



NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 11 October 2017 at 5.30pm at the CTRC Board Room, 12 Mosman Street, Charters Towers.

A Johansson
Chief Executive Officer

“274 Meetings in public unless otherwise resolved

A meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 275.

275 Closed meetings

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—
 - (a) the appointment, dismissal or discipline of employees; or
 - (b) industrial matters affecting employees; or
 - (c) the local government’s budget; or
 - (d) rating concessions; or
 - (e) contracts proposed to be made by it; or
 - (f) starting or defending legal proceedings involving the local government; or
 - (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; 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.
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.”

GENERAL MEETING
TO BE HELD WEDNESDAY, 11 OCTOBER 2017 AT 5.30 PM
CTRC BOARD ROOM, 12 MOSMAN STREET, CHARTERS TOWERS

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1. OPENING OF MEETING

2. ATTENDANCE/APOLOGIES

Close of Meeting for Confidential Reports

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

- 9.1 Financial Hardship Instalment Arrangement sought on 2017/2018 Rates Levies
 - 9.2 Monthly Legal Update
-

The meeting will be opened for the taking of resolutions.

3. PRAYER

Fr Greg Windsor, of St Paul's Anglican Parish, is scheduled to attend on behalf of the Ministers' Fraternal.

4. DEPUTATIONS

5. DECLARATIONS OF INTEREST

6. CONFIRMATION OF MINUTES

- ❖ Minutes of General Meeting held 20 September 2017 (tabled at Attachment A following this agenda).

7. MAYOR'S AND COUNCILLORS' REPORTS

8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

9. REPORTS FOR CONSIDERATION - CONFIDENTIAL

Corporate Services

9.1 Financial Hardship Instalment Arrangement sought on 2017/2018 Rates Levies

Office of the Chief Executive Officer

9.2 Monthly Legal Update

10. REPORTS FOR CONSIDERATION - UTILITIES & FACILITIES

10.1 Kernow Recreational Lake – “In principle” approval before proceeding with water network modelling

EXECUTIVE SUMMARY

Tarleton Property Australia request Council's approval for the supply of water to enable the establishment of a recreational lake at Kernow.

OFFICER'S RECOMMENDATION

That Council:

- *Agree “in principle” to the supply of water to enable the establishment of a recreational lake at Kernow, subject to the results of a water network modelling project (to be carried out by GHD) identifying the capacity of the supply network to supply the initial fill and recharge volumes and establishing sufficient water is able to be supplied by Council to fill the lake, without having a detrimental impact on Council's existing infrastructure; and*
- *Advise that this “in principle” approval does not establish a cost to provide water to fill the lake, as any estimate of costs will be subject to the results of the water network modelling.*

BUDGET & RESOURCE IMPLICATIONS

Currently there are no budget implications in relation to the modelling stage of this project, however, if Mr Bone proceeds, there may be recommendations in relation to infrastructure upgrades or modifications which may have a cost implication to Council. All costs to Council will need to be fully identified and taken into consideration to establish a charge/recovery for the costs of supplying the water.

BACKGROUND

Council officers have been in discussion with Les Bone from Tarleton Property Australia Pty Ltd trading as Kernow Charters Towers regarding the establishment of a recreational lake at Kernow for some time now. Attached to this report is a proposal plan for the lake, which is proposed to be a 1.5Ha lined crystal

lagoon. Advice provided by Mr Bone to Council is that the lake requires 100ML to fill and would require approximately 25ML per annum to top the lake.

As a result of these discussions, the biggest concern identified is the ability of Council to supply the water to the development through Council's existing infrastructure and what the impact on Council's supply to the town would be in the event the lake was to proceed. As a result, it was recommended that Mr Bone work with Council's consulting engineers, GHD, to run through the water network model the impact of the supply for the lake development and to meet optimum arrangements for filling the lake.

GHD has provided Mr Bone with a proposed scope and estimate to run the model to ensure the filling of the lake with reticulated water addressing the following matters:

- Capacity of the water supply network to supply initial fill volume
- Capacity of the water supply network to supply recharge volume
- Time of day at which fill and recharge volumes are supplied
- Programming of lake filling in respect to proposed Charters Towers water treatment plant and network upgrades along with seasonal fluctuations in raw water supply (weir) availability
- Physical attributes of proposed lake, its susceptibility to evaporation and hence the actual required top up volumes over seasonal change.

In addressing the above matters, GHD has identified two possible scenarios via the modelling process:

- Scenario 1 – a range of fill rates for recharge of the lagoon will be determined for average day and peak day conditions. This will enable an upper and lower limit of filling over an annual period to be determined.
- Scenario 2 – the maximum permissible draw for the network will be determined based on the proposed programming for filling of the lagoon.

Prior to Mr Bone reaching agreement with GHD to proceed with the modelling, he is seeking "in principle" approval from Council for the supply of water to enable the establishment of the lake. Council's approval is subject to the modelling data identifying that the project is achievable and sufficient water is able to be supplied by Council to fill the lake, without having a detrimental impact on Council's existing supply and network. Council has access to sufficient quantities of water via its water licence and advice from the Department of Natural Resources and Mines has confirmed that there is no restriction on Council providing water for the purpose of a recreational lake. Mr Bone is seeking Council's approval, prior to proceeding any further with the modelling and outlaying additional costs in the event that Council is not supportive of the project.

LINK TO CORPORATE PLAN

This matter is linked to maintaining and improving Council's major infrastructure, together with strengthening the wellbeing of our communities.

CONSULTATION (Internal/External)

Internal: Bruce Davidson, Interim Chief Executive Officer
Ian Clarke, Manager Utilities
External: Les Bone, Tarleton Property
GHD Townsville

LEGAL CONSIDERATIONS

There are no foreseeable legal considerations in relation to this report.

POLICY IMPLICATIONS

There are no foreseeable policy implications in relation to this report.

RISK IMPLICATIONS

There are no foreseeable risk implications in relation to this report.

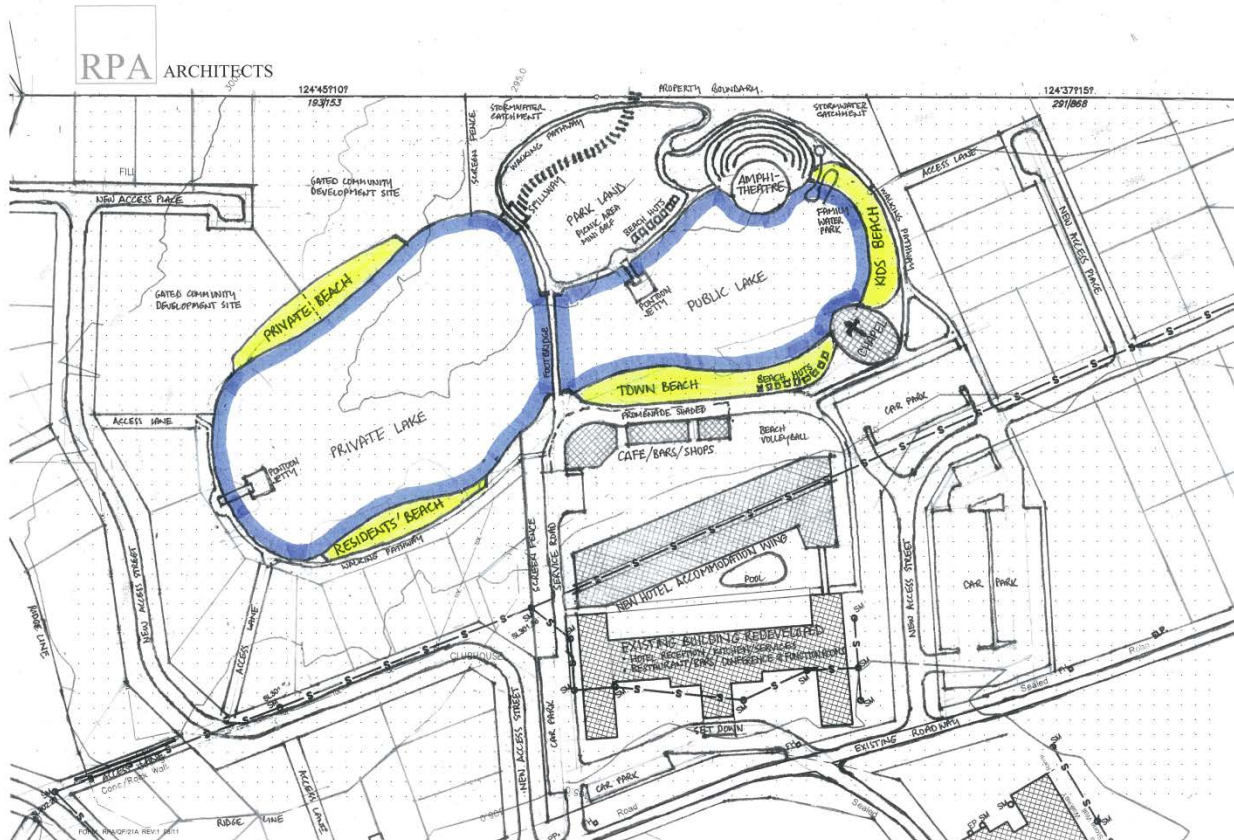
Report Prepared by: MARNIE TAYLOR Director Utilities and Facilities Date: 3 October 2017	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Proposal plan for lake.

REFERENCE DOCUMENTS

- Email from Tarleton Property Australia containing letter for water allocation at Kernow, ECM Doc #1106757
- Proposal to Tarleton Property Australia from GHD for water network modelling, ECM Doc #1126533
- Officer's Report Document No. 1126870



11. REPORTS FOR CONSIDERATION - PLANNING & SUSTAINABLE DEVELOPMENT

11.1 Township Associations Funding and Future Processes

EXECUTIVE SUMMARY

Distribution of Council's 2017-18 annual financial contributions to the five townships community associations were recommended for approval in a report to the July 2017 General Meeting of Council. Options that could provide more efficient and effective methods of funds distribution were discussed at the meeting and further investigations in that regard were required (Resolution 2285).

OFFICER'S RECOMMENDATION

That Council:

- A. *Note the outcomes of research on auditing and insurance costs for township associations;*
- B. *Determine the process of future annual funding dispersal to township associations prior to 30 December 2017;*
- C. *Approve the expedient distribution of allocated funding to each association for 2017/2018 as follows:*
 - a. *Pentland Progress Association* **\$10,145.00**
 - b. *Homestead Progress Association* **\$5,565.00**
 - c. *Greenvale Progress Association* **\$7,100.00**
 - d. *Hervey Range Community Association* **\$7,000.00**
 - e. *Ravenswood Restoration & Preservation Association* **\$15,190.00**

BUDGET & RESOURCE IMPLICATIONS

The total of recommended funding levels for each association is contained within the 2017-18 budget allocation.

BACKGROUND

A report was tabled at Council's July 2017 General Meeting recommending individual amounts and distribution of annual financial contributions to the five townships' community associations.

A notation in the Minutes referred to investigating possible cost savings for each association's audit and insurance services (R# 2285).

As each association is independent of Council and each other, none of these separate entities are entitled to be covered under Council's own insurance or auditing service providers, nor are they able to be covered jointly.

However, through research undertaken it appears that there may be some cost-saving opportunities, through the service providers that supplied information, for the associations to pursue.

The decision to do so is that of each association. The information gathered can be communicated to each for their own follow up and action.

Council also enquired in the July 2017 General Meeting about the possibility of alternative options for the distribution of future annual funding that could result in more clearly defined benefits to the communities each of the associations serve.

A variety of models are engaged by local governments that are worthy of exploring and re-modelling to best serve Council, its township Associations and each community. The final determination of a suitable future approach will require time to eventuate. In the interest of all stakeholders, a decision made on an acceptable method prior to year-end 2017 will assist in planning and streamlining financial and other activity commitments for the 2017/18 financial year in a timely manner.

In the interim, the distribution of the funding allocation for the current year's Council contribution to each association is required for each to confidently undertake any pre-planned activity and honour their commitments for the immediate year.

LINK TO CORPORATE PLAN

Priority #1.1 Maintaining and Improving our major infrastructure
Priority #2.1 Improving our Service Delivery
Priority #3.1 Growing our economic base
Priority #4.1 Strengthening the wellbeing of our communities
Priority #6.1 Remaining transparent and accountable

CONSULTATION (Internal/External)

Director Planning & Sustainable Development
Cr. Sonia Bennetto

LEGAL CONSIDERATIONS

Not Applicable

POLICY IMPLICATIONS

Not applicable

RISK IMPLICATIONS

Enterprise Risk attached to the community expectations in relation to service delivery.

Report Prepared by: TRICIA HOWARD Tourism Manager Date: 4 October, 2017	Report Authorised by: LEO JENSEN Director Planning & Sustainable Development
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ATTACHMENTS

- N/a

REFERENCE DOCUMENT

- Community Associations Grants Report – Item 11.2 July 2017 General Meeting – ECM Document No. 1107527
- Officer's Report – ECM Document No. 1126700

11.2 Temporary closure of Porters Road – Equestrian Centre

EXECUTIVE SUMMARY

Temporary closure of Porters Road during the hire of the Equestrian Centre for major events has been identified as a matter of priority, particularly around minimising risk and enhancing safety on site. A more effective and sustainable solution to ensure temporary closure remains in place during event usage is required.

OFFICER'S RECOMMENDATION

That Council:

- A. Agree to the temporary closure of Porters Road during the hire of the Equestrian Centre on the basis that Council has an obligation to provide a safe facility that is fit for purpose; and*
- B. Agree to the installation of permanent gates to assist in the temporary closure times.*

BUDGET & RESOURCE IMPLICATIONS

Budget implications for Council are estimated to be less than \$2,500 and relate to the purchase of the required steel and signage required by the Department of Transport and Main Roads, Queensland. The current Saleyards Maintenance budget allocation will support this cost.

BACKGROUND

The Dalrymple Equestrian Centre is owned and operated by Charters Towers Regional Council and hired on a regular basis to, mainly, sporting affiliations for predominantly horse riding disciplines but also Rodeo. Annually, there are seven (7) major re-current events (rodeos, campdrafts, Horse of the North, Toomba Horse Sale) conducted at the facility and all major events attract significant participant and

spectator numbers (approximately 800 – 1,500 people). During some major events approximately four hundred (400) people also camp overnight on-site.

Located adjacent to and directly behind the Dalrymple Equestrian Centre is Porters Road which is a private road owned by Council which allows access between the Flinders Highway and the rear of Dalrymple Saleyards. The main users of Porters Road are road train vehicles that enter the Dalrymple Saleyards from a western direction. Other users include those accessing the Car Weed Wash Facility located adjacent to Porters Road and near the Saleyards.

During major events held at the Equestrian Centre, horse riders and pedestrians continually transverse across and along Porters Road and between camp grounds located within the Saleyard precinct and the Equestrian Centre. In addition, horse riders assemble on Porters Road whilst awaiting entry into the Equestrian Centre. Consequently, dangerous situations arise on Porters Road and in the area of the Equestrian Centre when horse riders and pedestrians conflict with vehicles.

By law, Charters Towers Regional Council as owner and maintainer of the Equestrian Centre Facility, has a duty of care to provide a facility that is safe for the intended use and consequently protect persons upon the Council facility from reasonably foreseeable dangers.

An audit of the Equestrian Centre was undertaken by the Department of Work Health and Safety Queensland in November 2016. During the audit recommendations were made to Council's Work Health and Safety staff regarding the separation of people and vehicles (plant) in the areas of the Saleyard Canteen and Porters Road.

The following report was submitted by Council's Work Health and Safety Senior Advisor to Council. Content of that report follows:

"There was one issue raised that could become a notice of improvement of not acted on. This was to do with separation of people and plant and the issue of traffic, including heavy haulage cattle road trains accessing the facility from an entry point that could cause a conflict between people in and around the facility. The safety of children was a major concern.

CTRC have identified this issue before and am currently undergoing changes to the traffic flow process to eliminate this risk. This includes investigating the change of access for heavy haulage cattle road trains to another area. In the interim CTRC are going to introduce a pedestrian crossing area with extensive signage highlighting the dangers of not complying with the process of separation of people and plant.

In line with this issue, the access of heavy haulage cattle road trains through the back of the equestrian centre while events are on causes major concerns in relation to separation of people and plant. It has been viewed that on this road, people and livestock congregate while events are on. As events occur on most weekends, this is a substantial risk."

During the past four (4) major events held at the Equestrian Centre, Porters Road was closed to all traffic by utilising temporary signage and placing that signage across Porters Road in the area of the Equestrian Centre to indicate the road was closed. Vehicle access to the Saleyards and Car Weed Wash Facility was provided via the main Saleyard entrance.

Unfortunately, on three (3) of those occasions the temporary signage was removed from its location by persons unknown and consequently a dangerous situation was caused by a conflict between horse riders and vehicles on Porters Road. On two of those occasions (22 July 2017 and 17 September 2017) signage was stolen and consequently removed from site.

Favourable comments have been received from hirers of the Equestrian Centre for previous major events regarding Council's temporary preventative actions in closing Porters Road and consequently providing a safe zone. Request has been made to continue the practise into the future.

A Risk Assessment was undertaken 26 September 2017 by Council's Senior Work Health and Safety Advisor. Content of the risk assessment report follow:

"The closure of Porters Road is the major safety issue when conducting functions at the CTRC Equestrian Centre. Heavy traffic use this road to access the saleyards while functions are held at the centre causing a high risk of serious injury to people attending the functions. Road Trains take up a large portion of the road leaving little space for escape if animals and people are put in a dangerous/unsafe situation. The major risk, highlighted above is the separation between people and plant which is a major contributor to injury and unfortunately, deaths."

Consultation has been conducted with Council's Director of Roads Infrastructure who has no objection to the temporary closure of Porters Road at times of major events held at the Equestrian Centre. To

ensure the continued temporary closure described, a more sustainable approach is required through the installation of two (2) gates to provide the safe zone for horse riders and pedestrians transferring between camping grounds of the Saleyard Precinct and the Equestrian Centre. The rigid structure of gates will deter stealing and vandalism of the temporary safety barriers, as occurred previously. It is intended that whilst in use the gates will be held closed by chains allowing necessary and emergency vehicular access to the Equestrian Centre and camp grounds associated with the Equestrian Centre.

LINK TO CORPORATE PLAN

1.1 Maintaining and Improving our major infrastructure.

2.1 Improving our Service Delivery.

CONSULTATION (Internal/External)

Leo Jensen, Director Planning and Sustainable Development

Cameron Scott, Director Roads and Infrastructure

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

There are no political, public relations, financial, Workplace Health and Safety risk implications that warrant the recommendation being declined.

Report Prepared by: DAVID ATWELL Rural Services Coordinator Date: 4 October 2017	Report Authorised by: LEO JENSEN Director of Planning and Sustainable Development
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ATTACHMENTS

- Google Earth Image showing the location of intended gates.

REFERENCE DOCUMENT

- Officer's Report – ECM Document No. 1126800



Image depicts that location of intended gates on Porters Road for temporary closure purposes.

EXECUTIVE SUMMARY

Charters Towers Regional Council is a member of the Mt Isa to Townsville Economic Development Zone. Financial membership for the coming 12 months is now due.

OFFICER'S RECOMMENDATION

That Council:

- A. Renew its 2017/18 Membership of MITEZ at a cost of \$11,000 inc GST; and*
- B. Ensure representation and attendance at meetings by the Mayor and Chief Executive Officer (or delegated officer).*

BUDGET & RESOURCE IMPLICATIONS

Membership cost of \$10,000 is allocated in 2017-18 budget allocation.

BACKGROUND

The Mt Isa to Townsville Economic Development Zone (MITEZ) is the peak regional development organisation for an area encompassing the seven local government areas of Mount Isa, Cloncurry, McKinlay, Richmond, Flinders (Hughenden), Charters Towers and Townsville.

