5/09/2019	<ul style="list-style-type: none"> Whole of Staff Gathering at the World Theatre
9/09/2019	<ul style="list-style-type: none"> Homestead & Pentland Community Meeting

Cr MJ Bailey reported on:

Date	Details
21/08/2019	<ul style="list-style-type: none"> RTI & Privacy training Site inspection of Water Treatment Plant
22/08/2019	<ul style="list-style-type: none"> Ravenswood Community Meeting Meeting with Carpentaria Gold – Mine Update Our Town Foundation Meeting
23/08/2019	<ul style="list-style-type: none"> Senior's Week billy-tea and damper at Men's Shed
24/08/2019	<ul style="list-style-type: none"> Opening of Toyota Mahindra
25/08/2019	<ul style="list-style-type: none"> Prospect Community Markets
26/08/2019	<ul style="list-style-type: none"> Cricket Annual General Meeting
27/08/2019	<ul style="list-style-type: none"> Flying Fox Advisory Committee Meeting
28/08/2019	<ul style="list-style-type: none"> Greenvale Community Meeting
31/08/2019	<ul style="list-style-type: none"> Pioneer lunch at Ravenswood
2/09/2019	<ul style="list-style-type: none"> Hervey Range Community Meeting
5/09/2019	<ul style="list-style-type: none"> Whole of Staff Gathering at the World Theatre
9/09/2019	<ul style="list-style-type: none"> Homestead & Pentland Community Meeting
	<ul style="list-style-type: none"> Enquiries from residents regarding: Saleyards water, Mingela land, rates, excess water charges, requests from community members in Ravenswood, potholes in roads and illegal dumping.

Cr BP Robertson reported on:

Date	Details
21/08/2019	<ul style="list-style-type: none"> RTI & Privacy training Site inspection of Water Treatment Plant
28/08/2019	<ul style="list-style-type: none"> Greenvale Community Meeting
2/09/2019	<ul style="list-style-type: none"> Hervey Range Community Meeting
3/09/2019	<ul style="list-style-type: none"> Monthly Councillor Meeting with CEO
4/09/2019	<ul style="list-style-type: none"> Attendance at the Fat & Store Sale
5/09/2019	<ul style="list-style-type: none"> Whole of Staff Gathering Meeting
9/09/2019	<ul style="list-style-type: none"> Homestead & Pentland Community Meeting

9. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

There was no business arising from previous meeting minutes.

10. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

10.1 Further extension of implementation period for gate and grid compliance

EXECUTIVE SUMMARY

Council has previously resolved to extend the implementation period for gate and grid compliance until 31 December 2019. Due to this date coinciding with a potential wet season, a further extension is recommended.

OFFICER'S RECOMMENDATION

That Council:

- ***Resolves to extend the implementation period for Gate and Grid compliance to 1 July 2020; and***
- ***That all gate and grid owners be notified of same.***

Resolution No.: 3083

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That Council:

- ***Resolves to extend the implementation period for Gate and Grid compliance to 1 July 2020; and***
- ***That all gate and grid owners be notified of same.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289639

10.2 Application for permanent road closure application of an area of road adjoining Lot 11 on MPH40707

EXECUTIVE SUMMARY

Council has received a request to permanently close an area of road adjoining Lot 11 on MPH40707, Macovin Ridge Road, Seventy Mile.

OFFICER'S RECOMMENDATION

That Council:

- ***Offer no objection to the proposed permanent road closure application over an area of road adjoining Lot 11 on MPH40707, Macovin Ridge Road, Seventy Mile.***
- ***Complete and return Form C to the applicant to form part of their application to Department of Natural Resources, Mines and Energy.***

Resolution No.: 3084

Moved: Cr MJ Power
Seconded: Cr BP Robertson

That Council:

- ***Offer no objection to the proposed permanent road closure application over an area of road adjoining Lot 11 on MPH40707, Macovin Ridge Road, Seventy Mile.***
- ***Complete and return Form C to the applicant to form part of their application to Department of Natural Resources, Mines and Energy.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289638
-

10.3 Application for installation of two grids

EXECUTIVE SUMMARY

Council is in receipt of an application for installation of two grids upon Dandenong Road, one at chainage 13.3 and the other at chainage 16.13. Due to the close proximity of the proposed installations, it is suggested that one installation fee be charged.

OFFICER'S RECOMMENDATION

That Council:

- ***Approve the installation of two (2) grids at chainage 13.3 and 16.13 on Dandenong Road, in accordance with Council's Gate and Grid Policy.***
 - ***Resolve to accept one fee of \$800 for the two grid applications in view of the grids being in close proximity.***
-

Resolution No.: 3085

Moved: Cr MJ Power
Seconded: Cr S Bennetto

That Council:

- ***Approve the installation of two (2) grids at chainage 13.3 and 16.13 on Dandenong Road, in accordance with Council's Gate and Grid Policy.***
- ***Resolve to accept one fee of \$800 for the two grid applications in view of the grids being in close proximity.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289640
-

10.4 Flying Fox Advisory Committee – Flying Fox Statement of Management Intent

EXECUTIVE SUMMARY

At the Flying Fox Advisory Committee meeting held 27 August 2019, a Flying Fox Management of Intent document was presented to the Committee. At the meeting, the Committee made a recommendation to present the document to Council for endorsement, following an opportunity of its members to review the document.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the draft Flying Fox Statement of Management Intent – September 2019, as annexed to these minutes at Annexure "A".***

Resolution No.: 3086

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That Council:

- ***Endorse the draft Flying Fox Statement of Management Intent – September 2019, as annexed to these minutes at Annexure "A".***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289643

11. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

11.1 Monthly Financial Reporting

EXECUTIVE SUMMARY

A complete summary of Council's position as at 31 August 2019, comparing actuals to original budgets, is presented across the following consolidated reports. At this early stage of the 2019/20 financial year, 17% elapsed, operational expenditure is at 10% of the original budget, whilst revenue is sitting at 28% of original budget.

The higher revenue percentage of 28% is a result of the half yearly 2019/2020 rates levied in August. Removal of the levied rates beyond year-to-date earnings gives a more accurate indicator of revenue sitting at 15% of original budget.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the following reports, presenting the overall financial position of Council as at 31 August 2019.***
 - ***Consolidated Income Statement***
 - ***Consolidated Balance Sheet***
 - ***Consolidated Cashflow Statement***

Resolution No.: 3087

Moved: Cr AP Barr
Seconded: Cr GJ Lohmann

That Council:

- ***Receive the following reports, presenting the overall financial position of Council as at 31 August 2019.***
 - ***Consolidated Income Statement***
 - ***Consolidated Balance Sheet***
 - ***Consolidated Cashflow Statement***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289735

11.2 Proposed Trustee Lease – Council & Ravenswood Restoration & Preservation Association over part of 55 Railway Street, Ravenswood

EXECUTIVE SUMMARY

This report seeks Council's approval to enter into a trustee lease with the Ravenswood Restoration and Preservation Association (RRPA) for an area of land within Lot 4 on SP263501 and located at 55 Railway Street, Ravenswood.

OFFICER'S RECOMMENDATION

That Council:

- ***Lodge an application with the Department of Natural Resources, Mines and Energy to add Heritage and Historical to the current Park and Recreation Reserve designation over lot 4 on SP263501;***
- ***Agree to enter into a trustee lease with the Ravenswood Restoration and Preservation Association Inc over part of L4/SP263501 to allow the use of the allotment for permaculture and museum activities; and***
- ***Authorise the Chief Executive Officer to negotiate and vary the terms of trustee lease as required.***

Resolution No.: 3088

Moved: Cr S Bennetto
Seconded: Cr BP Robertson

That Council:

- ***Lodge an application with the Department of Natural Resources, Mines and Energy to add Heritage and Historical to the current Park and Recreation Reserve designation over lot 4 on SP263501;***
- ***Agree to enter into a trustee lease with the Ravenswood Restoration and Preservation Association Inc over part of L4/SP263501 to allow the use of the allotment for permaculture and museum activities; and***
- ***Authorise the Chief Executive Officer to negotiate and vary the terms of trustee lease as required.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289309

11.3 North Queensland Sportstar Awards – Nominations

EXECUTIVE SUMMARY

The annual North Queensland Sportstar Awards will be held in Ingham on Saturday, 2 November 2019. The awards recognise the efforts of the best sports people in North Queensland and encourage them to go onto greater heights.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the following nominations from Charters Towers Regional Council for the 2019 NQ Sportstar Awards:***
 - ***Junior – Callan Burgoine***
 - ***Athlete with a Disability – Raymond Abdy***
 - ***Service to Sport – Lenny Knuth***

Resolution No.: 3089

Moved: Cr S Bennetto

Seconded: Cr AP Barr

That Council:

- ***Endorse the following nominations from Charters Towers Regional Council for the 2019 NQ Sportstar Awards:***
 - ***Junior – Callan Burgoine***
 - ***Athlete with a Disability – Raymond Abdy***
 - ***Service to Sport – Lenny Knuth***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289878

DEPUTATION FROM THE GALLERY

Malcolm Morris, owner of 6 Plummer Street, addressed the Meeting at 9:14am – 9:16am

11.4 BWAP19/88 – Development Application seeking a Preliminary Approval for Building Works Assessable against the Planning Scheme for the Removal of a Category 2: Local Character Place at 6 Plummer Street, Richmond Hill QLD 4820

EXECUTIVE SUMMARY

Council is required to consider a Development Application seeking a Preliminary Approval for Building Works Assessable against the Planning Scheme, involving the removal of a Category 2: Local Character Place at 6 Plummer Street, Richmond Hill, QLD, 4820.

OFFICER'S RECOMMENDATION

That Council:

- ***Refuse Development Application BWAP19/88 for Building Works Assessable against the Aligned Charters Towers Planning Scheme 2011 for the Removal of a Category Two: Local Character Place, made by Jamie W. Franks on land at 6 Plummer Street, Richmond Hill QLD 4820 more formally known as Lot 1 on MPH1117. The reasons for the refusal and a notice of reasons are tabled below as follows:***
 - 1) The proposal does not comply with the Desired Environmental Outcome A Sustainable Community and Sustainable Landscapes as the proposal seeks the removal of a Category 2: Local Character Place which does not recognise the importance nor maintain the heritage and historic character values of the City.***
 - 2) The proposal does not comply with Overall Outcomes (a), (b) and (c) of the Heritage Overlay Code as the proposed removal does not protect the place's heritage significance for the benefit of future generations.***
 - 3) The proposal does not comply with Acceptable and Probable Solutions S1, S5 and S7 or Specific Outcomes A1, A4, A5, A7.1 and A7.2 of the Heritage Overlay Code as the proposed removal does not respect and reinforce the historic character of the City. The proposal also does not retain or protect the Category Two: Local Character Place which is made up on a consistent streetscape of other Category Two: Local Character Places.***

Description of the development:	The Development Application seeks a Preliminary Approval for Building Works Assessable against the Planning Scheme for the removal of a Category 2: Local Character Place under the Heritage Overlay.
Assessment benchmarks:	The proposal was assessed against the assessment benchmarks of the State Planning Policy – July 2017 and the Aligned Charters Towers Planning Scheme 2011 including the: <ol style="list-style-type: none"> 1) Desired Environmental Outcomes; and 2) Heritage Overlay Code.
Relevant matters:	Not applicable

Matters raised in submissions:	Submission Point:	Council Response:
	Concerns raised regarding the removal of the Dwelling House creating another void within the built-up environment near the Central Business District. This detracts from the character of the City which is already evident in Plummer Street where a vacant block has existed for the past eight (8) years.	As per the common material, the reason for the proposal is to relocate the Dwelling House to another property so alternative owners can undertake the repair works at their cost. Council is unable to consider this as part of its assessment. The provisions of the Desired Environmental Outcomes and the Heritage Overlay Code of the Aligned Charters Towers Planning Scheme 2011 require that development retains and protects places of character or cultural heritage significance. As the proposal seeks to remove a Category 2: Local