The organisation was formed in 1984 as a result of the encouragement by the then State Government to group regions with similar economic and social attributes as well as interdependency. While representing an obvious vital industry and transport corridor, the organisation provides a forum to strengthen and support initiatives and activities affecting the region, or parts thereof.

Membership and collaboration also enables Council to be fully aware of and capitalise on regional initiatives and visions and increase the opportunity to influence government, industry and community imperatives that impact Charters Towers region and beyond.

Membership to the organisation is now due for annual renewal. The cost for "Corridor Shire Member" level remains the same as last year at of \$10,000.

As a "Corridor Shire Member", Charters Towers is entitled to lobby for commitment and support from the group for Charters Towers local government area's own significant projects. Working in numbers provides advantages in bigger picture issues and Charters Towers is well placed, as a "Corridor Shire Member" to benefit from such collaboration.

MITEZ appears to remain very well regarded in all levels of governments and across departments. Federal and State governments identify the organisation as a referral and point-of-contact agency for any activity emanating from the region or proposed for the region. Its activity and endeavours are supported by other regional organisations including RDA North West and Townsville Enterprise Ltd.

The 2016 Management Committee of MITEZ includes David Glasson (President/Chairperson, Cr Belinda Murphy (Vice President), Connie Navarro (Secretary), Daniel Horrobin (Treasurer), Cr Joyce McCulloch (Mount Isa City Council), Cr Margie Ryder (Townsville City Council), Drew Penny (representing Industry/Mining) and Michael Mitchell (Government Owned Corporation).

While some area rivalry can infiltrate any group from time to time, generally all MITEZ Members along the zone work together for best outcomes overall. Influence in the group's initiatives and direction appears greater for those who are actively involved.

An increased involvement should result in an increased return on the investment of Membership. Utilising key economic development staff to develop the working relationship alongside the strategic relationship maintained by elected Council member/s delegated to represent Charters Towers within this group and at MITEZ meetings should also assist in adding value to the opportunity membership of such an organisation offers.

LINK TO CORPORATE PLAN

Priority #1.1 Maintaining and Improving our major infrastructure
Priority #2.1 Improving our Service Delivery
Priority #3.1 Growing our economic base
Priority #4.1 Strengthening the wellbeing of our communities
Priority #6.1 Remaining transparent and accountable

CONSULTATION (Internal/External)
Director Planning & Sustainable Development

LEGAL CONSIDERATIONS
Not Applicable

POLICY IMPLICATIONS
Not applicable

RISK IMPLICATIONS
Enterprise Risk attached to the community expectations in relation to service delivery.

Report Prepared by: TRICIA HOWARD Tourism Manager Date: 4 October 2017	Report Authorised by: LEO JENSEN Director Planning & Sustainable Development
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ATTACHMENTS
• N/a

REFERENCE DOCUMENT
• Officer's Report - ECM Document No. 1126805

12. REPORTS FOR CONSIDERATION - ROADS INFRASTRUCTURE

12.1 Rural Industry Advisory Committee

EXECUTIVE SUMMARY

Tabled herewith are the unconfirmed minutes of the Charters Towers Regional Council Rural Industry Advisory Committee meeting minutes held 19 September 2017.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the unconfirmed minutes of the Charters Towers Regional Council Rural Industry Advisory Committee meeting of 19 September 2017; and*
- *Modify Terms of Reference (TOR) of the committee to reflect the change of focus from grids and gates to wild dogs and noxious weeds. Noting the change of key staff from Roads Infrastructure to Planning & Sustainable Development.*

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

The first meeting of the Rural Industry Advisory Committee was held on Tuesday 28 February 2017. The committee was formed with an initial purpose of resolving grid compliance issues and policy.

The committee was well represented with attendees from three of the four quadrants.

The committee agreed to the changes presented and subsequently agreed to table the policy for Council adoption.

With the anticipated resolution of gate and grid issues it appears that the committee's next areas of concern are wild dogs and noxious weeds. As per the committee terms of reference (TOR) in the interest of operational efficiency, membership of the committee will now pass to key Council staff within Planning and Sustainable Development (P&SD). It is recommended that those members be Director P&SD, Leo Jensen, Rural Services Coordinator, David Atwell and Land Protection Ranger, Ashley Blockland. Furthermore, it is recommended that the TOR be modified to reflect that the secretariat support be provided by the lead Directorate on the current topic.

LINK TO CORPORATE PLAN

This recommendation is linked to priority focus 1.1 '*Maintaining and Improving our major infrastructure*' and 2.1 '*Improving our Service Delivery*' in Council's Corporate Plan (2015-2020).

CONSULTATION (Internal/External)

Committee members (refer to membership).

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: KELIE STANDFAST Administration Coordinator Date: 22 September 2017	Report Authorised by: CAMERON SCOTT Director Roads Infrastructure
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ATTACHMENTS

- **Attachment A** - Unconfirmed minutes of the Rural Industry Advisory Committee meeting held 19 September 2017 - ECM #1124166

REFERENCE DOCUMENT

- Officer's Report Document No. 1126563
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MINUTES

Item: 1.	<p>Opening of Meeting:</p> <p>The meeting was opened at 10:05am by Mayor Liz Schmidt.</p>
2.	<p>Attendance and Apologies:</p> <p>CTRC:</p> <p>Mayor Liz Schmidt (LM) Cr Sonia Bennetto (SB) Cr MJ Bailey (RB) Cameron Scott, Director Roads Infrastructure (CS) David Fletcher, Technical Services Manager (DF) Geoffrey Jackson, Rural Coordinator (GJ) Ron Bredden, Technical Officer (RB)</p> <p>Quadrant 1 Peter Glenwright (PG) Marilyn Ramsay (MR) Blair Knuth (BK) (entered meeting at 10.25am)</p> <p>Quadrant 2</p> <p>Quadrant 3 Neil Angus (NA) Michael Pemble (MP)</p> <p>Quadrant 4 Colin (John) Healing (JH) Gavin Spurdle (GS)</p> <p>Apologies: Cr Alan Barr (AB), Dallis Von Wald (DVW), Jenny Black (JB)</p>
3.	<p>Confirmation of minutes from 13 June 2017</p> <p>Moved: Marilyn Ramsey Seconded: Neil Angus</p>
4.	<p>Incoming correspondence</p> <p>Nolene Bradshaw tendered resignation from the committee. Committee was in agreement that Quadrant 2 would remain vacant as the purpose of the committee would change from gates and grids to other areas of concern for the rural sector at the next meeting. Correspondence will be sent out following adoption of the gate and grid policy.</p> <p><i>KS to prepare correspondence to grid owners (those with Applications and those without) and the larger rural sector to advise of:</i></p> <ol style="list-style-type: none"> <i>1. policy adoption</i> <i>2. next steps</i> <i>3. committee change of purpose</i> <i>4. call for new members.</i> <p>Correspondence was received from an interested party in becoming Quadrant 2 representative, however, did not meet the requirement of submission of <i>Application for Grid/Gate Permit</i>.</p>
5.	<p>Presentation of policy amendments and drawings</p>

MINUTES

	<p>CS outlined the process for Council adoption and highlighted the change in purpose of the committee following adoption of the updated gate and grid policy. Committee was in agreement to change purpose of the committee once the gate and grid policy is resolved.</p> <p>CS went through presentation and drawings highlighting changes. Committee discussion around policy updates with emphasis on maximum post size within the frangible zone (3 metre zone) being 65mm.</p> <p>CS to draft report to Council for policy adoption</p>
5.	<p>Implementation period</p> <p>Committee was in agreement of an implementation period of 12 months for compliance with new policy (from 31 December 2017) with the same period for those landholders who have not yet submitted an <i>Application for Gate/Grid Permit</i>.</p>
6.	<p>Numbering</p> <p>Committee was advised that Council would number each grid structure for ease of identification and matching defects.</p> <p>GJ to arrange numbering of each grid structure prior to next round of inspections</p>
7.	<p>Local law</p> <p>Committee was advised that the local law will be updated in conjunction with changes to the policy.</p> <p>CS explained the authority in the local law and the ability to act further.</p> <p>DVW to prepare report to Council for local law update</p>
8.	<p>Next steps</p> <p>CS explained the next steps following the 12 month implementation period.</p> <ol style="list-style-type: none"> 1. All grids will be reinspected following 31 December 2018 deadline 2. Notice to comply within 3 months with defect listing or permit those that are compliant 3. Reinspection 4. Notice to remove within 3 months for those grids or gates that are non-compliant 5. Permit to those that are compliant <p>CS urged representatives to encourage grid owners to comply during the implementation period and contact Council officers to arrange an inspection. Committee was in agreement with the next steps.</p>
9.	<p>Boundary grids</p> <p>CS advised that Council officers will take steps to rectify boundary grid issues whereby neighbours are unable to mutually rectify the defects. This will be done on a case by case basis with a report to Council and subsequently will not appear in the policy.</p> <p>Boundary grids with other Local Government Areas (LGA) will have to comply with 1 policy on 1 side and the other LGA policy on the other side.</p>
10.	<p>Presentation of data collection</p> <p>GJ and RB provided an overview into the collection of data through grid inspections.</p>

RURAL INDUSTRY ADVISORY COMMITTEE
19 SEPTEMBER 2017, 10AM
GOLD & BEEF ROOMS

MINUTES

	<p>SB suggested a gallery on the website of compliant grids. LS suggested a 1 page factsheet.</p> <p>GJ & RB to provide photos to KS for website upload. KS to create factsheet for website upload and reference in correspondence.</p>
11.	<p>General business GS questioned ability for incoming landholders to reregister roads that have been deregistered. CS advised that it doesn't serve any purpose for landholders to reregister so Roads Infrastructure would not recommend reregistration to Council. This would be done on a case by case basis and report to Council.</p> <p>GS questioned situation whereby James Rich has grids upon Sunwater lands.</p> <p>CS to investigate this case.</p> <p>BK questioned incentives for gate/grid compliance. CS advised that as there is no annual permit fee there is no opportunity to waiver as an incentive.</p>
12.	<p>Next meeting This being the last meeting in regards to grids, LS thanked the representatives and Council officers for their contribution.</p> <p>CS suggested at the next RIAC meeting that all other rural issues are raised and prioritised for the next project area to be defined. This will then give the committee focus and allow the relevant Council officers to attend.</p>
13.	<p>Close of meeting The meeting closed at 11:30am</p>

EXECUTIVE SUMMARY

The Charters Towers Regional Council Rural Industry Advisory Committee was formed in February 2017 with the purpose of ensuring compliance of gates and grids within the Charters Towers region. Following contributions from Council officers and representatives of the committee, S0049 Gate and Grid Policy has now been reviewed and presented for adoption by Council. Upon adoption of the policy the purpose of the committee will change to target other concerns faced by the rural sector.

OFFICER'S RECOMMENDATION

That Council:

- *Adopt the updated statutory policy S0049 Gate & Grid Policy as presented by the Rural Industry Advisory Committee; and*
- *Apply a 12 month implementation period commencing 31 December 2017 to allow compliance.*

BUDGET & RESOURCE IMPLICATIONS

Updates to policy and attendance at Rural Industry Advisory Committee meetings absorbed as part of normal duties.

Financial impacts on Roads Infrastructure resources following adoption of policy will include:

- Preparation of correspondence for approx. 180 landowners advising of policy adoption and subsequent updates;
- Preparation of correspondence to larger rural sector calling for expressions of interest for the Committee following resolution of gate and grid issues;
- Inspection of all gate and grids and subsequent preparation of work orders and notice to comply within 3 months to relevant landholders;
- Issue of permits for compliant grids;
- Notice to remove gates and grids within 3 months for those that still have defects present.

Estimated costs

Administration - approx. 15 days of administration resources - \$5000.00

Inspection - approx. \$50,000

BACKGROUND

The Rural Industry Advisory Committee has updated S0049 Gate and Grid Policy as highlighted Attachment A.

The committee agreed upon an implementation period of 12 months commencing 31 December 2017. This "grace" period allows grid and gate owners time to comply with the updated policy.

Major updates to the policy are highlighted in yellow in Attachment A and summarised below.

- *The term "frangible" defined at section 4.1*
- *Council will approve a gate (only) within a fence line across a public road if that road is classified as an Access Road only in Council's road hierarchy (refer STRAT0028 Road Risk Management Policy). Such a gate shall have a minimum width of four metres and appropriate delineation and warning signage as approved by Director Roads Infrastructure. Refer section 5.2*
- *Grids that are not prefabricated require Registered Professional Engineer of Queensland (RPEQ) certification or will be supplemented with a Statutory Declaration. Refer section 5.5*
- *Following installation by the landowner the ongoing maintenance of "GRID" and "ONE LANE" warning signage will be the responsibility of Council. Refer section 5.5*
- *Where a grid is being installed or replaced, it must be a minimum of four meters in width and in accordance with the minimum trafficable width of the road.*

Grids that are existent upon adoption of this policy will be deemed compliant in regard to width. From the adoption date of this policy the minimum grid width for new installation and replacements will be four meters. Refer section 5.9

- *End Structures/Frangible Zone*

Council is concerned to ensure that if there is a collision between a travelling vehicle and posts or rails on the sides of a stock grid, the posts or rails shall provide minimal resistance (i.e. be frangible) and collapse, or fall away easily and relatively safely under the impact.

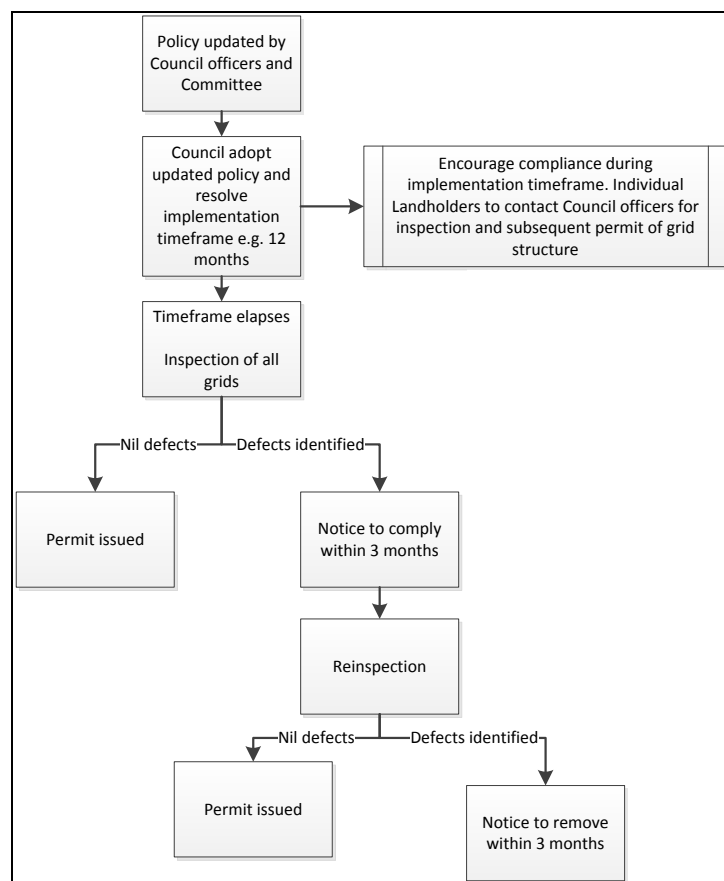
The frangible zone is 3 m either side of the grid structure. Refer CTRC standard drawings S0049-2.

Maximum post/rail size within the frangible zone shall be maximum 65 mm outside diameter or diagonal with 2.3mm wall thickness steel pipe, or equivalent. Refer 5.9.5

- *Treatments other than those specified in the CTRC Standard Drawings may be approved by the Director Roads Infrastructure. Refer 5.9.5*
- *(b) Positioned not less than 2m and not more than 5m from the edge of the carriageway unless directed otherwise by the Director Roads Infrastructure. Refer 5.9.7*
- *Following installation by the permit holder the ongoing maintenance of grid signage (including "one lane" sign) will be the responsibility of Council. Refer 5.9.7*
- *Programed Inspections*
Council officers will inspect all gates, grids and approaches as part of routine road network inspections every 2 years. Any defects observed during the course of these inspections will be advised to the permit holder in writing as a defect "Notice". Refer 5.12.2
- *Updated Standard Drawing S0049-1 Concrete Abutment Details*
- *Updated Standard Drawing S0049-2 Grid End Panels and Fence Options*
- *Updated Standard Drawing S0049-3 Layout, Signs and Frangible Zone*
- *Updated Standard Drawing S0049-4 General Grid Arrangement*

Given the thorough review and subsequent updates undertaken by the committee it is recommended that the updated policy and standard drawings being adopted. In addition to this, a 12 month implementation period for compliance is recommended, commencing from 31 December 2017.

The flowchart below outlines the next steps following adoption of the attached policy.



LINK TO CORPORATE PLAN

The process of ensuring all grids are permitted and defects rectified links to key priority focus 1.1 'maintaining and improving our major infrastructure' and 2.1 'improving service delivery' in Council's Corporate Plan (2015-2020).

CONSULTATION (Internal/External)

Rural Industry Advisory Committee

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

Health and safety risk exposure has been assessed as continuing unchanged until such time as defects are remedied.

Involvement of the committee representatives has reduced the public relation risk implications.

Report Prepared by:
KELIE STANDFAST
Administration Coordinator
Date: 21 September 2017

Report Authorised by:
CAMERON SCOTT
Director Roads Infrastructure

ATTACHMENTS

- Attachment A - S0049 Gate & Grid Policy
- Attachment B - Standard Drawing S0049-1 Concrete Abutment Details
- Attachment C - Standard Drawing S0049-2 Grid End Panels and Fence Options
- Attachment D - Standard Drawing S0049-3 Layout, Signs and Frangible Zone
- Attachment E - Standard Drawing S0049-4 General Grid Arrangement

REFERENCE DOCUMENT

- Officer's Report Document No. 1126567
- Officer's Report Document No. 1126563 (RIAC Meeting Minutes September 2017)

NUMBER: S0049/ Roads Infrastructure

ACT: LOCAL GOVERNMENT ACT 2009

POLICY TITLE: GATE & GRID POLICY

POLICY

1. PURPOSE AND SCOPE

The *Transport Infrastructure Act 1994* and *Transport Operations (Road Use Management) Act 1995* impose a statutory duty on Council to construct, maintain and operate public roads to promote the safe transport of persons and goods, while the *Local Government Act 2009* grants Council control of all roads in our local government area.

This policy sets the legal framework for Council to control the existence of gates and grids upon public roads under its control and is to be read in conjunction with Charters Towers Regional Council (CTRC) Local Law No. 24 (Gates and Grids), which itself has been enacted by Charters Towers Regional Council under the powers vested in it through the Local Government Act 2009. A copy of this policy and the local law is available on Council's website at www.charterstowers.qld.gov.au.

2. COMMENCEMENT OF POLICY

This policy will commence from **11 October 2017**. It replaces all other policies relating to Gates and Grids.

3. APPLICATION OF POLICY

This policy applies to all people who own or intend to install gates or grids across public roads.

This policy provides a simple and consistent process for the management of gates and grids on public roads to allow for the safe movement of stock on roads without causing adverse impact on road users. The policy sets out the specifications required of each gate and grid as well as the process for installing, removing or replacing a gate or grid to allow for the permit holder (owner) and CTRC to ensure governance of this policy.

4. DEFINITIONS

4.1 In this policy:

"Grid" means a structure designed to permit the movement of vehicular traffic along a road but prevents the passage of livestock.

"Gate" means a movable, hinged barrier for closing an opening in a fence line crossing a public road.

"Public Road" means a road for which the local government is responsible.

"Permit Holder (owner)" means the person responsible for a gate or grid installed, or to be installed, across a public road who benefit from the gate or grid that is, or is to be installed.

"Frangible" means to be able to collapse, or fall away easily and relatively safely under impact.

"RPEQ" Registered Professional Engineer of Queensland.

5. POLICY PROVISIONS

5.1 Responsibility

Under *Local Law No 24. (Gates and Grids)* a person must not install a gate or stock grid on a public road unless the installation has been approved (permitted) by Council.