		Character which is located amongst other Category 2: Local Character Places, the proposal is unable to comply in this instance and therefore the application is recommended refusal.
	Concerns raised regarding an increased level of demand and potential financial burden on Council infrastructure and services associated with the relocation of the Dwelling House to a lot located outside of the city's urban area.	The matters raised by the submitter are not considered by the Aligned Charters Towers Planning Scheme 2011. Provided the relocation of the Dwelling House was located to a suitable lot for residential purposes, this would be supported.
	Concerns raised relating to the level of damage sustained by the Dwelling House and whether repairs can be undertaken without the cost of removal as proposed.	The matters raised by the submitter are not considered by the Aligned Charters Towers Planning Scheme 2011. This noted, a site investigation was undertaken on 21 August 2019 to verify the level of damage sustained by the Dwelling House in an internal domestic house fire. Upon completion of the inspection, Council's Building Certifier was of the opinion that the Dwelling House could be repaired, and the damage was not to an extent that the structural integrity of the building was irreversibly beyond repair.
	Concerns relating to the cleanliness of the site should the Dwelling House be removed given the numerous other structures on-site.	The matters raised by the submitter are not considered by the Aligned Charters Towers Planning Scheme 2011. Overgrown and unsightly allotments are regulated by Local Law No. 3 (Community and Environmental Management).
Reasons for decision:	<p>The reasons for the decision are as follows:</p> <ol style="list-style-type: none"> 1) The proposal does not comply with the Desired Environmental Outcome - A Sustainable Community and Sustainable Landscapes as the proposal seeks the removal of a Category 2: Local Character Place which does not recognise the importance nor maintain the heritage and historic character values of the City. 2) The proposal does not comply with Overall Outcome (a) and (b) of the Heritage Overlay Code as the proposed removal does not protect the place's heritage significance for the benefit of future generations. 3) The proposal does not comply with Acceptable and Probable Solutions S1, S5 and S7 or Specific Outcomes A1, A4, A5, A7.1 and A7.2 of the Heritage Overlay Code as the proposed removal does not respect and reinforce the historic character of the City. The proposal also does not retain or protect the Category Two: Local Character Place which is made up on a consistent streetscape of other Category Two: Local Character Places. 	

Resolution No.: 3090

Moved: Cr BP Robertson
Seconded: Cr MJ Power

That Council:

- ***Refuse Development Application BWAP19/88 for Building Works Assessable against the Aligned Charters Towers Planning Scheme 2011 for the Removal of a Category Two: Local Character Place, made by Jamie W. Franks on land at 6 Plummer Street, Richmond Hill QLD 4820 more formally known as Lot 1 on MPH1117. The reasons for the refusal and a notice of reasons are tabled below as follows:***
- 4) ***The proposal does not comply with the Desired Environmental Outcome A Sustainable Community and Sustainable Landscapes as the proposal seeks the removal of a Category 2: Local Character Place which does not recognise the importance nor maintain the heritage and historic character values of the City.***
- 5) ***The proposal does not comply with Overall Outcomes (a), (b) and (c) of the Heritage Overlay Code as the proposed removal does not protect the place's heritage significance for the benefit of future generations.***
- 6) ***The proposal does not comply with Acceptable and Probable Solutions S1, S5 and S7 or Specific Outcomes A1, A4, A5, A7.1 and A7.2 of the Heritage Overlay Code as the proposed removal does not respect and reinforce the historic character of the City. The proposal also does not retain or protect the Category Two: Local Character Place which is made up on a consistent streetscape of other Category Two: Local Character Places.***

CARRIED

Cr AP Barr, Cr MJ Bailey, Cr GJ Lohmann, Cr S Bennetto & Cr BP Robertson recorded a vote against the motion.

The Motion was lost.

The motion was not supported due to the inconsistent approach with previous actions taken by Council for similar matters. It was agreed the Local Character of the dwelling would be lost if the building was to remain at the current location.

AMENDED RECOMMENDATION

An Amended Recommendation was tabled:

- ***Approves Development Application BWAP19/88 for Building Works Assessable against the Aligned Charters Towers Planning Scheme 2011 for the Removal of a Category Two: Local Character Place, made by Jamie W. Franks on land at 6 Plummer Street, Richmond Hill QLD 4820 more formally known as Lot 1 on MPH1117.***

Resolution No.: 3091

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

- ***Approves Development Application BWAP19/88 for Building Works Assessable against the Aligned Charters Towers Planning Scheme 2011 for the Removal of a Category Two: Local Character Place, made by Jamie W. Franks on land at 6 Plummer Street, Richmond Hill QLD 4820 more formally known as Lot 1 on MPH1117.***

CARRIED

Cr MJ Power recorded a vote against the motion.

ATTENDANCE

Mr M Kelly, Manager Regional Development departed the meeting at 9:30am.
Members of the Gallery departed the meeting at 9:30am.

REFERENCE DOCUMENT

- Officer's Report Document No. 1275122

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

12.1 STRAT0067 Election Caretaker Period Policy

EXECUTIVE SUMMARY

The *Local Government Act 2009* and other legislation place restrictions on the Council and Councillors during the 'Caretaker Period', from when nominations are called for the quadrennial election, until the declaration of the polls. A policy is tabled for consideration as a guide on how Council will maintain council services and routines during the Caretaker Period.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse STRAT0067 Election Caretaker Period Policy, as annexed to these minutes at Annexure "B".***

Resolution No.: 3092

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That Council:

- ***Endorse STRAT0067 Election Caretaker Period Policy, as annexed to these minutes at Annexure "B".***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1288871

12.2 Northern Alliance of Councils Inc – audited financials and update on 2019 Conference

EXECUTIVE SUMMARY

The Northern Alliance of Councils Inc 2019 Conference was held in Bowen on 14-16 August 2019, hosted by Whitsunday Regional Council. The audited financials of the Northern Alliance of Councils Inc are tabled for Council's information.

OFFICER'S RECOMMENDATION

That Council:

- ***Note the Northern Alliance of Councils Inc audited financials for 2018-19, as tabled.***

Resolution No.: 3093

Moved: Cr AP Barr

Seconded: Cr S Bennetto

That Council:

- ***Note the Northern Alliance of Councils Inc audited financials for 2018-19, as tabled.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289372

12.3 Arrangements for Mayor's leave 2 – 16 December 2019

EXECUTIVE SUMMARY

Mayor Liz Schmidt will be taking recreational leave from 2 to 16 December 2019.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse Mayor ER Schmidt's taking of recreational leave from 2 to 16 December 2019; and***
- ***In accordance with the Local Government Act 2009 s12, endorse the delegation of the Mayor's responsibilities to the Deputy Mayor during this absence.***

Resolution No.: 3094

Moved: Cr MJ Power

Seconded: Cr GJ Lohmann

That Council:

- ***Endorse Mayor ER Schmidt's taking of recreational leave from 2 to 16 December 2019; and***
- ***In accordance with the Local Government Act 2009 s12, endorse the delegation of the Mayor's responsibilities to the Deputy Mayor during this absence.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1290721

12.4 Building Our Regions (BOR) Round 5 Funding – Feasibility Study for a new Regional Inland Airport at Charters Towers

EXECUTIVE SUMMARY

This report seeks approval of the lodgement of a co-funded application for the preparation of a Feasibility Strategy under Round 5 of the Building Our Regions Program

OFFICER'S RECOMMENDATION

That Council:

- ***Approve the lodgement of a co-funded application for the preparation of a Feasibility Study for a new Regional Inland Airport at Charters Towers; and***
- ***Approve the re-allocation of \$25,000 from the Economic Development Function for the preparation of the Feasibility Study for a new Regional Inland Airport at Charters Towers.***