It is Council Policy that all gates, stock grids and associated infrastructure are the responsibility of the owner, and installation is at the applicant's cost and expense. The owner of the stock gate or grid is responsible for maintenance of the gate or grid structure, the roadway for 5 metres on either approach to the gate or grid, and for the associated fencing including gates within the road reserve. Council may carry out maintenance of the road if required within 5 meters either side of the gate or grid at the permit holder's expense.

The permit holder shall accept all liability and must possess a public risk policy of insurance for an amount of at least \$10,000,000 (10 million dollars), specifically indicating coverage over the gate and grid and nominating Charters Towers Regional Council as an interested party. This is required to indemnify owner and Council against all claims for personal injury and property damage resulting from the existence of the gate or grid, including for the initial construction period. Boundary gates or grids shall be indemnified by both parties and Council shall issue a permit for the gate or grid to both parties.

Owners of unauthorised gates and grids will be ordered to remove such structures or alternatively they will be removed by Council with costs recoverable from the property owner.

The permit holder has a duty of care to regularly monitor the condition of the gate or grid and adjacent roadway, and to initiate action with respect to maintaining the gate or grid in a safe operating condition for the travelling public.

5.2 General

Council will approve a gate (only) within a fence line across a public road if that road is classified as an Access Road only in Council's road hierarchy (refer STRAT0028 Road Risk Management Policy). Such a gate shall have a minimum width of four metres and appropriate delineation and warning signage as approved by Director Roads Infrastructure.

Council encourages owners to fence out roads to eliminate the need for gates or grids wherever possible/practicable.

All gates and grids located on a designated State controlled road will be referred by the applicant to the Department of Transport and Main Roads.

5.3 New Installation

Applications to install a new gate or grid must be submitted to Council prior to construction and all details as contained in *F0254 Application for Gate or Grid Permit* must be addressed.

The applicant will be required to accompany the application with the current gates and grids application fee as listed in Council's scheduled fees and charges. A refund of the application fee shall not be given if the application is denied.

Where a grid is installed, the applicants, at their own expense, shall also install a gate, in accordance with the approved CTSC Standard Drawings. This gate shall be installed in the fence line at a distance of no more than fifty (50) metres from the grid.

Once installed it is an offence to lock such a gate and such gates shall be maintained in good working order so as to allow ease of access for any member of the travelling public wishing to use the gate.

5.3.1 Objections to an application

An advertisement will be placed in two editions of a local newspaper giving interested persons 30 days' notice to lodge objections in writing to an application for the installation of a gate and grid. A pro forma of the required advertisement is enclosed for guidance at Attachment 7.2.

Council will consider all submissions received in relation to an application for a gate and grid but reserve the right to refuse an application based on any objection received.

5.4 Existing Gates and Grids

All existing gates and grids require a completed *F0254 Application for Gate or Grid Permit* and are maintained to the standard specified in this policy.

Where Council requires a gate or grid to be upgraded to meet its current standard, Council will issue a "Notice" to the permit holder, and permit holder shall make all the necessary improvements as listed in the "Notice", at no cost to Council.

The permit holder may approach Council to carry out the works under a private works authorisation on a full cost-recovery basis. In such a case, Council will:-

- provide an estimate of the cost of the work;
- provide an expected date of commencement and completion, prior to the works authority agreement being signed; and
- carry out all works required, at such time as a suitable crew is in the area, so as to minimise travel/establishment costs.

Actual costs incurred will be charged to the permit holder.

Where a complete gate/grid replacement or gate/grid removal is necessary, Council will require the permit holder upgrading the gate or grid to submit *F0254 Application for Gate or Grid Permit*, carry out all prescribed works in accordance with CTRC Standard Drawings and specifications and pay the replacement and/or removal fee as listing in Council's scheduled fees and charges.,

5.4.1 Transfer of ownership

In the event of transfer of ownership *F0292 Application for Gate or Grid Transfer of Ownership* is required to be submitted to Council. No gates and grid fee will be required for a transfer of ownership application.

5.5 Supply of Grids and Signs

Council does not have any grids and/or abutments available for sale. However there are a number of businesses in the region, which manufacture grids for sale. All grids and abutments installed shall meet the strength requirements of Australian T44 Highway Loading as defined by "Austroads - 1992".

Grids that are not prefabricated require Registered Professional Engineer of Queensland (RPEQ) certification or will be supplemented with a Statutory Declaration.

Council can make available for purchase the required signs, posts and fittings through Council's store at market rates, plus handling and cost recovery.

Following installation by the landowner the ongoing maintenance of “GRID” and “ONE LANE” warning signage will be the responsibility of Council.

5.6 Maintenance of Installation

Maintenance of a gate or stock grid installation is the responsibility of the permit holder, and due diligence must be exercised proactively in identifying maintenance required to ensure safety of the travelling public, and in initiating remedial action when required. Guidelines are included at Attachment 7.1 to assist in this process.

Should Council identify that works are required to correct any problems, Council will issue a “Notice” to the owner and the owner shall rectify the defects.

If the works are not carried out within the time stated on the “Notice”, then Council may undertake the works or remove the gate or grid and recover the costs of such work as a debt due and owing from the owner.

The owner must agree in writing as a condition of the permit, prior to installing/upgrading the gate or grid, to pay Council for all maintenance work carried out on the installation, whenever Council is unable to contact the owner within a reasonable period, or if the repair work identified in a “Notice” is not completed within the time stipulated in the “Notice”.

In the event of a safety hazard being identified at the grid, the owner is required to immediately correct the problem to a safe condition, which is satisfactory to Council and to full specification level within a period stated in the “Notice”.

5.7 Other Terms and Conditions

Subject to satisfactory installation of gates or stock grids, as set out in this policy, the applicants may be issued a permit on the following terms and conditions:

The permit shall continue in force until cancelled by the Local Authority;

- 1) The permit holder shall maintain the gate or grid in good condition, and shall also maintain the road in a good condition (including the destruction of all noxious weeds) for a distance of 5 metres on either side of the grid so that public traffic may not be impeded or obstructed;
- 2) The permit holder shall secure with a reputable insurer, insurance cover for each gate or stock grid, with respect to public liability of an amount not less than ten (10) million dollars. This insurance cover shall indemnify and keep indemnified both the owner and the Local Authority from and against any claim, action or proceeding in respect to injury or damage to any person or property arising out of the existence of the gate or grid, including for the duration of the construction period;
- 3) Such insurance shall be maintained current for the duration of the existence of the gate or stock grid;
- 4) The owner shall within fourteen days of demand, deliver a copy of the insurance policy to the Local Authority as evidence of conformance with his obligations in regard to this condition;
- 5) If a gate or grid permit is relinquished by the owner, or cancelled by Council, the owner shall be responsible for removing the gate or grid, gate and appurtenances from the road and reinstating the roadway to the standard of the road on either

side of the gate or grid. *F0227 Application to carry out works on a road or interfere with a road or its operation* shall be completed. This shall include the removal of any mounding used, and reinstatement and compaction of the gravel surface, and be completed within three (3) months from the date the permit is relinquished /cancelled. If the removal is not completed by the required time, or to the satisfaction of Council, Council will undertake the work and recover the costs of such work as a debt due and owing from the owner.

5.8 Location and Alignment

5.8.1 Location

A gate or stock grid shall only be constructed on a public road at the location (specified road chainage) authorised by the Council.

5.8.2 Alignment

A gate or stock grid shall be constructed at right angles to the centre line of the road. This may mean that in some circumstances, the alignment of the gate or stock grid will be skewed in relation to the alignment of the fence line.

The centre of the gate or stock grid shall be coincident with the centre of the pavement, whether or not it has been widened for curve requirements, or otherwise.

The grade of the grid shall conform to the longitudinal grade of the road unless directed otherwise by the Director Roads Infrastructure.

The levels of the grid surface (including crossfall) shall be in accordance with the directions of the Director Roads Infrastructure.

5.9 Construction

5.9.1 Grid Size

Where a grid is being installed or replaced, it must be a minimum of four meters in width and in accordance with the minimum trafficable width of the road.

Grids that are existent upon adoption of this policy will be deemed compliant in regard to width. From the adoption date of this policy the minimum grid width for new installation and replacements will be four meters.

5.9.2 General

Stock grids shall be constructed to the dimensions and details shown on the CTCRC Standard Drawings (S0049-1 – S0049-4). Where those drawings are silent, the specifications shown on Main Roads Standard Drawings 1353 and 1561 are to apply.

All excavation and subsequent disposal of spoil shall be carried out in an environmentally responsible manner in accordance with Council's Environmental policy.

Approach ramps (if ordered) shall be constructed in accordance with the grades shown on the drawings. The quality of the material used in the ramps, and the constructions method employed, shall be in accordance with current Council standards and practices and shall require approval of the Director Roads Infrastructure.

5.9.3 Ground Preparation

In poor soil conditions Council may direct that selected fill be used beneath the abutment and floor.

In special circumstances the Council may direct that the drainage under the grid requires a concrete erosion protection slab between the footings.

5.9.4 Endwalls/Wingwalls

Endwalls/Wingwalls shall be constructed to the dimensions shown in the drawings. Their purpose is to prevent earth from collapsing from the road embankment at each end.

5.9.5 End Structures/**Frangible Zone**

Council is concerned to ensure that if there is a collision between a travelling vehicle and posts or rails on the sides of a stock grid, the posts or rails shall provide minimal resistance (i.e. be frangible) and collapse, or fall away easily and relatively safely under the impact.

The frangible zone is 3 m either side of the grid structure. Refer CTRC standard drawings S0049-2.

Maximum post/rail size within the frangible zone shall be maximum 65 mm outside diameter or diagonal with 2.3mm wall thickness steel pipe, or equivalent.

Prefabricated end panels as shown in the CTRC standard drawings S0049-2 may be installed. Note that all horizontal rails parallel to the direction of traffic, shall have fully welded connections, and be housed within an outer frame. **Treatments other than those specified in the CTRC Standard Drawings may be approved by the Director Roads Infrastructure.**

No unrestrained horizontal rails parallel to the direction of traffic, of any description, are permitted, as they constitute a potential "horizontal spear hazard" for motorists. If such currently exists they shall be removed and replaced with an acceptable arrangement.

Tubular steel panels shall be prefabricated from galvanised pipe manufactured in accordance with AS1450, to the dimensions as shown in S0049-2.

5.9.6 Delineators

Where the approach road alignment requires it, delineators (guideposts) shall be installed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) to guide traffic safely through the stock grid installation.

5.9.7 Grid Warning Signs and Width Markers

Reflectorised grid warning signs shall be provided at both approaches to the grid (in accordance with the Manual Uniform Traffic Control Devices (MUTCD). Unless on approach from an arterial road whereby insufficient distance makes insertion of a grid sign ineffectual.

Unless directed otherwise by the Director Roads Infrastructure, warning signs for the grid shall be erected as follows:-

- (a) On the left hand side of the road (facing the oncoming traffic), distant from the gate or grid not less than 75m and not more than 200m.
- (b) Positioned not less than **2m and not more than 5m** from the edge of the carriageway unless directed otherwise by the Director Roads Infrastructure.
- (c) Angled to the road as necessary to provide satisfactory visibility to approaching traffic.
- (d) On galvanised steel pipe, outside diameter/diagonal. 65mm maximum, 2.3mm wall thickness.

Signs shall be bolted to posts using two 12mm diameter galvanised cup-head bolts, nuts and washers, and brackets.

All posts shall be erected vertically and shall be embedded a minimum of 600mm into solid ground.

Materials List for 'GRID' signage is as follows:-

2	x	'GRID' warning signs (W5-16B)
2	x	'ONE LANE' warning signs (W8-16B) single grids only
2	x	posts and sets of brackets
2	x	width marker – Left (D4-3A(L)) single grids only
2	x	width marker – Right (D4-3A(R)) single grids only

Following installation by the permit holder the ongoing maintenance of grid signage (including "one lane" sign) will be the responsibility of Council.

In all cases width markers shall be erected at each end of the grid to define the grid width to approaching traffic. Refer to CTRC standard drawings S0049-3.

5.10 Double Grids

Where the stock grid is so wide that it requires construction using two separate grid panels, the two grids shall be connected together with M24 bolts at 300mm centres and secured using nylon locknuts to prevent them vibrating loose, and to facilitate removal if/when necessary. The distance between the two grids shall be a maximum of 40mm.

5.11 Traffic Control during Installation

The applicants, prior to commencement and during the entire period necessary for installation of the grids, shall take all necessary steps for the protection of the travelling public during excavation, concrete works, laying and setting of the grid and fencing, by:-

- (a) Complete *F0227 Application to carry out works on a road or interfere with a road or its operation* (Refer website);
- (b) erecting suitable barriers together with appropriate warning signs and devices, in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and as directed by Council's Director Roads Infrastructure, warning of the work in progress;
- (c) constructing a safe and adequate side-track to allow traffic to by-pass the construction site and as directed by Council's Director Roads Infrastructure; and
- (d) repairing or causing to be repaired, any damage to the roadway caused through such excavation, concrete works, laying and setting of the grid and fencing, with repairs to be effected in such a manner so as to restore the roadway to a similar state and condition as existed prior to the commencement of the works.

5.12 Inspections and Hold Points

5.12.1 New Installation Inspections

In the event that approval is granted for a stock grid, a person shall not commence construction or placement until Council carries out the following inspections and the authorisation is given to proceed:

- (a) The steel grid structure (other than for an approved pre-fabricated grid) must be either certified by a RPEQ, or alternatively, inspected by Council to determine compliance with the CTRC Standard Drawings, prior to transport to site.

(Approved pre-fabricated grids compliant with relevant specifications are available for purchase from commercial grid manufacturers).

- (b) The exact location at which a stock grid is to be located must be inspected and approved by Council so that issues of safety concerning sight distance etc. are determined.
- (c) Concrete abutments/slabs must be inspected by Council, at the following Hold Points:
 - I. when excavation and steel fixing is completed and prior to pouring; and,
 - II. on completion of pour and once grid has been mounted.
- (d) Steel abutments must be inspected:
 - I. prior to placing the abutments
 - II. After the abutments and grid structure have been installed
 - III. An inspection to ensure all appropriate signage has been installed is required upon completion.

Inspections may be arranged by contacting Council's Roads Infrastructure Department on phone 07 4761 5387 at least 7 days prior to the date the inspection is required.

5.12.2 Programed Inspections

Council officers will inspect all gates, grids and approaches as part of routine road network inspections every 2 years. Any defects observed during the course of these inspections will be advised to the permit holder in writing as a defect "Notice".

6. 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.

Variations

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

Associated Standard Drawings

- S0049-1 Concrete Abutment Details
- S0049-2 Grid End Panels and Fence Options
- S0049-3 Layout, Signs and Frangible Zone
- S0049-4 General Grid Arrangement

Associated Forms – refer Council website

- F0254 Application for Gate and Grid Permit
- F0227 Application to carry out works on a road or interfere with a road or its operation
- F0292 Transfer of Grids Ownership

Associated Policies/Documents

- STRAT0028 Road Risk Management
- Department of Transport and Main Roads Manual of Uniform Traffic Control Devices (MUTCD)
- Department of Transport and Main Roads Technical Specification, MRTS14 Road Furniture
- T44 Highway Loading – Austroads 1992

Relevant Laws

- Local Government Act 2009
- Transport Infrastructure Act 1994
- Transport Operations (Road Use Management) Act 1995
- Local Law No.24 (Gates and Grids) 2011
- Subordinate Local Law No. 24 (Gates and Grids) 2011
- Local Law No.1 (Administration) 2011
- Subordinate Local Law No. 1.15 (Carrying out Works on Roads or Interfering with a Road or its Operation) 2011

7. ATTACHMENTS AND APPENDICES

7.1 ATTACHMENT A – Guidelines for Maintenance

Guidelines for the maintenance and care of permitted stock grids

The following is provided as an indicative guide, but the owner is responsible to fulfil their duty of care with respect to the travelling public and initiate their own actions as the need arises. The safety of the travelling public is of utmost importance and urgent action by the permit holder is required when appropriate.

Broken Grid Rails:	1 rail: to be replaced within 48 hours More than one rail - to be repaired immediately
Loose Grid Rails:	Broken welds are to be repaired within 7 days
Signs:	The owner shall ensure that all requisite signs are in place and maintained in a satisfactory state. Any signs which are removed, damaged or have lost their reflective characteristics shall be replaced within 15 days of becoming aware.
Delineation:	Minimum delineation requirements identified in the CTRC Standard Drawings shall be maintained at all times. Damaged wing panels should be repaired within 10 working days. Width Markers or delineators should be replaced within 7 working days.
Fence Posts Construction:	Maximum post size within the frangible zone shall be maximum 65 mm outside diameter/diagonal with 2.3mm wall thickness steel pipe, or equivalent.
Road Subsidence:	Where the roadway immediately adjacent the abutments suffers subsidence, the licensee shall take action to fill the depression with sound gravel material to bring the surface back to grade.
Visibility:	The owner shall ensure that the structure remains in a highly visible state at all times. Any vegetation growth in the vicinity of, or on the approaches to the structure, which obscures or partly obscures visibility of the grid, shall be removed. The owner shall ensure painted surfaces are maintained in a state of high visibility.
Horizontal Spear Hazards:	Any unrestrained horizontal railings aligned parallel to the direction of traffic, shall be immediately removed, as they present a particular hazard to traffic. Wire ties, small bolts or tack welding fixing the rails may not constitute satisfactory restraint in the event of impact by a vehicle.
Non-Frangible posts:	Posts of greater structural strength than a 65mm OD steel pipe shall be removed from the “frangible” zone.

7.2 ATTACHMENT B – Proforma newspaper advertisement

APPLICATION FOR PERMISSION TO ERECT FENCES WITH LICENSED STOCK GRIDS AND GATES

Notice is hereby given that it is the intention of (Full Name) to apply to the Charters Towers Regional Council for permission to erect (Number) fences, with licensed stock grids and gates across the road known as (Description and Location).

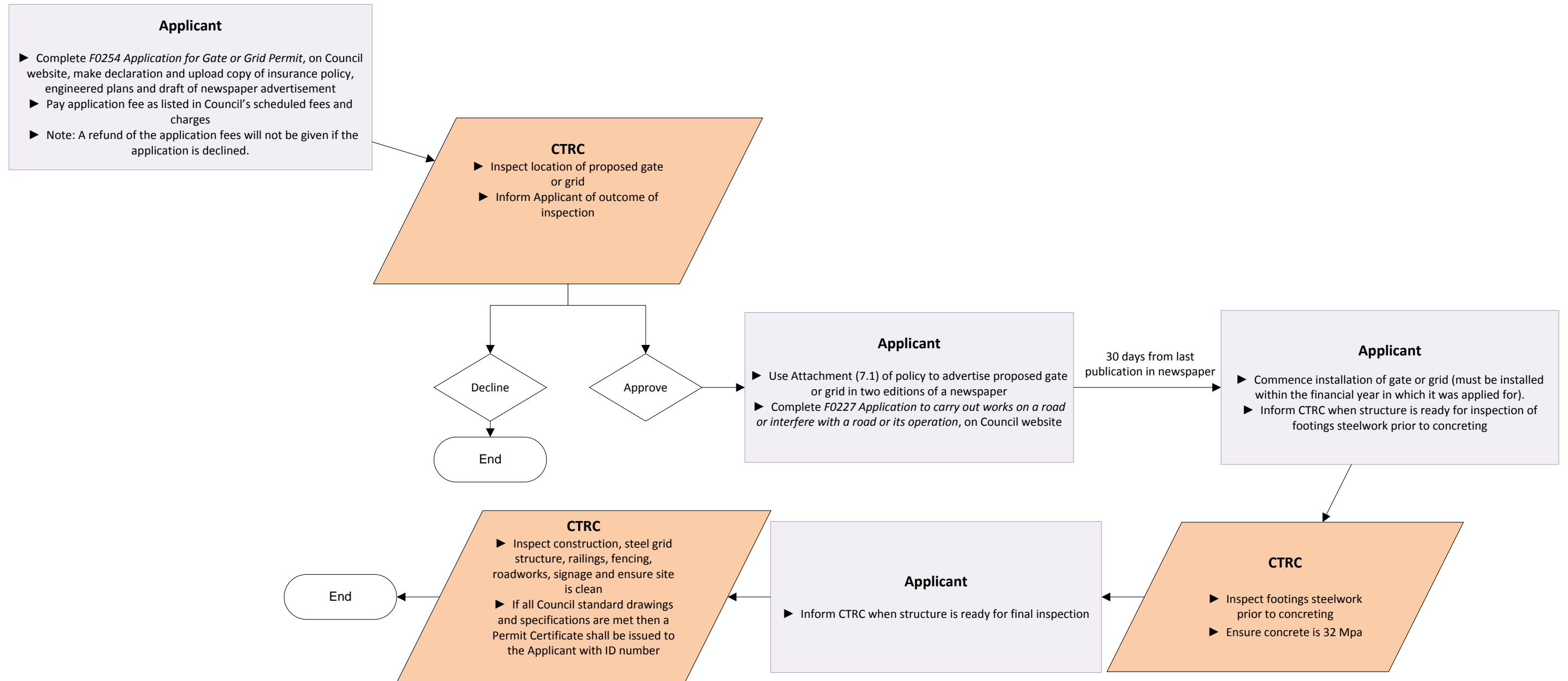
The application may be inspected at Charters Towers Regional Council Administration Office, 12 Mosman Street, Charters Towers, and objections may be lodged in writing, setting out the grounds for such objections, with the Chief Executive Officer within 30 days from the date of this publication.

Name: _____

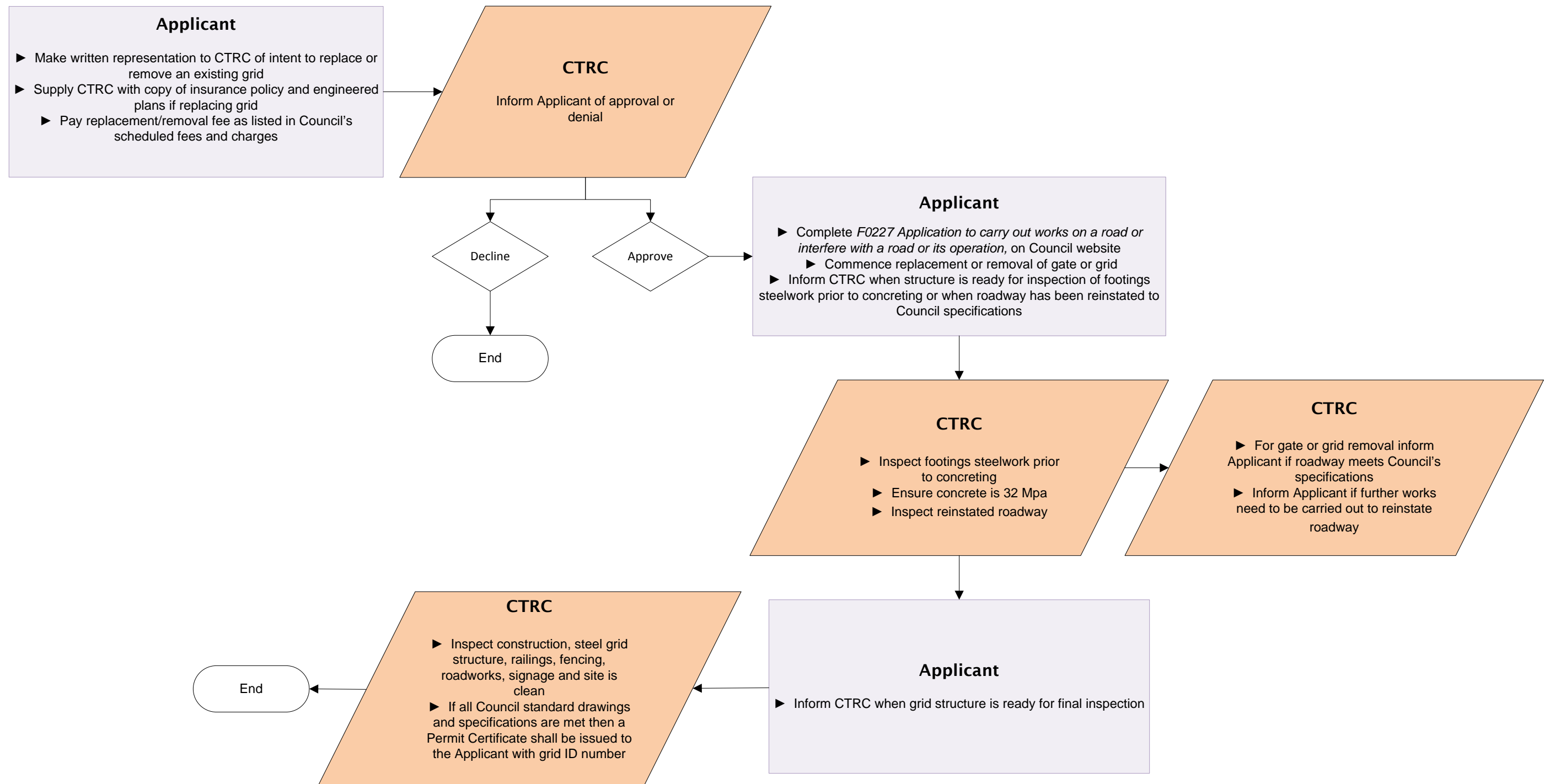
Address: _____

Property: _____

7.3 ATTACHMENT C – New Grid Application Workflow



7.4 ATTACHMENT D – Replacement or Removal of Grid



7.5 ATTACHMENT E - Statutory Declaration

Oaths Act 1867

Statutory Declaration

QUEENSLAND
TO WIT

I,

of in the State of Queensland

do solemnly and sincerely declare that

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Signature of declarant/deponent

Taken and declared before me at

this day of

A Justice of the
Peace/Commissioner for
Declarations.

Official Use Only:

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Cameron Scott
Title: Director Roads Infrastructure
Policy Maintained by: Cameron Scott
Title: Director Roads Infrastructure
Review date: 16 July 2016

Original issue: 16 July 2014

Current version: 9

CEO Signature:

____/____/____

DIRECTIVE TO P&C:

Key Stakeholders identified and engaged within this development process	(Names/Sections here):

Distribution & Dissemination of approved:

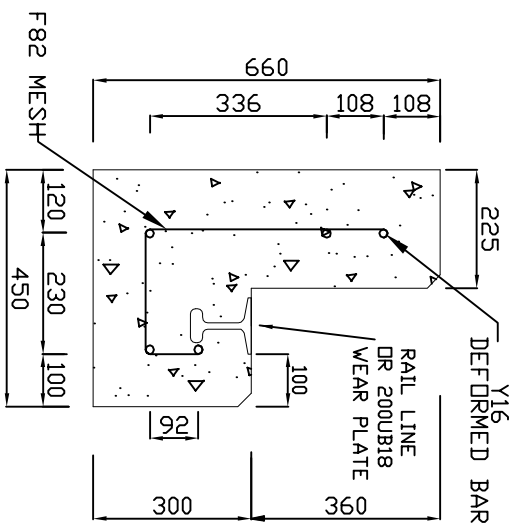
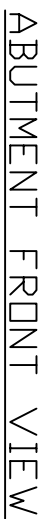
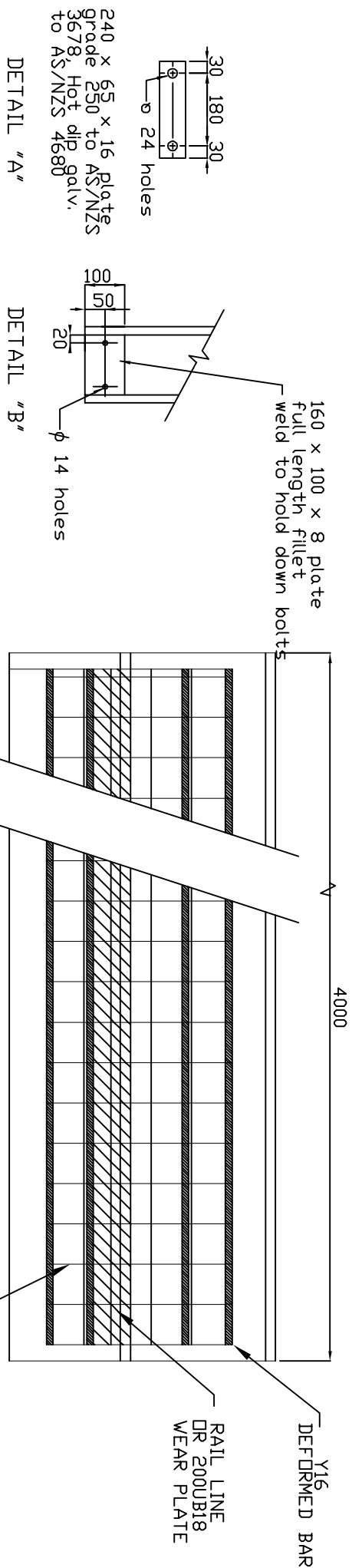
Policy / Administrative Directive / Procedural Guidelines / Other:

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

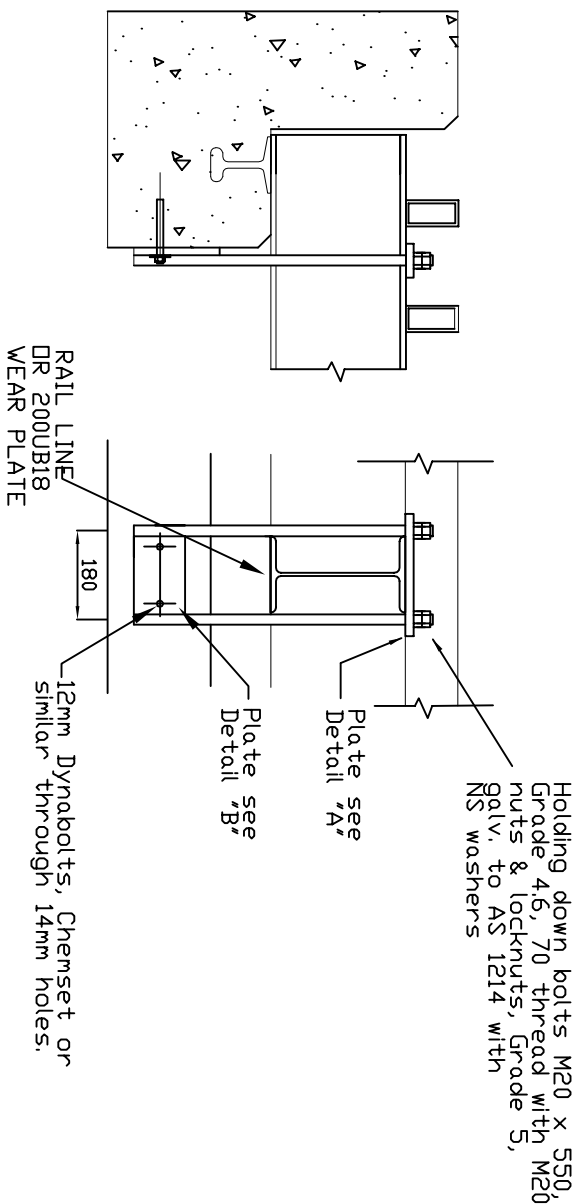
Signed (for and on behalf of P&C):

Date:

Recorded/evidence in Document Management System (ECM):



ABUTMENT DETAIL

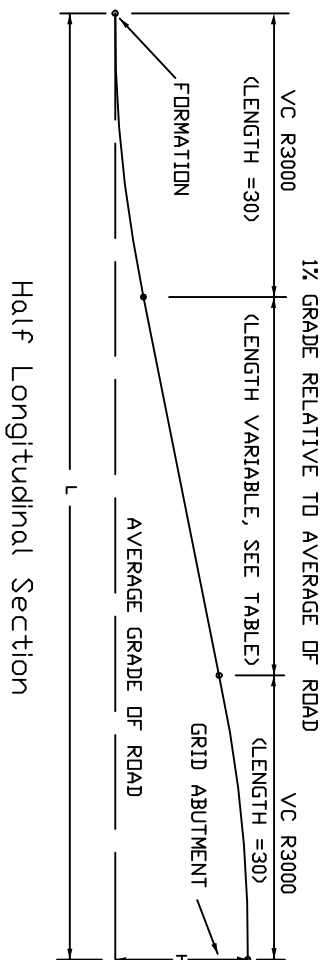


HOLDING DOWN BOLT DETAIL

- NOTES:
1. Concrete to be 32MPa/20
 2. 4 Holding-Down Bolt arrangements are to be installed
 - one per corner of each grid segment.
 3. Weight approx. 202 Tonnes for 40m segment.
 4. Main Roads Standard Insitu abutment may be used. Refer MRD Std Drgs 1561 and 1353.
 5. Prefabricated pre-cast concrete abutments may be used, provided they are approved by CTRC, and both the abutments and the bedding are certified by a practising structural engineer.
 6. Certified prefabricated Steel footings may be used provided they are approved by CTRC.
 7. If prefabricated steel footings are used they shall be founded upon a 200mm thick reinforced concrete footing or a 300mm deep cement stabilised gravel footing compacted to 95% MDD.

HEIGHT		DISTANCE FROM GRID										LENGTH
H	L	10	20	30	40	50	60	70	80	90	GRADE	
0.7	100	0.68	0.63	0.55	0.45	0.35	0.25	0.15	0.07	0.02	40	
0.6	90	0.58	0.53	0.45	0.35	0.25	0.15	0.07	0.02	-	30	
0.5	80	0.48	0.43	0.35	0.25	0.15	0.07	0.02	-	-	20	
0.4	70	0.38	0.33	0.25	0.15	0.07	0.02	-	-	-	10	
0.3	60	0.28	0.23	0.15	0.07	0.02	-	-	-	-	0	

ROAD APPROACH RAMP GRADIENT DETAILS



Half Longitudinal Section

MARK	DETAILS OF AMENDMENTS	APPROVED BY:	DATE

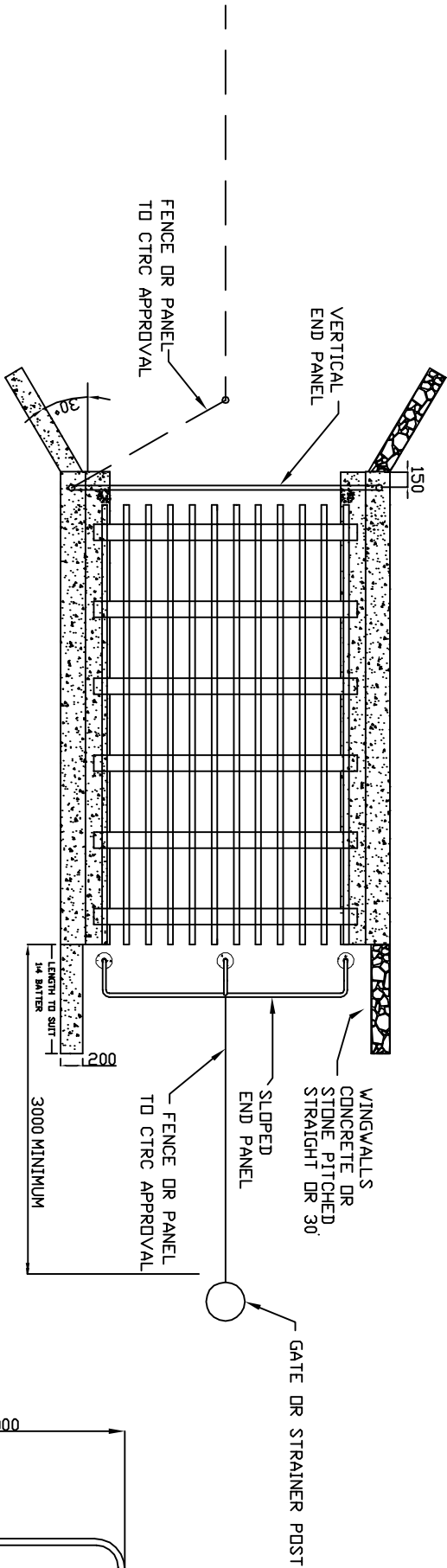


CHARTERS TOWERS REGIONAL COUNCIL
 12-14 KOSMAN STREET
 G.P. BOX 189)
 CHARTERS TOWERS, Q.L.D. 4820
 Phone(07)74615300 Fax(07)74615344)

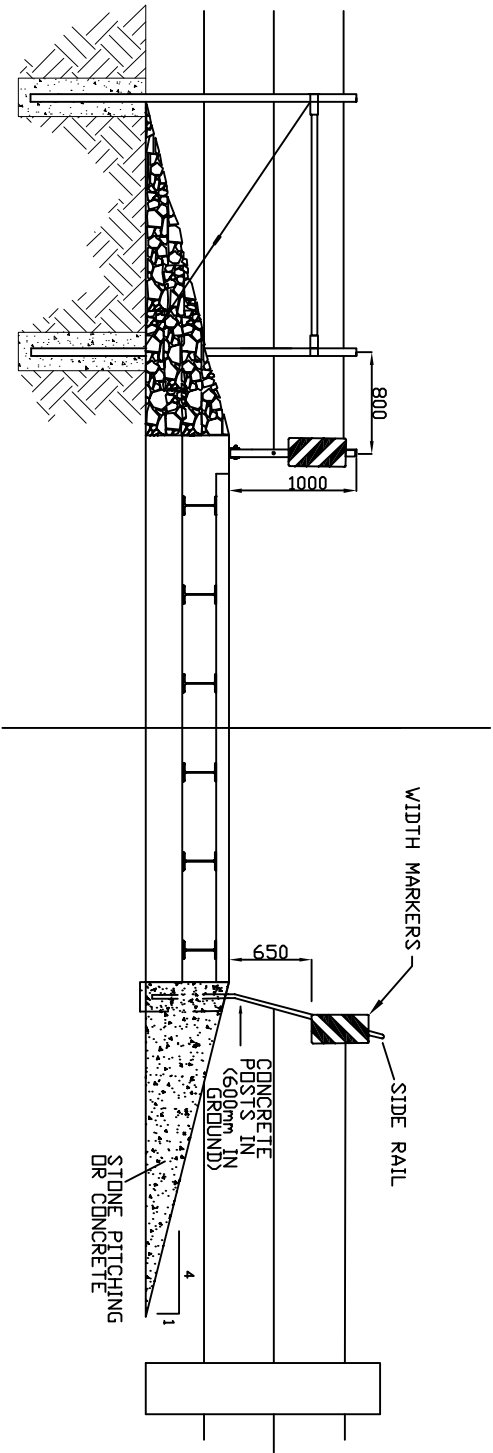
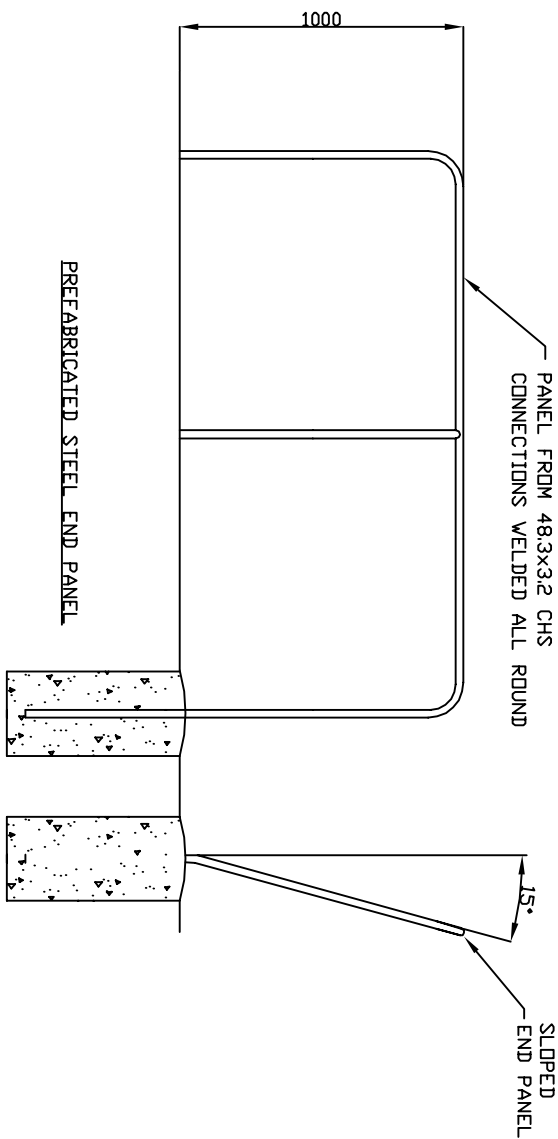
SURVEY	SCALE/IN	DATE
DATUM	CHECKED	DATE
DESIGN	APPROVED	DATE
DRAWING: FINISHED	APPROVED	DATE
	EXEC. WORK	DATE
	ROADS INFRASTRUCTURE	DATE