Resolution No.: 3095

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That Council:

- **Approve the lodgement of a co-funded application for the preparation of a Feasibility Study for a new Regional Inland Airport at Charters Towers; and**
- **Approve the re-allocation of \$25,000 from the Economic Development Function for the preparation of the Feasibility Study for a new Regional Inland Airport at Charters Towers.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1290680

13. CONFIDENTIAL REPORT

Close of Meeting for Confidential Reports

In accordance with the *Local Government Regulation 2012 S275, (c) the local government's budget; and (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*; the meeting will be closed to discuss the following confidential report:

Item 13.1 Audit & Risk Committee Meeting held 13 August 2019

Item 13.2 Internal Audit Plan 2019-2021

In accordance with the *Local Government Regulation 2012 S275, (b) industrial matters affecting employees*; the meeting will be closed to discuss the following confidential report:

Item 13.3 Work Health & Safety Report – August 2019

In accordance with the *Local Government Regulation 2012 S275, (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*; the meeting will be closed to discuss the following confidential reports:

Item 13.4 Flying Fox Advisory Committee Meeting 27-08-2019

Item 13.5 Indigenous Reference Group Meeting 29-08-2019

Item 13.6 Weir Recreation and Ski Park Project Reference Group Meeting 23-09-2019

Item 13.7 Local Disaster Management Group Meeting -10-09-2019

CLOSE OF MEETING

Resolution No.: 3096

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 **9:37am** for discussion of the following matters:

- (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 (Item 13.1, 13.2, 13.4, 13.5, 13.6 & 13.7)
- (b) Industrial matters affecting employees (Item 13.3)

CARRIED

ATTENDANCE:

Mr Orvon Gough, Communications Coordinator departed the meeting at **9:37am**

Ms Camille Conaghan, Manager Governance & Communications departed the meeting at **9:37am**

Members of the Gallery departed the meeting at **9:37am**

OPENING OF MEETING

Resolution No.: 3097

Moved: Cr GJ Lohmann
Seconded: Cr AP Barr

That the meeting be opened at **9:45am** for the taking of resolutions.

CARRIED

CORPORATE AND COMMUNITY SERVICES

13.1 Audit & Risk Committee Meeting held 13 August 2019

EXECUTIVE SUMMARY

Council's Audit and Risk Committee met on 13 August 2019, and the minutes are tabled for Council's information.

AUDIT AND RISK COMMITTEE'S RECOMMENDATION

That Council:

- ***Receive and note the Minutes of the CTRC Audit and Risk Committee Meeting held on 13 August 2019.***

Resolution No.: 3098

Moved: Cr S Bennetto

Seconded: Cr AP Barr

That Council:

- ***Receive and note the Minutes of the CTRC Audit and Risk Committee Meeting held on 13 August 2019.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1288520

13.2 Internal Audit Plan 2019-2021

EXECUTIVE SUMMARY

Council is requested to extend the period of engagement of the Internal Auditors, BDO, for an additional one year period, and adopt Council's Internal Audit Plan for the period 2019-2021.

OFFICER'S RECOMMENDATION

That Council:

- ***Approve the extension of the engagement of Internal Auditors BDO to cover the financial year 2020-2021***
- ***Adopt the Internal Audit Plan 2019-2021***

Resolution No.: 3099

Moved: Cr MJ Power

Seconded: Cr BP Robertson

That Council:

- ***Approve the extension of the engagement of Internal Auditors BDO to cover the financial year 2020-2021***
- ***Adopt the Internal Audit Plan 2019-2021***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289730

Office of the Chief Executive Officer

13.3 Work Health & Safety Report – August 2019

EXECUTIVE SUMMARY

The Work Health and Safety Report for August 2019 is presented to Council for consideration. Details on injuries, claims and risk management initiatives are contained in the report.

OFFICER'S RECOMMENDATION

That Council:

- ***Accepts the monthly Work Health and Safety report for August 2019 as a true and accurate summary of items impacting work health and safety of workers of Charters Towers Regional Council.***

Resolution No.: 3100

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

- ***Accepts the monthly Work Health and Safety report for August 2019 as a true and accurate summary of items impacting work health and safety of workers of Charters Towers Regional Council.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289941

13.4 Flying Fox Advisory Committee Meeting held 27 August 2019

EXECUTIVE SUMMARY

The unconfirmed Minutes of the Charters Towers Regional Council's Flying Fox Advisory Committee meeting held 27 August 2019 are presented for Council to note.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the unconfirmed Minutes of the Charters Towers Regional Council's Flying Fox Advisory Committee held 27 August 2019.***

Resolution No.: 3101

Moved: Cr MJ Power
Seconded: Cr S Bennetto

That Council:

- ***Receive the unconfirmed Minutes of the Charters Towers Regional Council's Flying Fox Advisory Committee held 27 August 2019.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1287933

13.5 Indigenous Reference Group Meeting held 23 August 2019

EXECUTIVE SUMMARY

The unconfirmed Minutes of the Charters Towers Regional Council's Indigenous Reference Group meeting held 23 August 2019 are presented for Council to note.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the unconfirmed Minutes of the Charters Towers Regional Council's Indigenous Reference Group Meeting held 23 August 2019.***

Resolution No.: 3102

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That Council:

- ***Receive the unconfirmed Minutes of the Charters Towers Regional Council's Indigenous Reference Group Meeting held 23 August 2019.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1287744

13.6 Weir Recreation and Ski Park Project Reference Group

EXECUTIVE SUMMARY

The unconfirmed Minutes of the Charters Towers Regional Council's Weir Recreation and Ski Park Reference Group meeting held 29 August 2019 are presented for Council to note.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the unconfirmed Minutes of the Charters Towers Regional Council's Weir Recreation and Ski Park Reference Group Meeting held 29 August 2019.***

Resolution No.: 3103

Moved: Cr MJ Bailey

Seconded: Cr BP Robertson

That Council:

- ***Receive the unconfirmed Minutes of the Charters Towers Regional Council's Weir Recreation and Ski Park Reference Group Meeting held 29 August 2019.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289931

13.7 Local Disaster Management Group Meeting

EXECUTIVE SUMMARY

The unconfirmed Minutes of the Charters Towers Regional Council's Local Disaster Management Group Meeting held 10 September 2019 are presented for Council to note.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive the unconfirmed Minutes of the Charters Towers Regional Council's Local Disaster Management Group Meeting held 10 September 2019.***

Resolution No.: 3104

Moved: Cr GJ Lohmann

Seconded: Cr MJ Bailey

That Council:

- ***Receive the unconfirmed Minutes of the Charters Towers Regional Council's Local Disaster Management Group Meeting held 10 September 2019.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1289956

15. MAYORAL MINUTE

No Mayoral Minutes were tabled for consideration.