S0049-1 CONCRETE ABUTMENT DETAILS

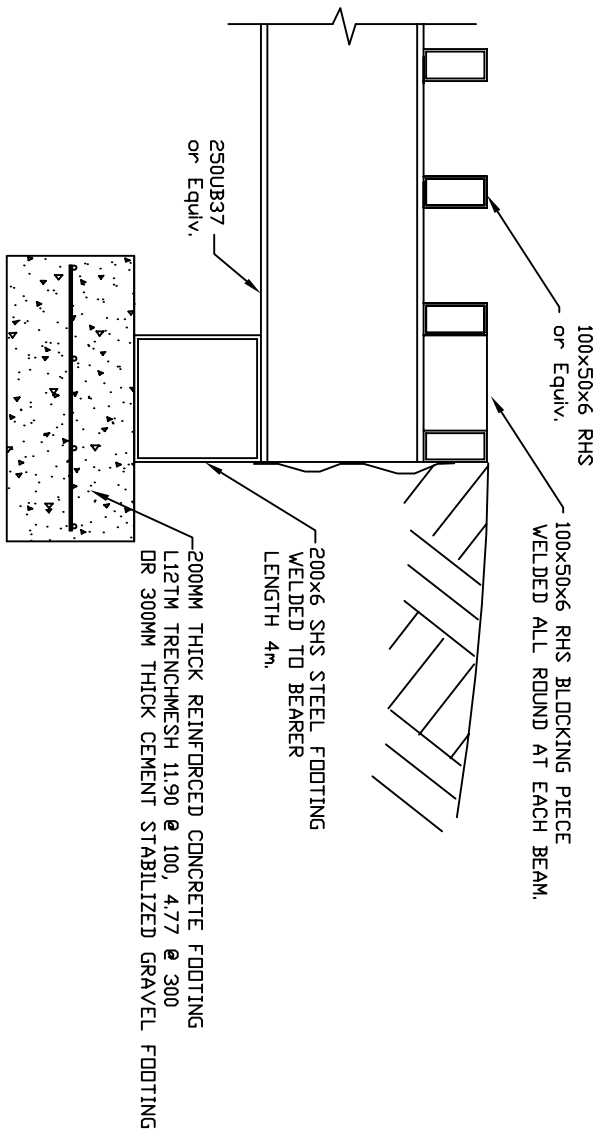
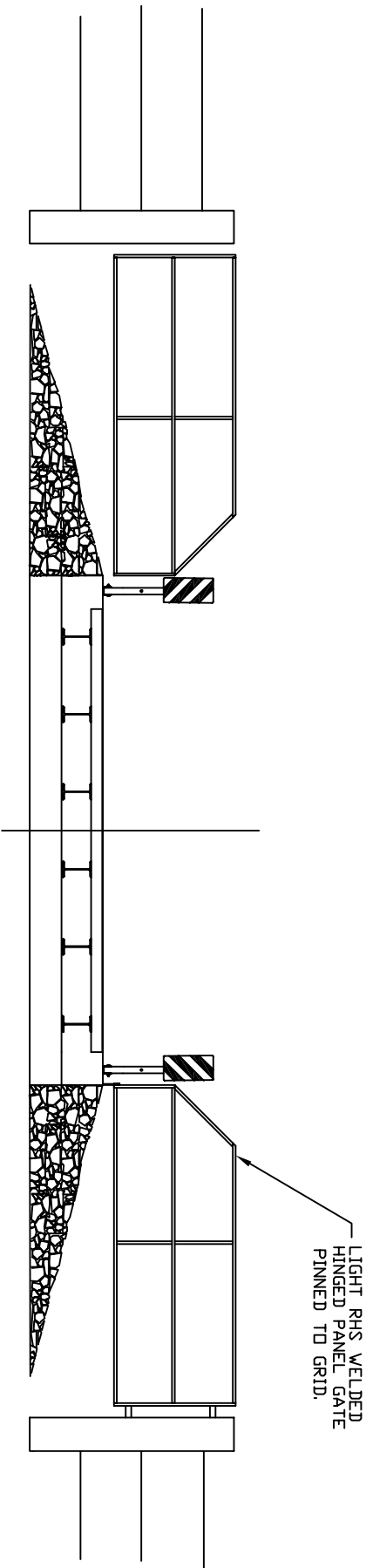
SHEET 3 OF 4					
A3					
a	b	c	d	e	f



WINGWALL, FENCE AND END PANEL OPTIONS



END PANEL AND FENCE OPTIONS



PREFABRICATED STEEL FOOTING

NO.	DETAILS OF AMENDMENTS	APPROVED BY:	DATE

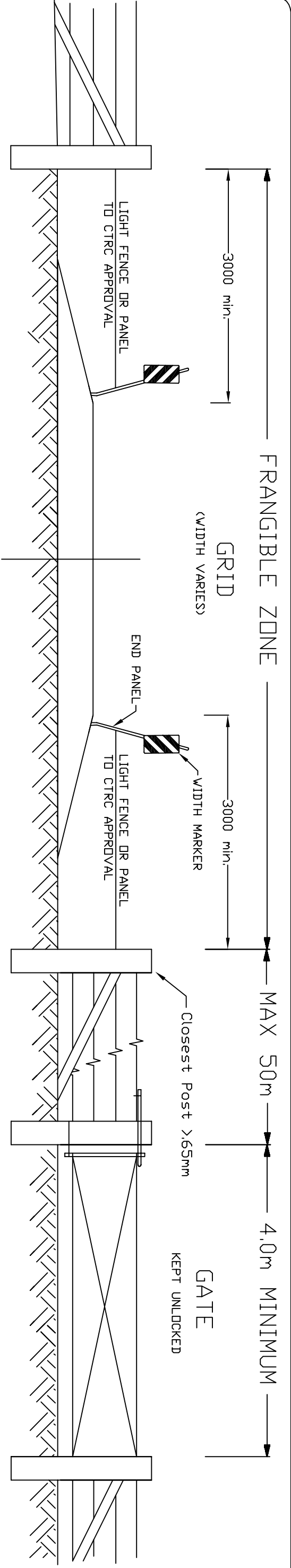


CHARTERS TOWERS REGIONAL COUNCIL
12-14 KOSMAN STREET
P.O. BOX 1899
CHARTERS TOWERS, Q.L.D. 4820
Phone:(07)47615300 Fax:(07)47615344

SURVEY	SCALE/IN	DATE
DATUM	CHECKED	DATE
DESIGN	APPROVED	DATE
DRAWN: ROAD/ASH	APPROVED	DATE
EXEC. WORKS INFRASTRUCTURE		

S0049-2 GRID END PANELS & FENCE OPTIONS

SHEET 4 OF 4						
A3						



TYPICAL GATE AND GRID LAYOUT



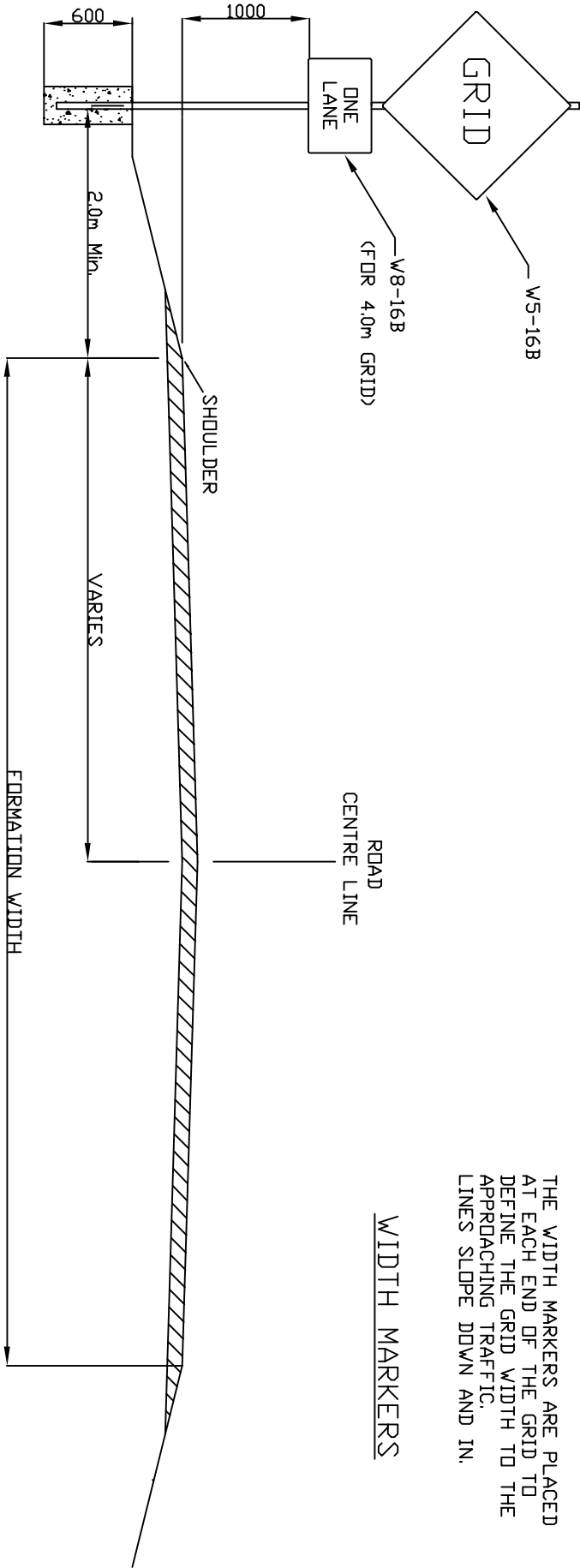
D4-3A(L)



D4-3A(R)

THE WIDTH MARKERS ARE PLACED AT EACH END OF THE GRID TO DEFINE THE GRID WIDTH TO THE APPROACHING TRAFFIC. LINES SLOPE DOWN AND IN.

WIDTH MARKERS



SIGNS TO BE LOCATED ON THE LEFT HAND SIDE OF THE ROAD AND BETWEEN 75m AND 200m IN ADVANCE OF THE GRID

WARNING SIGN LAYOUT

MR	DETAILS OF AMENDMENTS	APPROVED BY:	DATE



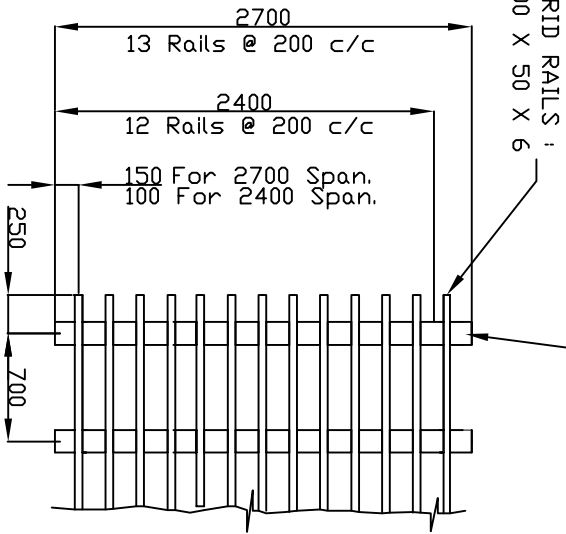
CHARTERS TOWERS REGIONAL COUNCIL
12-14 MOSMAN STREET
P.O. BOX 1893
CHARTERS TOWERS, Q.L.D. 4820
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SUBMIT	SOLEMNS	DATE
DRAWN	CHECKED	DATE
DESIGN	APPROVED	DATE
DRAWN: RAGLOUGH	APPROVED	DATE
	DEC. HIGH ROADS INFRASTRUCTURE	

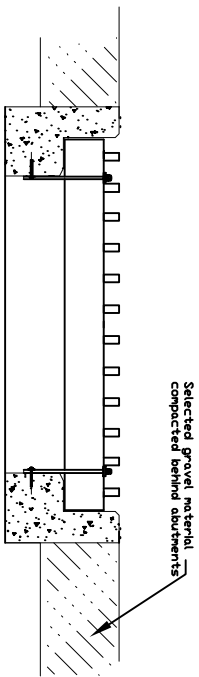
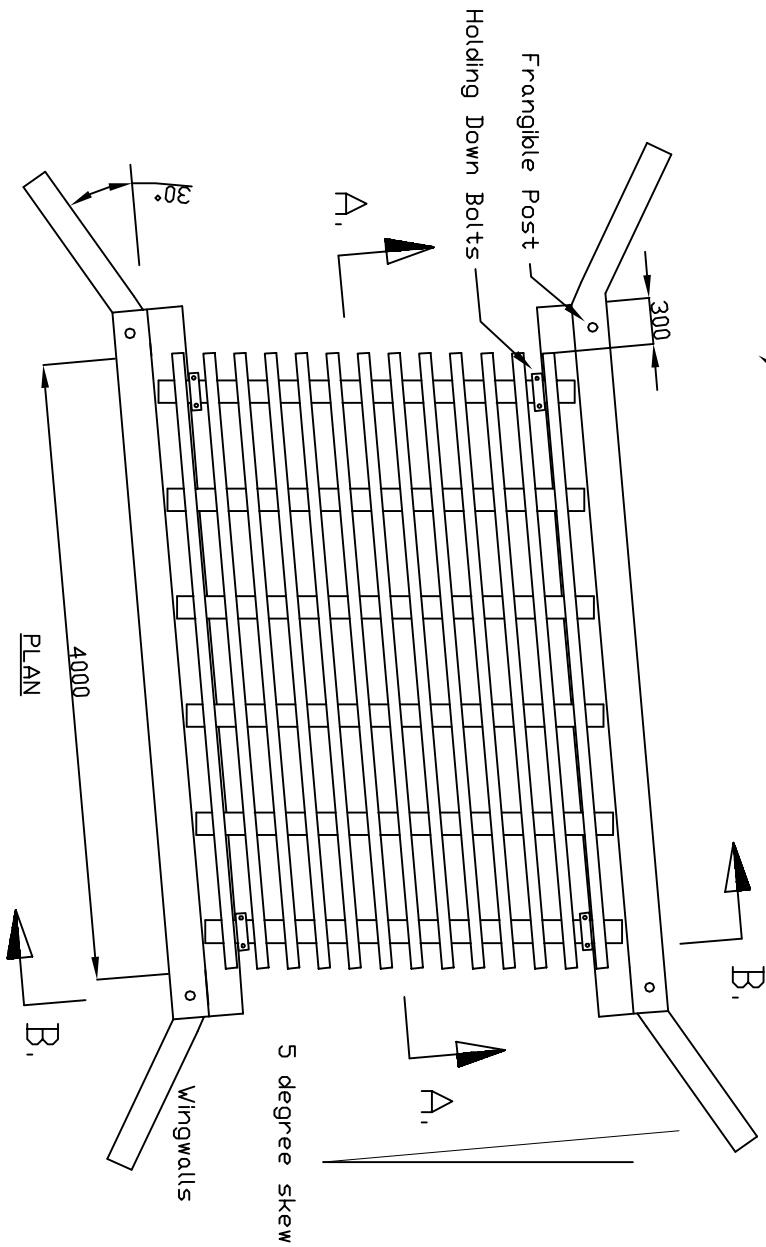
S0049-3 LAYOUT SIGNS & FRANGIBLE ZONE

SHEET 1 OF 4						
A3						
a	b	c	d	e	f	

FOR A 4M WIDE GRID
BEARERS SHALL BE 250UB37.3
6 OFF @ 700MM CENTRES



ABUTMENTS MAY BE EXTENDED
TO ACCOMMODATE A FRANGIBLE
FRAME OR FRANGIBLE POSTS.



SECTION BB
GRID SIDE VIEW

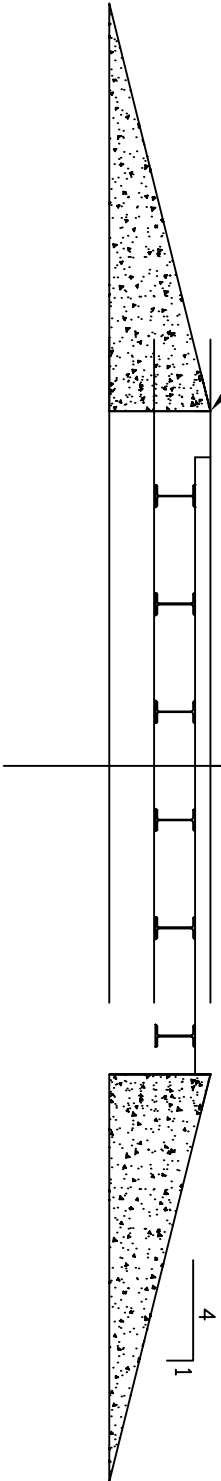
NOTES

1. THE SPAN OF GRIDS may be either 2400 or 2700mm.
STANDARD SIZES OF GRIDS for normal installation are shown below.
Transport Operators are responsible for arranging for Wide Load Permits where single 4m long x 2.7m wide grid segments are used.
Alternatively 20m or 25m long segments may be used provided holding down bolts are installed at each corner of each segment.
(a) Even numbers of standard segments should be used where possible.
(b) Elsewhere even numbers of non-standard segments should be used. These should vary from the standard segment only in width of the segment and the number and the spacing of the bearers.
The standard width may be varied as required, provided the bearer spacing does not exceed 750, and the rail overhang does not exceed 275.

STANDARD GRID WIDTHS			
Pavement Width, m	Formation Width, m	Min. Grid width m	Grid Segments
Unsealed	6.0m to 8.0	4.0	1/4.0m segments
Seal Width 3.5, 4.0	6.0m to 8.0	8.0	2/4.0m segments
Seal Width 6.0, 6.5, 7.0	8.5, 9.0	9.0	to use 2/2.5m & 2/2.0m segments
6.0, 6.5, 7.0	greater than 9.0	10.0	4/2.5m segments

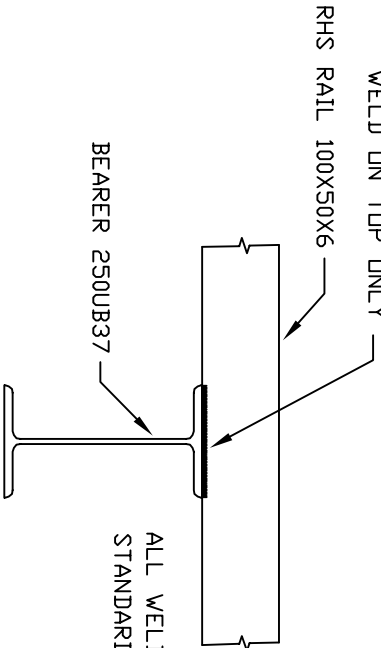
2. WIDTH MARKERS are required for all Grids.
3. Commercially manufactured Grids may be used provided they are certified to meet Austroads (1992) T44 and W70 Loading Conditions
4. As an alternative, grids constructed in accordance with Main Roads Std Drawings 1561 and 1353 may be used.
5. Where CHARTERS TOWERS REGIONAL COUNCIL Standard Drawings are silent, the requirements of Main Roads Std Drgs 1561 and 1353 shall apply.
6. Where a grid is composed of two or more segments, the max. spacing between shall be 40m.
7. Alternative member sizes will be acceptable if supported by a certification from a RPEQ that those sizes will be suitable for Austroads (1992) T44 and W70 Loading conditions.