16. QUESTIONS WITHOUT NOTICE

There were no questions without notice.

17. CLOSE OF MEETING

There being no further business, the General Meeting closed at **9:50am**

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 10 OCTOBER 2019.

Mayor



Date 10 October 2019

10.4 Flying Fox Advisory Committee – Flying Fox Statement of Management Intent

Flying Fox

Statement of Management Intent

September 2019



Authority

Under the Nature Conservation Act 1992, local governments in Queensland have an as-of-right authority to undertake roost management at flying-fox roosts in designated Urban Flying-Fox Management Areas (UFFMAs). An UFFMA for a local government area is defined by maps available from the website of the Department of Environment and Science (DES).

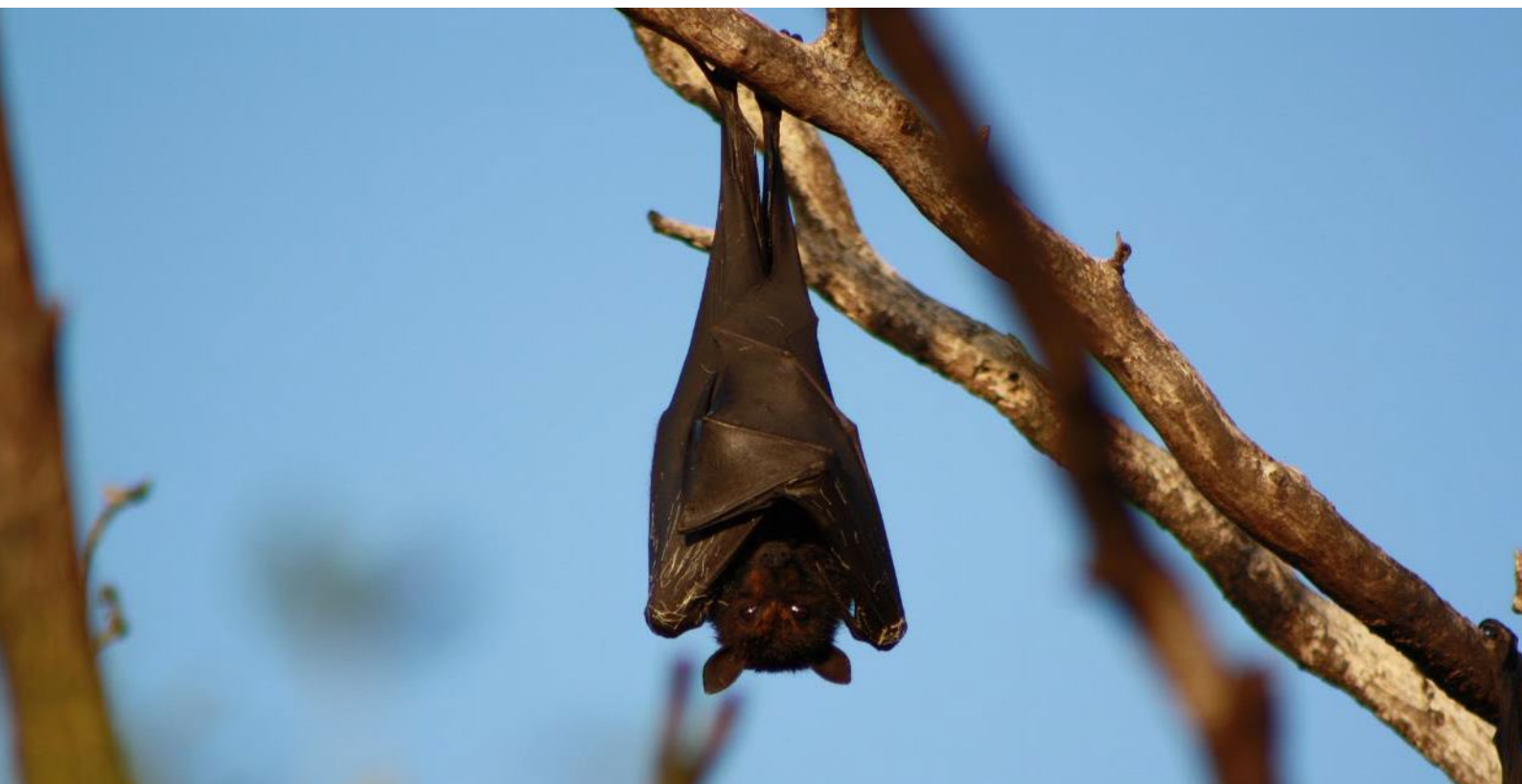
Outside an UFFMA, a local government requires a flying-fox roost management permit (FFRMP), available from DES. A local government also has the option to apply for a FFRMP should it wish to trial roost management techniques that are outside the Code of Practice. A non-council applicant requires a FFRMP irrespective of the location of the roost.

Further information on the Queensland Government's roost management framework is available by searching 'roost management' on the DES webpage www.des.qld.gov.au

Purpose

The purpose of this Statement of Management Intent is to articulate the approach that Charters Towers Regional Council will take to the management of flying-fox roosts in the Charters Towers Regional Council area.

Charters Towers Regional Council's objective is to minimise risk to members of the public, contractors and employees of the Charters Towers Regional Council whilst entering or undertaking duties within areas designated as an **Urban Flying-Fox Management Area**.

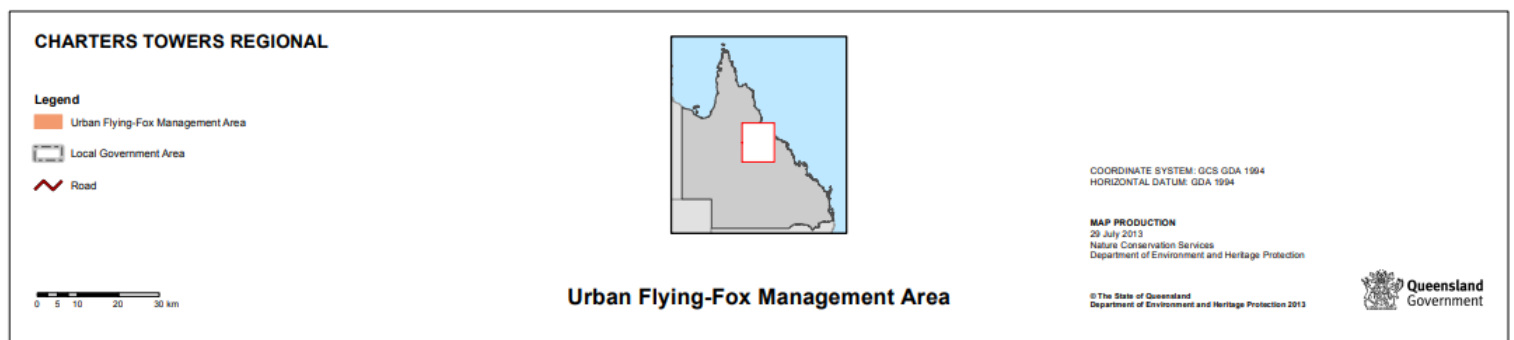
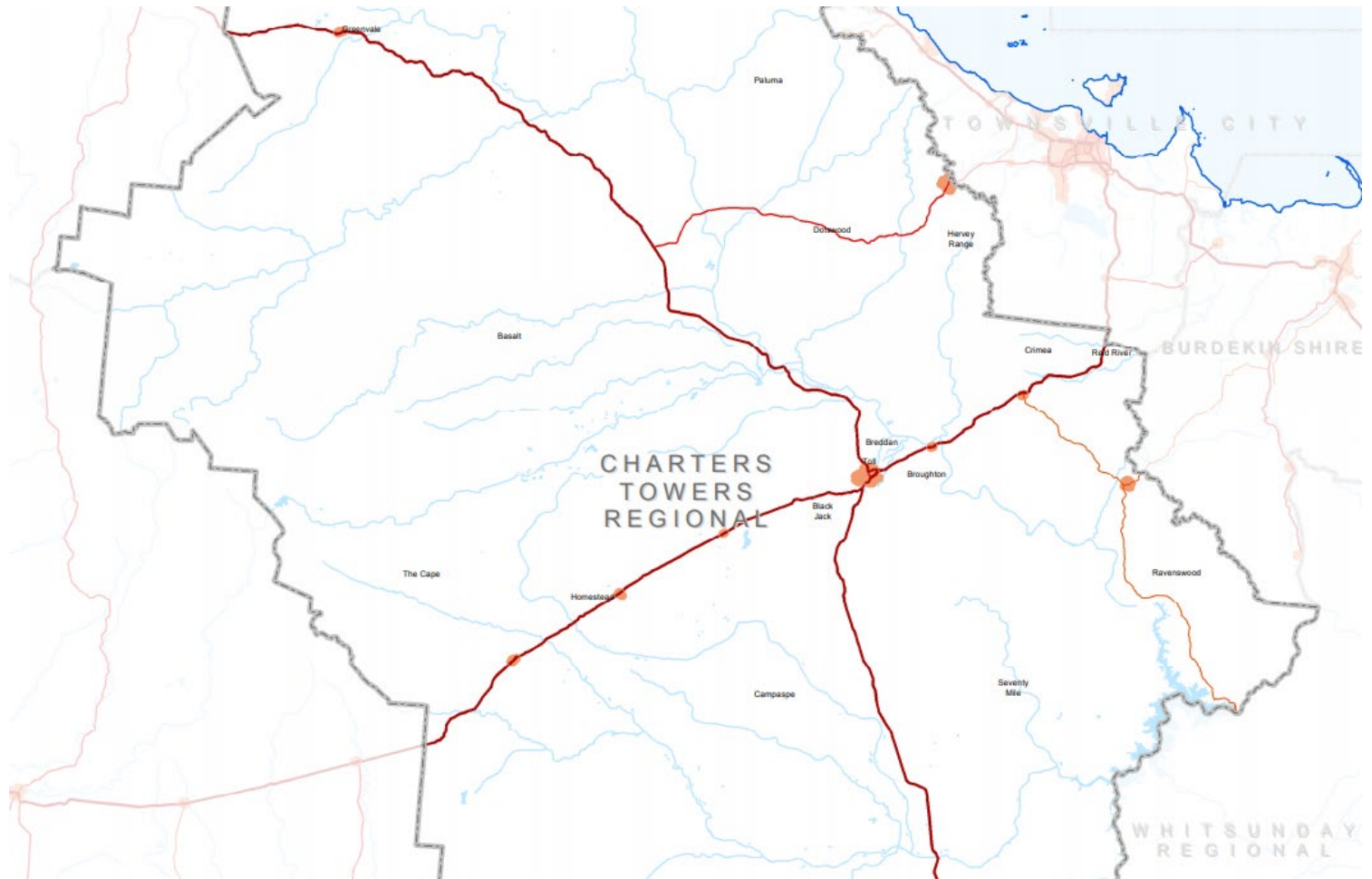


Location of the UFFMA in the Charters Towers Regional Council Area

Two species of flying fox are present within the Charters Towers Regional Council area, namely the little red (*Pteropus scapulatus*) and the black (*Pteropus alecto*) flying fox. In urban settings, a roost is well established in Lissner Park, Charters Towers and large numbers of flying foxes tend to visit the Ravenswood Showgrounds periodically.

These maps are available [here](#) and [here](#).

For a more detailed map, please refer to Annex A



Flying-foxes are native nocturnal mammals that tend to travel significant distances during the night foraging in search of food (nectar and fruit), and congregate during the day for rest (or for breeding, at certain times of the year). The sites where they congregate are known as roosts or roost sites.

Flying-fox foraging plays a significant role in pollination and seed dispersal for native vegetation.

There are four species of flying-fox commonly found in Queensland - the black flying-fox *Pteropus alecto*, grey-headed flying-fox *P. poliocephalus*, little red flying-fox *P. scapulatus* and spectacled flying-fox *P. conspicillatus* - all of which are protected under the Nature Conservation Act 1992 (the Act). The grey-headed and spectacled flying-foxes are also listed as vulnerable under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999, however, these two species have not been observed in the Charters Towers region.

Though highly mobile, flying-foxes tend to develop strong affinities with roost sites. Individual animals may use a different roost site on a short term (even nightly) basis but roost sites themselves are relatively more stable. Nonetheless the presence and number of animals at a roost site can change with seasonal conditions and the availability and distribution of food across the landscape.



Some communities have large flying-fox roosts in, or close to, urban areas (e.g. in town parks or cemeteries). Many of these places are known to Department of Environment and Science and to local authorities and are mapped and monitored.

Roosts in urban areas can be objectionable to nearby residents due to the level of noise and odour generated.