SECTION AA
GRID FRONT VIEW



For Road Approach Ramp
refer to Sheet 3 of 4.

WELD ON TOP ONLY



ALL WELDING TO AUSTRALIAN
STANDARD AS/NZS 1554.1

RAIL TO BEARER
WELDING DETAIL

NO.	DETAILS OF AMENDMENTS	APPROVED BY:	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



CHARTERS TOWERS REGIONAL COUNCIL
12-14 MUSHMAN STREET
C.P.D. BOX 1893
CHARTERS TOWERS, Q.L.D., 4820
Phone(07)47615300 Fax(07)47615344

SURVEY	SCALEMENTS	DATE
DATUM	CHECKED	DATE
DESIGN	APPROVED	DATE
DRAWN: RAGDUGH	APPROVED	DATE
	EXEC. MAIN ROADS INFRASTRUCTURE	

S0049-4 GENERAL GRID ARRANGEMENT

SHEET 2 OF 4						
A3						
a	b	c	d	e	f	g

EXECUTIVE SUMMARY

In September 2015 Council adopted Road & Footpath Risk Management Policies which supply a logical framework to enact enhanced inspection regimes, defect parameters, risk ratings and response times.

The defect parameters are scored within the inspection database, however, are not identified within the policies. It is recommended that the defect parameter scores are defined within the respective policies. Furthermore, it is recommended that timeframes for initial inspection of customer requests be defined as 10 working days within the respective policies.

OFFICER'S RECOMMENDATION

That Council:

- *Adopt updates in relation to defect parameters and customer request inspection timeframes to STRAT00028 Road Risk Management Policy and STRAT00027 Footpath Risk Management Policy.*

BUDGET & RESOURCE IMPLICATIONS

Updates of policies absorbed as part of normal duties.

BACKGROUND

Currently the Road and Footpath Risk Management Policies do not contain specific defect parameter scores as they are currently scored within the inspection database. In order to ensure transparency the defect parameter scores are to be included within the respective policies.

It is proposed that the below additions be made to the Road and Footpath Risk Management Policies.

STRAT0028 Road Risk Management Policy:

5.3 Service Intervention Levels

5.3.1 Defect Parameters

Inspections identify defects and impacted area. These factors are then scored in addition to hierarchy and defect location within the roadway. Defects are scored as:

Table 7-26 defect parameter scores

Vertical Movement	
Height	Area
75mm = 1	<1 m2 = 1
75-150mm = 2	>1 m2 = 2
>150mm = 3	>4 m2 = 3

Pot Hole	
Depth	Area
<50mm = 1	<50mm = 1
50-100mm = 2	50-100mm = 2
>100mm = 3	>100mm = 3

Edge Drop Off	
Depth	Length
75mm = 1	<10m = 1
75-150mm = 2	>10m = 2
>150mm = 3	>50m = 3

Corrugations	
Depth	Area
<60mm = 1	<120 m2 = 1
>60mm = 2	>120 m2 = 2
>100mm = 3	>600 m2 = 3

Wash Outs	
Depth	Area
<150mm = 1	<3 m2 = 1
>150mm = 3	>3 m2 = 3

Edge Break (width)	
75mm = 2	
75-150mm = 4	
>150mm = 6	

Debris (height)	
<200 = 3	
>200 = 6	

Kerb & Channel Movement	
Vertical	Horizontal
<60mm = 2	<50mm = 3
60-80mm = 4	>50mm = 6
>80mm = 6	
Missing stone = 2	

Culverts & Pipes	
Blocked = 2	
Ineffective = 2	
Headwall = 2	
Collapse = 6	
Separation = 4	

Signage	
Obstructed = 4	
Missing = 6	
Insecure Mounting = 2	
Illegible = 6	
Facing incorrect way = 6	

Uneven Surface
<100m = 2
>100m = 4
>1000m = 6

Rock Protection
Depth
<250mm = 1
>250mm = 2
Area
<10 m2 = 1
>10 m2 = 2

Storm Water Pits
Missing Parts = 2
Blocked = 6
Ineffective = 2

Open Drain Concrete
Movement
<30mm = 2
>30mm = 4

Open Drain Earth
Ponding
0-200mm = 2
200-300mm = 4
>300mm = 6

Table Drains
Blocked = 4
Ineffective = 6
Scour = 2

Obstructions (i.e. vegetation)
Obstructs visibility = 4
Growing into roadway = 2

Guideposts
Damaged = 2
Missing = 4

Guard Rail
Damaged = 2
Creates obstruction = 4

Line Marking
Reflectivity loss = 4

STRAT0027 Footpath Risk Management:

5.3 Service Intervention Levels

5.3.1 Defect Parameters

Inspections identify defects and impacted area. These factors are then scored in addition to hierarchy and defect location within the roadway. Defects are scored as:

Table 2 - 6 Defect parameter scores

Crack/ Joint Displacement
Width
25-50mm = 2
>50mm = 3
Length
Full width = 1
Over centre line = 1
Property line = 0
Kerb line = 0

Holes/ Edge Drops
Depth
<50mm = 0.5
50-100mm = 1
>100mm = 1.5
Diameter
<150mm = 0.5
150-300mm = 1
>300mm = 1.5

Protrusions (incorporating joint displacement, tree root obstruction, displaced pavers, utility boxes, lips, Telstra box)
<15mm = 0
15-25mm = 1
25-50mm = 2
>50mm = 3

Obstructions (incorporating vegetation, signage rocks, garden beds, street furniture)
Low vegetation = 3
Other = 1

Surface Condition
Slippery = 3
Uneven = 3
Loose material = 3
Signs of wear = 1

Furthermore, the timeframes for initial inspection of customer requests has been defined in both policies:

5.2 Customer requests will initiate an inspection of reported defects within 10 working days. The inspection data then calculates the appropriate response times (refer 5.4).

In the interests of transparency it is recommended that the above excerpts be added to the Road and Footpath Risk Management Policies and update to Council's website.

LINK TO CORPORATE PLAN

Road and footpath risk management policies are linked to 'maintaining and improving our major infrastructure' and will allow Council to 'improve service delivery' as per Council's Corporate Plan (2015-2020).

CONSULTATION (Internal/External)

Cameron Scott, Director Roads Infrastructure

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Communication to the public about how road and footpath risks are managed may help ease any potential public relation risk implications.

Report Prepared by: KELIE STANDFAST Administration Assistant Date: 26 September 2017	Report Authorised by: CAMERON SCOTT Director Roads Infrastructure
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 1126580
- STRAT00028 Road Risk Management Policy
- STRAT00027 Footpath Risk Management Policy

12.4 Incorporation of Lot 454 on SP112743 and Lot 417 on SP112742 into Plum Tree Creek Road reserve

EXECUTIVE SUMMARY

Department of Transport and Main Roads have approached Council to request no objection to incorporation of two lots of old rail corridor into the existing Plum Tree Creek Road reserve.

OFFICER'S RECOMMENDATION

That Council:

- *Offer no objection to incorporation of Lot 454 on SP112743 and Lot 417 on SP112742 into Plum Tree Creek Road reserve.*

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

Department of Transport and Main Roads, Rail Corridor Management (TMR) has approached Council to request no objection to the incorporation of two lots of old rail corridor into the existing Plum Tree Creek Road reserve.

Initially TMR were approached by Agripower about the possible purchase of some old rail corridor land at Charters Towers. This request forms part of a larger dealing which will involve closing part of Plum Tree Road.

The lots in question are 454 on SP112743 and 417 on SP112742 (refer Attachment A). TMR are happy to dispose of these parcels as they no longer contain any rail infrastructure, and the actual rail corridor is to the south of these lots. However, the disposal process is actually quite long and complicated, subsequently TMR have proposed an alternative. This involves opening the two lots as road, and incorporating them into the existing Plum Tree Road. As per the attached map they appear to be part of the road anyway.

This alternative would mean that Agripower can deal with just one parcel of road, rather than road and rail. TMR have consulted with the Department of Mines and Natural Resources (NRM) and Queensland Rail, both are agreeable to this course of action.

Therefore it is recommended that Council offer no objection to the incorporation of the lots into Plum Tree Creek Road. Pending Council's resolution, TMR will then be able to commence the road opening process.

LINK TO CORPORATE PLAN

The recommendation is linked to 'maintaining and improving our major infrastructure' and will allow Council to 'improve service delivery' as per Council's Corporate Plan (2015-2020).

CONSULTATION (Internal/External)

Department of Transport and Main Roads
Department of Mines and Natural Resources
Queensland Rail

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: CAMERON SCOTT Director Roads Infrastructure Date: 29 September 2017	Report Authorised by: AARON JOHANSSON Chief Executive Officer
----------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

ATTACHMENTS

- **Attachment A** – Map of lots

REFERENCE DOCUMENT

- Department of Transport and Main Roads, Rail Corridor Management Document No. 1124577
- Officer's Report Document No. 1126582



12.5 Requests for street lighting

EXECUTIVE SUMMARY

Council currently has two outstanding street lighting requests for determination. Both of these requests have been assessed.

OFFICER'S RECOMMENDATION

That Council:

- *Decline the request for street lighting at 83 Boundary Street following a night safety assessment and in consideration of existing street light within 33 metres of the residence requesting lighting; and*
- *Submit request to Department of Transport and Main Roads for a street light on an existing pole between Gordon and Prior Streets on Hackett Terrace.*

BUDGET & RESOURCE IMPLICATIONS

Historically the estimate costs to Council based on previous quotations from Ergon Energy are as follows:

- Application Fee - \$319.00;

- Installation of street light - \$329.00 each; and
- Installation on new poles - \$5000 each.

To be funded from the maintenance budget in a future year's budget.

BACKGROUND

Request 1 received 4 September 2017:

- CR 10609482 – 81- 85 Boundary Street

Inspections were undertaken by Council's Quality Assurance & External Works Coordinator.

Following a night safety assessment and in consideration of low traffic density and existing light at a distance of 33 metres from the residence of the requestor. It is recommended that the request for street lighting on the existing pole at 83 Boundary Street be denied.

During the night assessment the parking area was visible. Therefore, it is recommended that the request for 81-85 Boundary Street be declined.

Request 2 received 12 September 2017:

- R 12196 – 12 September 2017 – Hackett Terrace (Columba Catholic College to Eventide)

The street lights on Hackett Terrace require Department of Transport and Main Roads (TMR) approval as they are within the state-controlled road corridor. As per attachment B there are street lights at every half block with the exception of the residence of the requestor, it is therefore recommended that the installation of a street light be pursued with TMR on the existing pole between Gordon and Prior Streets.

LINK TO CORPORATE PLAN

As this recommendation refers to assessment of street lighting it links to priority theme *1.1 Maintaining and improving our major infrastructure and 4.1 strengthening the wellbeing of our communities* in Council's Corporate Plan (2015-2020).

CONSULTATION (Internal/External)

Colin McGuire, External Works/Quality Assurance Coordinator – review and night time inspection of requests.

Cameron Scott – Director Roads Infrastructure

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: KELIE STANDFAST Administration Coordinator Date: 25 September 2017	Report Authorised by: CAMERON SCOTT Director Roads Infrastructure
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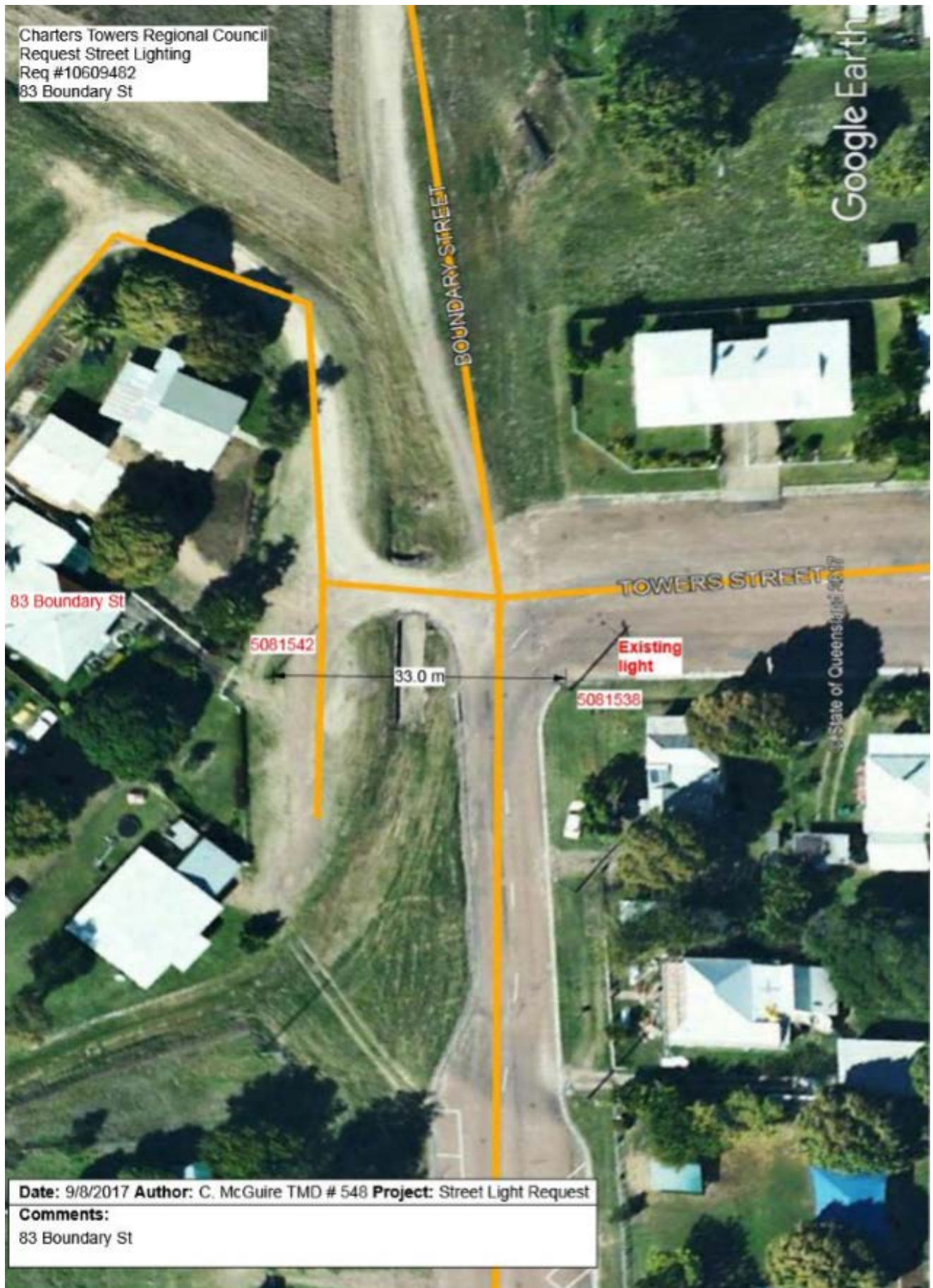
ATTACHMENTS

- **Attachment A** - Diagram of Boundary Street – Street Light Application
- **Attachment B** - Diagram of Hackett Terrace – Street Light Application

REFERENCE DOCUMENT

- CR 10609482 – A & A McIntosh Request for street light on pole outside of 83 Boundary Street
- Street lighting assessment of 83 Boundary Street – Doc # 1126253
- CR 12196 – V Langdon Request for review of street lighting from Columba Catholic College to Eventide on Hackett Terrace
- Officer's Report Document No. 1126584

Attachment A - Diagram of Boundary Street - Street Light Application



Attachment B - Diagram of Hackett Terrace - Street Light Application



EXECUTIVE SUMMARY

A request for the installation of a guide sign on a street name post at the corner of Thompson and Drew Streets with the wording "WOMEN'S SHED" has been received. Council approval is sought for installation.

OFFICER'S RECOMMENDATION

That Council:

- *Approve the installation of one guide signs (white on blue) worded "WOMEN'S SHED" at the cost of the writer on a new post at the corner of Thompson and Drew Streets; and*
- *Inform the writer of the resolution, requirement for the works to be completed at their expense and requirement for them to seek the relevant approvals from the Department of Transport and Main Roads.*

BUDGET & RESOURCE IMPLICATIONS

Purchase and installation of signage will be completed under private works at the expense of the Women's Shed. Arrangement of relevant approvals with the Department of Transport and Main Roads (TMR) will also be undertaken by the writer, in order to minimise cost to Council.

BACKGROUND

A request for the installation of one guide sign worded "WOMEN'S SHED" has been received.

The location proposed by the writer is:

1. Corner of Thompson & Drew Streets which is within the state-controlled road corridor.

It is proposed that the request be accepted at the cost of the writer. Alternative options are:

- Decline the request; or
- Accept the request and carry out purchase and installation at no cost of the writer.

Given previous requests for signage (specifically within state-controlled road corridor) it is recommended that the presented recommendation is adopted.

LINK TO CORPORATE PLAN

This recommendation is closely linked to *Priority 4.1 Strengthening the wellbeing of our communities* as in Council's Corporate Plan (2015-2020).

CONSULTATION (Internal/External)

Cameron Scott – Director Roads Infrastructure

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: KELIE STANDFAST Administration Coordinator Date: 26 September 2017	Report Authorised by: CAMERON SCOTT Director Roads Infrastructure
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- CR 10683008 received 12 September 2017
- Officer's Report Document No. 1126586

13. REPORTS FOR CONSIDERATION - CORPORATE SERVICES

13.1 Monthly Rating Report

EXECUTIVE SUMMARY

The attached report, as at 29 September 2017 (5 calendar days prior to close of discount), provides a summary of the second activity report following the issue of the 2017/2018 1st half yearly rates levies on 31 August 2017. Discount will close on Tuesday 3 October 2017.

OFFICER'S RECOMMENDATION

That Council:

- *Accept the rating report for September 2017 as tabled.*

BUDGET & RESOURCE IMPLICATIONS

Levies outstanding as at the end of last month, are summarised as follows:

<u>Breakup of Levies Outstanding</u>		<u>% of Balance Outstanding</u>	<u>% of Levies Respective Year</u>
Outstanding Current Year Levies	4,600,498	71.65%	37.53%
Outstanding 2016/2017 Levies & Interest	1,105,877	17.22%	5.13%
Outstanding Pre 2015/2016 Levies	<u>714,822</u>	<u>11.13%</u>	3.17%
Total Outstanding Balance	<u>6,421,197</u>	<u>100.00%</u>	

- Prepayments of **\$561,506** towards future rate levies were received during the last month.
- Receipts of **\$5,746,611** towards levies owing were received during the prior month, taking total YTD Rate Levy receipts to **\$7,138,781**.
- Combined Arrears of 45.83% with overall \$6,421,197 outstanding.

BACKGROUND

Summary of rate levies as at 29 September 2017.

LINK TO CORPORATE PLAN

Ordinary Council Business – rate levies.

CONSULTATION (Internal/External)

This report has been reconciled to both Council's Trial Balance and Rating Module as at the abovementioned period. The reconciliation is checked by both Rating and Finance before closing each monthly period, and prior to the report being released to the elected members.

Rates Supervisor – Belinda Williams
Finance Support Officer – Tracy Miller

LEGAL CONSIDERATIONS

All legal considerations are deemed sound, whereby levies raised, interest charges and legal costs applied are in accordance with all governing guidelines from the Act through to Council Policy.