Some flying-foxes carry the Australian Bat Lyssavirus, a rabies-like virus and are recognised as playing a role in the transmission of Hendra Virus to horses. While these two viruses represent a concern for some members of the community, the health risks are known to be minimal.

For further information relating to flying-foxes and human health please refer to the Flying Fox in Charters Towers flyer found [here](#) or by visiting the [Queensland Health website](#)

Council Intentions and Considerations

In order to find balance between flying-fox, community, health, conservation and heritage, Council is committed to delineating its intent in the management of flying foxes in the heritage listed, Lissner Park, that forms the centerpiece of Charters Towers. These include:

1. Provide a safe environment for the community, where risk associated with flying-fox roosts are appropriately managed and impacts on the surrounding amenity reduced.
2. That flying-fox management decisions are transparent and collaborative and based on the latest research and development options available at the time.
3. That innovative ideas are advanced and explored through the Charters Towers Flying Fox Advisory Committee and upon agreement, recommendations advanced to Council seeking resolution.
4. That Council meets its obligations in complying with all relevant legislation, codes of practice, technical guides, Council Policy and other documents that are considered best practice.
5. To ensure all activities undertaken are done so with the most appropriate risk assessments and within potential funding and budgetary confines.
6. To ensure conservation of flying-foxes, by acknowledging their critical ecological role.
7. To ensure the heritage aspects of Lissner Park are understood and maintained.
8. To maintain a clear and concise public relations position between resident, business and local government on all matters relevant to the management of flying foxes within a known roost.



Information for Residents

If a flying-fox roost is on private land(s), low impact activities may be undertaken by the landholder(s) as-of-right under the relevant code of practice. The Code of practice – Low impact activities affecting flying-fox roosts is available at the following webpage <http://www.des.qld.gov.au/wildlife/livingwith/flyingfoxes/roost-management.html>

Should residents be dissatisfied with Council's approach at a particular roost site, they may apply for a permit directly from DES. The flying-fox roost management permit application form is available at the following webpage <http://www.des.qld.gov.au/wildlife/livingwith/flyingfoxes/roost-management-permits.html>

All persons are authorised to undertake low impact activities at roosts in accordance with the [Code of practice—Low impact activities affecting flying-fox roosts](#) Low impact activities include weeding, mulching, mowing or minor tree trimming. Operating outside of the code of practice is not authorised and may have legal consequences.

Associated Documents

- Code of Practice Low Impact activities affecting Flying Fox Roosts
- Code of Practice—Ecologically sustainable management of flying-fox roosts
- Flying-fox roost management guideline
- Lissner Park Conservation Management Plan
- *Nature Conservation Act 1992*
- *Nature Conservation (Administration) Regulation 2017*
- *Nature conservation (Wildlife Management) Regulation 2006*
- *Nature Conservation (Wildlife) Regulation 2006*
- *Queensland Heritage Act 1992*
- *Animal Care and Protection Act 2001* (Indirect application)
- *Environmental Protection and Biodiversity Act 1999* (federal act)
- Charters Towers Regional Council, Workplace health & Safety Procedure Bats and Flying Foxes
- Charters Towers Regional Council, STRAT0047 Open Space Policy.
- Flying fox advisory Committee Terms of Reference

Further Links

Technical Note – Parks, Garden and Landscape Maintenance Heritage Places

https://www.qld.gov.au/_data/assets/pdf_file/0028/66295/tn-parks-gardens.pdf

Lissner Park Conservation Management Plan

<http://www.charterstowers.qld.gov.au/documents/41682213/41768443/Lissner%20Park%20Conservation%20Management%20Plan>

Code of Practice Low Impact activities affecting Flying Fox Roosts

<https://environment.des.qld.gov.au/wildlife/livingwith/flyingfoxes/pdf/cp-wl-ff-low-impact-roosts.pdf>

Code of Practice—Ecologically sustainable management of flying-fox roosts

<https://environment.des.qld.gov.au/licences-permits/plants-animals/documents/cp-wl-ff-roost-management.pdf>

Flying-fox roost management guideline

<https://environment.des.qld.gov.au/licences-permits/plants-animals/documents/gl-wl-ffrm.pdf>

Flying Fox Advisory Committee Terms of Reference

<http://www.charterstowers.qld.gov.au/documents/41682213/44679686/Flying%20Fox%20Advisory%20Committee%20Terms%20of%20Reference>





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12.1 STRAT0067 Election Caretaker Period Policy

NUMBER: STRAT0067 / OFFICE OF THE CEO

ACT: *Local Government Act 2009*

POLICY TITLE: ELECTION CARETAKER PERIOD

1. PURPOSE AND SCOPE

- 1.1 The *Local Government Act 2009* and other legislation place restrictions on the Council and Councillors during the 'Caretaker Period', from when nominations are called for the quadrennial election, until the declaration of the polls. The aim of this Policy is to clearly separate the Councillor's role as a Councillor to that of a candidate and minimise any perception that council resources are being used for electoral purposes. This Policy is further intended to provide guidance on how the Council will maintain council services and routine activities during the Caretaker Period, ensuring no major policy decisions are made.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 18 September 2019. It replaces all other policies relating to an Election Caretaker Period.

3. APPLICATION OF POLICY

- 3.1 This Policy applies to all Charters Towers Regional Council Councillors and employees, whether permanent, temporary, casual, or part-time and includes contractors and volunteers. This Policy does not apply to by-elections or fresh elections.

4. DEFINITIONS

Term	Definition
Advertising	Is for the purposes of local government spending on advertising prescribed in section 197 of the <i>Local Government Regulation 2012</i> as: the promotion of an idea, goods or services to the public, for which a fee is paid Advertising more generally is the use of promotional material to attempt to influence people's thinking towards specific goods, services, and/or ideas, be it a paid advertisement or not.
Caretaker Period	is prescribed in section 90A of the <i>Local Government Act 2009</i> and commences on the day when the public notice of the holding of the election is given and ends at the conclusion of the election
Civic Events	are public events that are initiated, funded and managed by the Council
Conclusion of the Election	is prescribed in section 7 of the <i>Local Government Election Act 2011</i> , and is the day on which the last declaration of a poll is displayed in the Returning Officer's public office