- S0002/COR – Revenue Policy 2017/2018
- S0003/COR – Revenue Statement 2017/2018

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

POLICY IMPLICATIONS

As it is considered that all actions represented by this report are within policy, it is considered that there are no policy implications that warrant the recommendation being declined.

RISK IMPLICATIONS

Some of the outstanding levies are linked to unsecured Rate Assessments covering leases which cannot be sold, while another single assessment is secured by a property deemed to be valued less than the outstanding rates. Both matters are being followed up by Council's external legal representative.

All remaining debt outstanding is considered to be under control, and in accordance with budget forecasts, with no additional risk implications that warrant the recommendation to be declined. It is acknowledged however, that an increased number of property owners are relying on instalment arrangements.

Report Prepared by: BELINDA WILLIAMS Administration Services Co-Ordinator Date: 3 OCTOBER 2017	Report Authorised by: TAMMY POWER Director Corporate Services
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ATTACHMENTS

- 2017/2018 Rates & Charges Summary as at 29/09/2017.

REFERENCE DOCUMENT

- Officer's Report Document No.1126461.
-

CHARTERS TOWERS REGIONAL COUNCIL
RATES AND CHARGES FOR THE FINANCIAL YEAR 2017/2018 1st Levy 01.07.2017 to 31.12.2017
6/10/2017

Item	General	Water	Sewerage	Waste Collection	Landfill Management	Commerical Waste	Sub Total	Excess Water	Charge Land	Legals	Sub Total	Fire Levy	Total
Original '17/18 Levies 1st Levy	6,129,266.63	2,490,263.00	1,754,367.50	536,593.00	75,705.50	5,589.50	10,991,785.13	781,035.96	-	-	11,772,821.09	428,348.61	12,201,169.70
Original '17/18 Levies 2nd Levy	-	-	-	-	-	-	-	-	-	-	-	-	-
Credit Supp Levies/Recalculations	(42,629.69)	(10,451.41)	(12,165.82)	(2,256.29)	(387.33)	-	(67,890.54)	(1,619.50)	-	-	(69,510.04)	(3,649.75)	(73,159.79)
Supplementary Levies/Recalculations	58,538.68	9,924.44	5,879.82	2,178.97	296.85	-	76,818.76	829.50	370.00	-	78,018.26	3,860.59	81,878.85
Current Year Gross Levies	6,145,175.62	2,489,736.03	1,748,081.50	536,515.68	75,615.02	5,589.50	11,000,713.35	780,245.96	370.00	-	11,781,329.31	428,559.45	12,209,888.76
Add Interest	28,605.87	7,672.99	3,393.10	1,167.53	252.86	24.12	41,116.47	1,068.03	-	-	42,184.50	6,446.75	48,631.25
Gross Sub Total (Levies + Interest)	6,173,781.49	2,497,409.02	1,751,474.60	537,683.21	75,867.88	5,613.62	11,041,829.82	781,313.99	370.00	-	11,823,513.81	435,006.20	12,258,520.01
Less:	-	-	-	-	-	-	-	-	-	-	-	-	-
Council Rebates	141,867.21	-	-	-	-	-	141,867.21	-	-	-	141,867.21	-	141,867.21
Discount	280,614.90	114,947.24	81,344.91	25,374.98	3,534.84	312.96	506,129.83	35,050.60	-	-	541,180.43	-	541,180.43
Interest Write Offs	172.84	59.69	71.89	31.74	6.99	-	343.15	0.44	-	-	343.59	8.40	351.99
	422,654.95	115,006.93	81,416.80	25,406.72	3,541.83	312.96	648,340.19	35,051.04	-	-	683,391.23	8.40	683,399.63
Current Year Nett Levies Payable	5,751,126.54	2,382,402.09	1,670,057.80	512,276.49	72,326.05	5,300.66	10,393,489.63	746,262.95	370.00	-	11,140,122.58	434,997.80	11,575,120.38
Add levies O/S at 30/6/2017	1,091,280.32	320,197.42	166,116.90	53,501.98	11,137.17	967.67	1,643,201.46	41,999.27	1,682.49	6,945.84	1,693,829.06	235,748.22	1,929,577.28
TOTAL Net O/S Levies payable	6,842,406.86	2,702,599.51	1,836,174.70	565,778.47	83,463.22	6,268.33	12,036,691.09	788,262.22	2,052.49	6,945.84	12,833,951.64	670,746.02	13,504,697.66
Less Received To Date:	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Receipts (Current Year)	4,847,032.27	2,061,401.29	1,378,478.96	418,632.40	58,128.19	5,156.99	8,768,830.10	601,980.61	1,229.79	-	9,372,040.50	355,366.77	9,727,407.27
Credit Supp Levies/Recalcs	-	-	-	-	-	-	-	-	-	-	-	-	-
State Subsidy (Current Year)	91,330.78	793.95	-	154.05	4.30	-	92,283.08	-	-	-	92,283.08	-	92,283.08
Balance	1,904,043.81	640,404.27	457,695.74	146,992.02	25,330.73	1,111.34	3,175,577.91	186,281.61	822.70	6,945.84	3,369,628.06	315,379.25	3,685,007.31
													Arrears
ADD Prepaid '17/18 Levies													See Below
Balance of Rates Control Account							G/L Account	1191-5100					(604,337.01)
													3,080,670.30

Breakup of Levies Outstanding		Arrears %	% of Balance
Outstanding Current 1st Half Year Levies 2017/2018 (Issued 31/08/2017 Due 03/10/2017)	1,888,465.46	15.41%	51.2473%
Outstanding 2016/2017 Levies & Interest	1,081,768.96	5.02%	29.3560%
Outstanding Pre 2015/2016 Levies	714,772.89	3.17%	19.3968%
Total Outstanding Balances	3,685,007.31		100.0000%

SpreadSheet Prepared By - Signature
RATES SECTION

SpreadSheet Checked By - Signature

Coordinator Administration Services

EXECUTIVE SUMMARY

A complete summary of Council's position as at 30 September 2017, comparing actuals to 'original budgets', is presented across the following three consolidated reports.

After the first quarter of the 2017/18 financial year, 25% elapsed, operation expenditure is at 20% of the original budget, whilst revenue is sitting at 37% of original budget.

The higher revenue percentage of 37% is a result of the half yearly 2017/2018 rates levied in August. Removal of the levied rates revenue beyond year-to-date earning gives a more accurate indicator of revenue sitting at 26% of original budget. It should also be noted that any depreciation expenditure for 2017/2018 is yet to be recognised. Inclusion of depreciation expenditure for year-to-date increases expenditure from 20% to 24%.

In summary, actuals to budgets are coming in on target with no known concerns.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the following reports, presenting the overall financial position of Council as at 30 September 2017.*
 - *Consolidated Cashflow Statement*
 - *Consolidated Income Statement*
 - *Consolidated Balance Sheet*
- *Refer to the following reports for the overall position of Projects as at 30 September 2017.*
 - *Consolidated Cashflow Statement-Capital Works*
(Payments for property, plant & equipment)
 - *Consolidated Income Statement-Recurrent Projects*
(Recurrent Expenses – Special Projects)
 - *Consolidated Project Financial Report*

BUDGET & RESOURCE IMPLICATIONS

As at the date of this report, there are no known impacts outside of planned budget expenditure.

BACKGROUND

The recommendation above summarises the financial reports presented under this meeting report.

See below for summary of Borrowings and monies on Investment as at the reporting period.

Borrowings

Loan Drawdown	\$1,500,000
<i>Less</i> Loan Repayments	42,186
<i>Add</i> Accrued Interest & Administration	11,220
Closing Balance – Loan Funds Owing	\$1,469,034

Book rate (excluding administration)	2.67%
Administration Rate	0.12%
Fixed Rate Maturity Date	15/06/2027
Payment Frequency	Quarterly
Next Payment	15 December 2017

Investments

Institution	Value as at 30 September 2017	Term	Interest Rate
Queensland Country Credit Union (QCCU)	\$1,000,000	12 months matures 12/06/2018	2.70%
Queensland Treasury Corporation (QTC)	\$36,646,082	Daily Cash Fund	2.51%

LINK TO CORPORATE PLAN

This report links back to the relevant areas within the overall Planning Framework of Asset Management, Long Term Financial Forecast, Operational Plan and of course the Annual Budget.

CONSULTATION (Internal/External)

All reports have been reconciled by the responsible officer, as well as undergoing an additional independent check against Council's General Ledger as at the end of the month prior to this meeting.

LEGAL CONSIDERATIONS

All legal considerations are deemed to have been addressed.

POLICY IMPLICATIONS

All policy considerations are deemed to have been addressed.

RISK IMPLICATIONS

There are no known risks at the date of this report.

Report Prepared by: BELINDA BLOKLAND Financial Services Co-ordinator Date: 04 October 2017	Report Authorised by: TAMMY POWER Director Corporate Services
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ATTACHMENTS

Council's position as at 30 September 2017

- Consolidated Cashflow Statement
- Consolidated Income Statement
- Consolidated Balance Sheet
- Consolidated Project Financial Report

REFERENCE DOCUMENT

- Officer's Report Document No. 1126682

CASH FLOW STATEMENT
As at 30 September 2017
Year Ended 30 June 2018



	2017/2018 Original Annual Budget	2017/2018 Actuals YTD	Variance Comments
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Customers	24,966,207	6,725,611	
Receipts from Contracts - RMPC, RPC, NDRRA	4,040,743	853,905	
Payments to suppliers & employees benefits	(29,038,279)	(9,256,927)	
Payments for RMPC and RPC	(3,959,733)	(1,681,309)	
	(3,991,062)	(3,358,720)	
Interest Received	977,585	178,219	
Non capital grants & contributions	6,673,061	1,201,033	
Non capital Flood Event Grants	-	-	
Borrowing costs	-	(7,946)	
Net Cash inflow (outflow) from operating activities	3,659,584	(1,987,414)	
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for property, plant & equipment			
Central & Governance	(74,200)	(69,346)	-
Corporate Services	(3,095,100)	(240,286)	\$800 k committed
Planning & Sustainable Development	(231,000)	(8,307)	\$ 6 k committed
Roads Infrastructure	(5,777,000)	(507,291)	\$799 k committed
Facilities	(2,604,899)	(935,100)	\$209 k committed
Water	(14,589,773)	(1,056,088)	\$1.3 m committed
Sewerage	(1,342,390)	(15,739)	\$185 k committed
	(27,714,362)	(2,832,157)	\$3.3 m committed
Receivables-Community Loan Repayments	13,900	2,557	
Receivables-Internal Loans	92,000	-	
Proceeds from sale of property, plant & equipment	684,909	90,881	
Capital grants, subsidies, contributions	10,281,157	3,922,292	
Net cash inflow (outflow) from investing activities	(16,642,396)	1,183,573	
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from Internal Loan Borrowings	-	-	
Repayment of Internal Loan Borrowings	(92,000)	-	
Proceeds from External Loan Borrowings	10,000,000	-	
Repayment of External Loan Borrowings	(131,060)	(34,239)	
Net cash flow from financial activities	9,776,940	(34,239)	
NET INCREASE (DECREASE) IN CASH	(3,205,872)	(838,080)	
Opening Cash			
	31,166,003	37,538,969	
Beginning of Reporting Period - Cash Floats	9,432	9,832	
Cash at beginning of reporting period	31,175,435	37,548,801	
Closing Cash			
End of Reporting Period - Cash at Bank	27,960,131	36,701,039	
End of Reporting Period - Cash Floats	9,432	9,682	
Cash at end of reporting period	27,969,563	36,710,721	
Cash Movement			
Net Increase/(Decrease) in Cash at Bank	(3,205,872)	(837,930)	
Net Increase/(Decrease) in Cash Floats	-	(150)	
NET INCREASE (DECREASE) IN CASH	(3,205,872)	(838,080)	

INCOME STATEMENT
As as 30 September 2017
Year Ended 30 June 2018



	2017/2018 Original Annual Budget	2017/2018 Actuals YTD	2017/2018 Percentage Position 25%	2017/2018 Comments
REVENUE				
Recurrent Revenue				
Nett Rate Levies & Charges				
General Levies	11,319,120	5,806,482	51%	Following issue of 1st half yearly rate levies, in August, the % will report to close to 50%.
Waste Management Levies	1,174,311	595,603	51%	
Water Allocation Levies	5,539,756	2,402,297	43%	
Sewerage Levies	3,328,000	1,687,134	51%	
Excess Water Levies	758,000	(27,293)	-4%	Excess water levied in first half yearly levies are for consumption in 2016/17 & the gross was accrued. No positive income figure will show here until the 2017/18 levies are accrued in the audited year end statements.
Total Nett Rate Levies & Charges	22,119,187	10,464,223		
Fees & Charges				
Water Fees & charges	39,000	8,138	21%	
Sewerage Fees & charges	36,000	6,270	17%	
Other Fees & charges	2,515,680	674,816	27%	
Total Fees & Charges	2,590,680	689,224		
Interest received (includes rates & community loans)	979,532	178,652	18%	
Sales	125,000	18,503	15%	
Contract Income - RMPC, RPC, PW	4,040,743	853,905	21%	
Other recurrent income	131,340	47,033	36%	
Operating Grants & Subsidies				
Federal Assistance Grant	6,088,436	706,792	12%	
Central & Governance Grants	40,000	13,045	33%	
Corporate Services Grants	120,000	21,196	18%	
Planning & Sustainable Development Grants	53,685	15,000	28%	
Roads Infrastructure Grants	265,000	-	0%	
Works for Queensland Grants	105,640	445,000	421%	
Facilities Grants & Subsidies	300	-	0%	
Water Grants & Subsidies	-	-		
Sewerage Grants & Subsidies	-	-		
Total Operating Grants & Subsidies	6,673,061	1,201,033		
TOTAL Recurrent Revenue	36,659,543	13,452,573	37%	
Capital revenue				
Central & Governance C.Grants	-	12,500	100%	
Corporate Services C.Grants	-	125,000	100%	
Planning & Sustainable Development C.Grants	-	75,000	100%	
Roads Infrastructure C.Grants	4,085,495	690,820	17%	
Facilities C.Grants & Subsidies	1,276,382	498,573	39%	
Water C.Grants & Subsidies	4,465,780	2,516,910	56%	
Sewerage C.Grants & Subsidies	453,500	3,489	1%	
Total Capital Revenue	10,281,157	3,922,292		
TOTAL INCOME	46,940,700	17,374,865	37%	
EXPENSES				
Recurrent expenses - Operations				
Central & Governance Expenses	(3,742,722)	(1,025,583)	27%	\$ 426 k committed
Corporate Services Expenses	(7,508,123)	(1,824,723)	24%	\$ 304 k committed
Planning & Sustainable Development Expenses	(6,866,530)	(1,408,769)	21%	\$ 699 k committed
Roads Infrastructure Expenses	(6,550,200)	(1,184,922)	18%	\$ 572 k committed
Contract Roads Infrastructure Expenses - RMPC & RPC	(3,959,733)	(1,681,309)	42%	\$ 429 k committed
Facilities Expenses	(4,507,947)	(1,070,940)	24%	\$ 451 k committed
Water Expenses	(4,753,979)	(900,243)	19%	\$ 254 k committed
Sewerage Expenses	(2,249,311)	(500,741)	22%	\$ 78 k committed
Total Recurrent Expenses - Operations	(40,138,545)	(9,597,230)		\$ 3.2 m committed
Recurrent Expenses - Special Projects				
Central & Governance S.Proj	(257,250)	(5,650)	2%	\$ 9 k committed
Corporate Services S.Proj	(165,000)	(15,706)	10%	\$ 41 k committed
Planning & Sustainable Development S.Proj	(504,019)	(70,507)	14%	\$129 k committed
Roads Infrastructure S.Proj	(100,000)	(20,377)	20%	\$ 6 k committed
Works for Queensland S.Proj	(383,710)	(295,043)	77%	\$ 753 k committed
Facilities S.Proj	(306,500)	(16,022)	5%	\$ 20 k committed
Water S.Proj	(70,750)	(927)	1%	\$ 3 k committed
Sewerage S.Proj	(215,000)	(86,914)	40%	-
Total Recurrent Expenses - Special Projects	(2,002,229)	(511,146)		\$961 k committed
Employee Benefits & Recoverables				
Employee Benefits	(4,574,000)	(1,081,760)	24%	
Employee Benefits Recoverables	4,550,000	1,155,388	25%	
Employee Training	(456,000)	(33,793)	7%	
Employee Training Recoverables	456,000	182,351	40%	
Central Service Contributions	2,275,420	362,305	16%	
Internal Plant Hire	5,500,000	1,157,444	21%	
Inter-Program Transfers	2,010,488	502,622	25%	
Nett Employee Benefits & Recoverables	9,761,908	2,244,557		
Audit Fees	(170,000)	-	0%	
Donations	(410,850)	(130,858)	32%	
Finance costs	(38,296)	(14,926)	39%	
Depreciation & amortisation	(7,365,433)	-	0%	
TOTAT Recurrent Expenses	(40,363,445)	(8,009,603)	20%	
Capital operating expenses				
TOTAL EXPENSES	(40,363,445)	(8,009,603)	20%	
Notional result attributable to council	6,577,255	9,365,262		
Notional Operating Position before Capital Income	(3,703,902)	5,442,970		
Notional Op Position before Capital Income & Excess Water	(4,461,902)	5,470,263		
Notional Cash available for Capital including Grants	13,942,688	9,365,262		
Notional 'Council funded Cash' available for Capital	3,661,531	5,442,970		

BALANCE SHEET
As at 30 September 2017
Year Ended 30 June 2018



	2017/2018 Original Annual Budget	2017/2018 Actuals YTD
CURRENT ASSETS		
Cash at Bank & On-Call Investments	27,960,131	36,701,313
Cash Floats	9,432	9,407
Trade and Other Receivables	2,062,419	9,998,680
Inventories	585,662	569,130
Accrued revenue & prepayments	1,896,658	11,247
Non-current assets classified as held for sale		
TOTAL CURRENT ASSETS	32,514,302	47,289,777
NON-CURRENT ASSETS		
Receivables	31,735	41,562
Property, plant and equipment	507,114,316	503,182,293
Internal Loan Receivables	460,000	552,000
TOTAL NON-CURRENT ASSETS	507,606,051	503,775,855
TOTAL ASSETS	540,120,353	551,065,632
CURRENT LIABILITIES		
Trade and other Payables	315,050	804,591
Borrowings	(131,060)	(33,444)
Annual & LSL Provisions	3,834,701	3,943,482
Accrued Expenses & Unearned Revenue	1,851,463	-
TOTAL CURRENT LIABILITIES	5,870,154	4,714,629
NON-CURRENT LIABILITIES		
Trade and Other Payables	-	-
Borrowings	11,500,000	1,500,000
Non Current LSL Provision	874,376	1,015,010
Internal Loans Payable	460,000	552,000
TOTAL NON-CURRENT LIABILITIES	12,834,376	3,067,010
TOTAL LIABILITIES	18,704,530	7,781,639
NET ASSETS	521,415,823	543,283,993
COMMUNITY EQUITY		
Council Capital	334,912,499	321,991,613
Asset Revaluation Reserve	158,543,193	176,248,805
Retained Surplus/(Deficiency)		7,349,000
Cash Reserves	27,960,131	37,694,575
TOTAL COMMUNITY EQUITY	521,415,823	543,283,993