Council Resource	includes Council assets (e.g. land, buildings, mobile phones and other like devices, stationery, facilities, property, vehicles, employees, council services (e.g. video productions) and council social media and other platforms
Election Material	is prescribed in section 90D of the <i>Local Government Act 2009</i> and is anything able to, or intended to influence an elector about voting at an election, or affect the result of the election Also includes election signage.
Election Period	is prescribed in the dictionary of the <i>Local Government Election Act 2011</i> , and commences on the day when the public notice of the election is given and ends at the close of the poll
Election Signage	any free-standing advertising device identifying candidates and/or promoting a political party at local, state or federal government elections
Major Policy Decision	is prescribed in the dictionary of the <i>Local Government Act 2009</i> and involves a decision about: <ul style="list-style-type: none"> • The appointment, remuneration and termination of the Chief Executive Officer; and • Entering into a contract which is more than \$200,000 or 1% of Council's net rates
Term of Office	for a Councillor starts on the day after the conclusion of the election (if elected) or the day on which the Councillor is appointed and ends: <ul style="list-style-type: none"> • If elected at a quadrennial or fresh election, at the conclusion of the next quadrennial election; • If elected at a fresh election and a declaration is made under regulation, at the conclusion of the next quadrennial election; • If elected or appointed to fill a vacancy in the office of another Councillor, at the end of the other Councillor's term; • When the Legislative Assembly ratifies the dissolution of the local government under section 123 of the <i>Local Government Act 2009</i>; and • When the Councillor's office otherwise becomes vacant

5. POLICY PROVISIONS

5.1 Policy Statement

Council is committed, during an Election Period, to:

- Carry-out council business in an efficient and transparent manner for the benefit of the residents;
- Avoid taking action that binds an incoming Council in its operational delivery; and
- Maintain the independence of Council Officers.

5.2 Key Principles

- Major policy decisions will not be made during the Caretaker Period unless approved by the Minister; and
- Council resources will not be used for any political or electoral purposes.

5.3 Council and Committee Meetings

Council committee's and ordinary meetings will continue as scheduled for the month of February in an Election Period, however for the month of March, the committee meeting will not be held, and the ordinary meeting will be held on the second Tuesday.

The focus of the March meeting will be on making decisions to continue the ongoing operations of the Council. Unless emergent matters require an immediate response, the Council will avoid making major

policy decisions (unless approved by the Minister) and other decisions that may bind an incoming Council.

5.4 Election Material

Prohibition on the Council – In accordance with section 90D of the *Local Government Act 2009*, the Council shall not publish or distribute anything that may influence an elector about voting in an election or affect the result of the election.

Candidates are required to comply with Council's *Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011* in the lead up to any election. Council officers are authorised to remove electoral signage erected in contravention of that Subordinate Local Law and/or take enforcement action in accordance with *Local Law No. 1 (Administration) 2011*. Further council resources, including land, buildings and property cannot be used by candidates to erect election signage.

5.5 Use of Council Resources During an Election Period

Care is to be taken to ensure that there can be no perception that Council resources are being used to assist Councillors in the election campaign. Councillors may continue to use council resources for routine activities in the fulfilment of their roles and responsibilities as a Councillor and in accordance with the Councillor's Expenses Reimbursement Policy and the Councillor's Discretionary Funds Policy until their term of office ends.

Council owned resources, including vehicles shall not be used for election or campaigning purposes. Councillors are not permitted to fix or allow to remain affixed, to Council property any sticker, decal, magnetic or adhesive that promotes the Councillor as a candidate or potential candidate in an election.

5.6 Advertising and Media Releases

In accordance with Council's Advertising Spending Policy, Social Media Policy and any associated guidelines, and pursuant to s90D of the *Local Government Act 2009*, advertising will be limited during an Election Period.

During an Election Period, council will restrict its advertising and media releases to those required to maintain the necessary, customary and routine operations of council and day to day council business. Individual Councillors will not be featured in any paid advertising, and media releases will not be attributed to individual Councillors during the Caretaker Period. Care will be taken to ensure that advertising or media releases are not construed to be of a political nature. All quotes within media releases will be attributed to the Chief Executive Officer or their delegate.

Councillors may respond to media questions in their individual capacity as a candidate and should distinguish between their individual opinion and the majority view of the elected Council. Speeches will not be provided to Councillors during the Caretaker Period and Councillors are not to seek media notes from Council Officers for the purpose of assisting them with their campaign.

5.7 Civic Events

Civic events will only be held during the Caretaker Period where:

- it is of a routine nature;
- it is held to commemorate the anniversary of a significant event; or
- its purpose is to host visiting dignitaries.

5.8 Council Website and Social Media

Facebook, twitter, blogs and other social media hosted or published by the Council will carry a notice to exclude political comment. No response will be made to any political comments posted and any such comments will be removed. Content of a political nature posted to Council's social media sites will be removed, as will posts which tag the Charters Towers Regional Council or mention the organisation. Council Officers, whilst fulfilling their duties, shall not 're-tweet', 'post', 'share' or 'comment' on political

content during the Election Period, unless approved by the Chief Executive Officer. Council's website will not feature any articles or events which are not approved by the Chief Executive Officer.

5.9 Information Requests

Requests for information from Councillors will continue to be processed under the existing administrative arrangements defined in the Council Advice Guidelines - Requests by Councillors for Advice or Information.

During an Election Period Councillors' requests for advice or information shall be restricted to those matters being formally decided by Council at its meetings or its Committee meetings and shall only be made in writing to the relevant Director or the Chief Executive Officer. Requests for advice or information on any other matter shall be handled as if they were submitted by any other candidate in the election.

5.10 Councillor Support

Normal service delivery and business activities will be maintained throughout the Caretaker Period and Councillor Support persons will continue to provide support for core council activities, but not election or politically related matters. The Media team will not assist individual Councillors with their media activity.

5.11 Complaints about Councillors

Complaints made against Councillors during the Caretaker Period will continue to be subject to a preliminary assessment and where appropriate forwarded for assessment to the relevant authority.

6. POLICY REVIEW

This policy is to be reviewed whenever relevant legislation changes, or, every two years if there have been no changes to the relevant legislation.

Variations

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

Associated Documents

Relevant legislation

Local Government Act 2009

Local Government Regulation 2012

Local Government Election Act 2011

Local Law No. 1 (Administration) 2011

Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011

CTRC Policies

S0017/GOV Councillor's Expenses Reimbursement and Provision of Facilities Policy

S0052/CEO Councillor's Discretionary Funds Policy

S0036 Council Advice Guidelines – Requests by Councillors for Advice or Information

S0027/Office of the CEO Advertising Spending Policy

Official Use Only:

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Title: Chief Executive Officer
Policy Maintained by: Title: Office of the Chief
Executive Officer

Original issue: 1809/2019

Current version: No.1

Chief Executive Officer Signature:

____/____/____

DIRECTIVE TO P&C:

Key Stakeholders identified and engaged within this development process	Names/Sections

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:		

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

Date:

Recorded/evidence in Document Management System (ECM):