MOVEMENT CHANGES - NEW FUNDING
MOVEMENT CHANGES - COUNCIL RESOLUTION
MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
CENTRAL & GOVERNANCE															
Electrical Provision		1000-3800-0000	Various Electrical R& M	15,000		15,000		0	0	15,000		0	0	15,000	0
		1000-	TOTAL	15,000	0	15,000	0	0	0	15,000	0	0	0	15,000	0
SES Special Maintenance/Projects															
		1010-3800-0004	CT SES Internal Switchboard Upgrade			1,940				1,940		-0		1,940	
		1010-3802-0001	PL SES Vehicle & Equipment Shed contribution 17/18	3,500		3,500				3,500		0		3,500	
		1010-3803-0002	RW SES Depot - Sealing Wall and Ceiling, plus Aircon			0				0					
		1000-	TOTAL	3,500	0	5,440	0	0	0	5,440	0	-0	0	5,440	0
SES - WIP															
		1012-6015-0000	Pentland SES/Rual Fire Shed		29,200		29,200				29,200		25,728		3,472
		1000-	TOTAL	0	29,200	0	29,200	0	0	0	29,200	0	25,728	0	3,472
GET READY QLD 2016-2017 GRANT															
		1024-3800-0000	GET READY QLD 2016-2017 GRANT			1,892				1,892			0	1,892	
		1000-	TOTAL	0	0	1,892	0	0	0	1,892	0	0	0	1,892	0
Charters Towers Prayer Breakfast															
		1116-3800-0000	CTRC-Full Gospel Business Event	1,500		1,977				1,977		0		1,977	
		1117-3800-0000	Investment Delegations	5,000		3,182				3,182		0		3,182	
		1000-	TOTAL	6,500	0	5,159	0	0	0	5,159	0	0	0	5,159	0
NQLGA Expenditure															
		1118-3800-0000	NQLGA Expenditure	7,000		6,518				6,518		4,277		2,241	
		1000-	TOTAL	7,000	0	6,518	0	0	0	6,518	0	4,277	0	2,241	0
Central Administration Projects															
	C	High	1121-3800-0000	Queens Baton Relay	63,000	63,113				63,113		0		63,113	
		High	1121-3802-0000	Engagement of Consultants	100,000	100,000				100,000		0		100,000	
		Medium	1121-3803-0000	Bush Council Convention August 2017	10,000	10,000				10,000		932		9,068	
		1000-	TOTAL	173,000	0	173,113	0	0	0	173,113	0	932	0	172,182	0
Risk/Disaster Prevention Special Projects															
	C	High	1122-3800-0002	Asbestos reports - remedial actions	4,000	4,000				4,000		0		4,000	
		High	1122-3801-xxxx	Guardian Add-In Tool for Outlook		1,300				1,300				1,300	
		High	1122-3801-xxxx	Disaster Management Dashboard from QIT		11,472				11,472				11,472	
		1000-	TOTAL	4,000	0	16,772	0	0	0	16,772	0	0	0	16,772	0
Regional Signage & Branding Projects															
		1124-3800-0003	Operational Sign Replacement	5,000		19,927				19,927		4,832		15,095	
		1000-	TOTAL	5,000	0	19,927	0	0	0	19,927	0	4,832	0	15,095	0
Corporate Land Special Maintenance/Projects															
	C		1180-3801-0000	Cunningham Industrial Estate Special Maintenance	25,000	25,000				25,000		0		25,000	
		1000-	TOTAL	25,000	0	25,000	0	0	0	25,000	0	0	0	25,000	0
Corporate Land - WIP															
	C		1180-6010-0001	Youngs Block Motor Sport Area		15,000					15,000		0	0	15,000
			Cunningham Industrial Estate		15,000	15,000					15,000		0	0	15,000
			(Land purchase & Survey)		30,000	30,000					30,000		0	0	30,000
		1000-	TOTAL	0	30,000	0	30,000	0	0	0	30,000	0	0	0	30,000

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
Admin Centre Special Maintenance		1182-3800-0001 1182-3800-0004 1182-3800-0012 1000-	Façade area lighting improvement Motion Sensor Replacements Repair lights - Mosman Street frontage	3,500 1,750 5,250	0	3,500 249 1,750 5,499	0	0	0	3,500 249 1,750 5,499	0	0 640 0 640	0	3,500 -391 1,750 4,859	0
Admin Centre WIP	C	1182-6012-0001 1182-6013-0000 1182-60xx 1000-	Power review & Solar Specs Training Room Building Admin Centre Plans & Design Works	15,000 0 0 0	15,000	15,000 0 0 0	15,000	0	44,508	15,000 44,508 0 59,508	0	0 44,508 0 44,508	0	15,000 -0 0 15,000	0
Corporate Carparks Special Projects		1184-3800-0001 1000-	Cut-in Delivery Bay - Admin Carpark	5,000 5,000	0	5,000 5,000	0	0	0	5,000 5,000	0	0 0	0	5,000 5,000	0
Corporate Services Special Projects		1620-3800-0003 1620-3801-0000 1000-	Review of Council's GST Consultant-Asset Mgt & Service Review	5,000 5,000	0	1,495 5,461 6,956	0	0	0	1,495 5,461 6,956	0	1,495 2,795 4,290	0	0 2,666 2,666	0
Incident Management		1695-3803-0000 1000-	Emergency Response Training	3,000 3,000	0	3,000 3,000	0	0	0	3,000 3,000	0	0 0	0	3,000 3,000	0
TOTAL CENTRAL & GOVERNANCE PROJECTS				257,250		289,276		0		289,276		14,971		274,305	
TOTAL CENTRAL & GOVERNANCE ASSETS					74,200		74,200		44,508		118,708		70,236		48,472
CORPORATE SERVICES															
Software Special Projects		1802-3800-0000 1000-	See separate IT Submission	55,000 55,000	0	83,175 83,175	0	0	0	83,175 83,175	0	57,120 57,120	0	26,054 26,054	0
IT Hardware Special Maintenance		1804-3800-0000 1000-	Hardware Special Maint. - See separate IT Submission	110,000 110,000	0	96,476 96,476	0	0	0	96,476 96,476	0	0 0	0	96,476 96,476	0
Hardware Assets Control		1806-6010-0000 1806-6011-0000 1806-6012-0000 1806-6012-0000 1000-	New Hardware over \$5,000 - See separate IT Submission New Enterprise Resource Management System ERP TRAINING-WAGES/PLANT HIRE ERP Training-Wages/Plant Hire	158,000 1,100,000 0 0	1,258,000	170,715 1,120,508 -3,213 0	1,288,011	0	-52,057 7,549 -44,508	170,715 1,068,451 4,336 0	1,243,503	0	51,160 854,612 4,336 910,108	0	119,555 213,839 -0 333,395
Radio Data Link Network - WIP		1820-6010-0000 1000-	Datalinks WIP - See separate IT Submission	21,000 21,000	0	41,170 41,170	0	0	0	41,170 41,170	0	0 0	0	0 0	41,170 41,170
Plant Fleet Asset Control		4300-6150-0000 4000-	Balance of Annual Allocation	1,816,100 1,816,100	0	1,833,739 1,833,739	0	0	0	1,833,739 1,833,739	0	131,074 131,074	0	0 0	1,702,665 1,702,665
TOTAL CORPORATE SERVICES PROJECTS				165,000		179,651		0		179,651		57,120		122,530	
TOTAL CORPORATE SERVICES ASSETS					3,095,100		3,162,919		-44,508		3,118,411		1,041,182		2,077,229

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
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PLANNING & SUSTAINABLE DEVELOPMENT															
Landfill Environmental Projects	C	High	2120-3800-0002 Water Monitoring Bores			1,033				1,033		258		775	
			2120-3800-0006 CT Refuse Signage Replacements			2,861				2,861		0		2,861	
			2120-3800-0024 Study/Consultants Report - New Landfill Site	30,570		29,627				29,627		10,400		19,227	
			2120-3800-0025 Airport Dump Rehab			0		5,155		5,155		0		5,155	
		Medium	2120-3800-xxxx Tech upgrade-Waste Collection Fleet	15000		0				0					
		Medium	2120-3800-xxxx Anaerobic Digestion Waste Facility - Feasibility study	5000		0				0					
			2000- TOTAL	30,570	0	33,521	0	5,155	0	38,676	0	10,658	0	28,018	0
Landfill WIP			2120-6011-0003 Perimeter Fence				1,922				1,922		0		1,922
			2120-6013-0000 Stubley St Landfill Shed-new				10,347				10,347		0		10,347
		High	2120-6014-0000 Stubley St Landfill - Line NE quadrant		60,000		60,000				60,000		0		60,000
		High	2120-6015-0000 Greenvale Landfill - Rehabilitation of trench		6,000		6,000				6,000		0		6,000
		High	2120-6016-0000 Greenvale Landfill - Excavation of new trench		15,000		15,000				15,000		0		15,000
			2000- TOTAL	0	81,000	0	93,269	0	0	0	93,269	0	0	0	93,269
Recycling Projects			2130-3800-0000 Study/Consultants Report - Kerbside Recycling	25000		0									
			2000- TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
Strategic Town Planning Expenses	C	High	2150-3800-0001 Towers Hill-Easement Agreement			1,692				1,692		1,647		44	
			2150-3800-0005 Draft Planning Scheme (preparation & review)	30,000		30,000				30,000		0		30,000	
		High	2150-3800-0006 Revised/New Infrastructure Charges Resolution	10,000		10,000				10,000		4,545		5,455	
		Medium	2150-3800-0007 Transition to new Planning Act 2016	20,000		20,000				20,000		0		20,000	
	C		2150-3800-0013 Airport Master Planning	35,000		35,000				35,000		0		35,000	
			2150-3801-0000 Regional Development Standards (Funded)			0		37,000		37,000		0		37,000	
		Medium	2150-38xx-xxxx Town Centre Renewal Program	50000		0				0					
			2000- TOTAL	95,000	0	96,692	0	37,000	0	133,692	0	6,193	0	127,499	0
Economic Development Special Projects	C	High	2154-3800-0001 CT Brand Platform & Promotion 17/18	0		0				0		0			
			2154-3800-0012 CT Voice in Regional Develop			66				66		1,750		-1,684	
			2154-3800-0016 Towers Energy & Data Investigation			28,213				28,213		26,110		2,103	
			2154-3800-0021 Digital Enterprise Zone Development	60,000		59,945				59,945		0		59,945	
	C	High	2154-3800-0017 Buiness/Industry Park Project	28,650		28,650				28,650		2,440		26,211	
		High	2154-3800-0023 Update of CT Economic Development Plan	30,000		30,000				30,000		0		30,000	
			2154-3800-0024 Agreach Feasibility	45,000		45,000				45,000		0		45,000	
			2154-3800-0011 Solar Investment Attraction	40000		17,905				17,905		0		17,905	
			2154-3800-0015 CTRC Investment/Business Leads	5000		4,141				4,141		0		4,141	
		Medium	2154-38xx-xxxx Local Buisness Growth Program	40000		0				0				0	
			2000- TOTAL	163,650	0	213,919	0	0	0	213,919	0	30,300	0	183,620	0
Environmental Health Projects			2200-3800-0000 Environment Health-Zika & Dengue Control (grant funded)			10,831				10,831		1,072		9,759	
			2000- TOTAL	0	0	10,831	0	0	0	10,831	0	1,072	0	9,759	0

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

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CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
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SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
Animal Management Projects	C	Medium	2210-3800-0005 Relocation of Council Dog Pound Facility			483				483		0		483	
			2210-3800-0003 Dogs of the Towers - Photo Comp	2,000		1,306				1,306		132		1,174	
			2210-38xx-xxxx Promotional & Educational Products - Animal Mgt	7470		0				0		0		0	
		Medium	2210-3800-0004 Off Leash Dog Enclosure	35065		0				0		0		0	
			2210-3800-0006 Install Dog Poo Bag Stands			0		1,686		1,686		1,686		0	
		2000-	TOTAL	2,000	0	1,789	0	1,686	0	3,475	0	1,818	0	1,656	0
Pest Management Projects		Medium	2260-3800-0004 4 x One day Pest, Weed/animal Forums	10,000		10,000				10,000		0		10,000	
			TOTAL	10,000	0	10,000	0	0	0	10,000	0	0	0	10,000	0
Saleyards Works	C	Medium	2525-3800-0001 Saleyards Software Replacement (previously in IT)	30,000		30,000				30,000		0		30,000	
			2525-3800-0005 Replacement of Hydraulic Power Pack 1			0				0		574		-574	
			2525-3800-0007 Plant additional trees			-249				-249		0		-249	
		Medium	2525-3800-0013 Saleyards Master Plan Develop - additional funds	30,000		30,000		15,791		45,791		40,000		5,791	
		Medium	2525-3800-0013 Saleyards Master Plan Develop	15,791		15,791		-15,791		-0				-0	
			2525-3800-0014 Install lights at CT Truck Wash facility			1,126				1,126		1,550		-424	
			2525-3800-0024 Dalrymple Saleyards Balance Load of Electrical Network			11,595				11,595		-30		11,625	
			Dalrymple Saleyards Cattle Vet Crush												
		Medium	2525-3800-0026 actuals moved to CW 2550-6010-0010	15,523		28,685				28,685		0		28,685	
		2000-	TOTAL	91,314	0	116,947	0	0	0	116,947	0	42,094	0	74,854	0
WIP Saleyards		Medium	2550-6010-0004 Export Yards Light'g Upgrade				42,188				42,188		4,044		38,144
		Medium	2550-6010-0016 Dalrymple Saleyards Resurfacing		65,000		65,000				65,000		0		65,000
		Medium	2550-6010-0018 Dalrymple Saleyards - Concrete in high traffic areas		35,000		35,000				35,000		0		35,000
		Medium	2550-6010-0019 Dalrymple Saleyards - Construct 3 receiving yards		30,000		30,000				30,000		0		30,000
			2550-6010-0020 Dalrymple Saleyards - Construct Stock Proof Fence				4,679				4,679		5,136		-456
			2550-6010-0021 Dalrymple Saleyards - Canteen Repairs + Evap Aircon		20,000		20,000				20,000		4,881		15,119
			Load Cells for Weigh Box												
			from Spec Proj 2525-3800-0026				-13,162		13,162		0				0
			2550-6010-0010 Fabricate Shade Covers - 3 Draft		36840		0				0				0
		2000-	TOTAL	0	150,000	0	196,867	0	0	0	196,867	0	14,061	0	182,806
Stock Routes & Reserves Projects		Medium	2610-3800-0001 Keelbottom Reserve Clean Up Works			6,485				6,485		7,643		-1,158	
		Medium	2610-3800-0003 Homestead Town Reserve Fencing	30,000		30,000				30,000		37,068		-7,068	
		Medium	2610-3800-0004 Mingela Reserve - Fencing Materials	7,000		7,000				7,000		16,683		-9,683	
			2610-3800-9999 Unallocated	2500		0				0					
		2000-	TOTAL	37,000	0	43,485	0	0	0	43,485	0	61,394	0	-17,909	0
Rural Land Protection Projects		Medium	2630-3800-xxxx Big Bend Development	34000		0				0					
		Medium	2630-3800-xxxx Fletcher Ck and Macrossaan Renewal	25000		0				0					
		2000-	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
Rural Land Protection Assets		Medium	2630-6010-xxxx New Weed Control Spray Unit		18000		0								
			TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
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SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
Community Business-Special Maintenance	Medium	7020-38xx-xxxx 7000-	Mobile Education Resource Centre Trailer	65000		0				0		0	0	0	0
			TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
Council Website Projects		7030-3800-0002 7000-	Council Web Page Development			382				382		382	0	0	0
			TOTAL	0	0	382	0	0	0	382	0	382	0	0	0
Tourism Promotion-Special Projects	C	7200-3800-0001 7200-3800-0002 7200-3800-0005 7200-3800-0006 7200-3800-xxxx 7200-3800-0007 7200-3800-0008 7200-3800-0010 7200-3800-0011 7200-3800-0015 7200-38xx-xxxx 7200-3800-0012 7200-3800-0014 7000-	New Tourism Directional Signage Replace Tourist Direction Signs Professional Photo Shoot (TEL) Highway Signs NQ (2 yr cntrct) Jan 2016 to Jan 2018 Highway Signs NQ (2 yr cntrct) April 2018 - April 2020 Tourism Website Development Online Comm, Sales & Website Facility Site hosting & domain name Online Facility Training VIC Building Internal Upgrade Towers Hill Master Plan Filming Facility Development VIC Orientation Room Electronic Video	11200 8897 15,800 7,000 25,000 75000 20000 5000		0 0 2,000 18,850 7,000 1,594 2,961 1,074 1,505 25,000 0 0 0				0 0 2,000 25,850 0 1,594 2,961 1,074 1,505 25,000 0 0 0		0 32,340 0 0 479 817 495 0		2,000 -6,490 0 1,594 2,483 257 1,010 25,000	
	Recurrent Medium		TOTAL	47,800	0	59,985	0	0	0	59,985	0	34,131	0	25,854	0
Tourism Facility Projects	Medium	7220-3801-xxxx 7000-	Calling of the Cards Upgrade	15000		0				0		0	0	0	0
			TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
RADF Special Projects/Programs	Medium	7350-3800-0000 7350-38xx-xxxx 7000-	Strategic Initiative RADF Special Projects 17/18			2,264 13,000				2,264 13,000		0		2,264 13,000	
			TOTAL	13,000	0	15,264	0	0	0	15,264	0	0	0	15,264	0
Youth Services Special Projects		7450-3800-0000 7450-3801-0000 7000-	Youth Services Special Projects Young Endeavour Project			6,830 109				6,830 109		4,091 0		2,739 109	
			TOTAL	0	0	109	0	0	0	109	0	4,091	0	2,848	0
Events & Celebrations Special Projects	Medium Medium	7605-3800-0000 7605-38xx-xxxx 7605-38xx-xxxx 7000-	Event/Celebration Special Projects Mobile Events Trailer - refer Plant Budget Youth Festival	28000 15000		1,570 0 0				1,570 0 0		0		1,570 0 0	
			TOTAL	0	0	1,570	0	0	0	1,570	0	0	0	1,570	0
Libraries Special Maintenance		7650-3801-0000 7650-3802-0000 7650-3804-0000 7650-3810-0000 7650-3811-0000 7650-3807-0000 7650-38xx-xxxx 7000-	Best Start Family Literacy SLQ Ozobot Robotics Grant SLQ Tech Savvy Seniors Grant SLQ-Annual Equipment Grant ALA GRANT-Broadband for Seniors SLQ Coding and Robotics Equip and Furnish Meeting Room 3	13,023 662 10000		19,694 28 3,943 804 360 362 0				19,694 28 3,943 804 360 362 0		0 0 6,987 0 0 0		19,694 28 -3,044 804 360 362 0	
			TOTAL	13,685	0	25,191	0	0	0	25,191	0	6,987	0	18,204	0
Libraries WIP		7650-xxxx-xxxx 7000-	Vehicle for Library		45000	0	0			0	0	0	0	0	0
			TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PLANNING & SUSTAINABLE DEVELOPMENT PROJECTS				504,019		636,514		43,841		680,355		199,119		481,236	
TOTAL PLANNING & SUSTAINABLE DEVELOPMENT ASSETS					231,000		276,974		13,162		290,136		14,061		276,075

MOVEMENT CHANGES - NEW FUNDING
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SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
ROADS INFRASTRUCTURE															
Road Services Special Projects															
	High	3915-3800-0004	Street Lighting Works			0					0				
	High	3915-3800-0005	Asset Management/Project Development	50,000		50,000					0	299		-299	
		3915-3800-0006	Survey Equip/Soil Testing Equip etc operation/maintenance	50,000		50,000					50,000	5,072		44,929	
		3000-	TOTAL	100,000	0	100,000	0	0	0	100,000	0	20,078	0	29,922	0
WIP-Quarry Pitt		3920-6010-0000	WIP-Quarry Pitt												
		3000-	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
Road Assets Total - Refer to separate sheet															
C-WIP-Road Construction		3000-	Allocation awaiting Roads Program		710,000		826,052				826,052		39,999		786,053
R-WIP-Road Construction		3000-	Allocation awaiting Roads Program		615,000		826,340				826,340		3,874		822,466
											0				
											0				
C-WIP-TIDS Funded Roads		3000-	This year's allocation		1,663,000		2,137,173				2,137,173		845,659		1,291,514
R-WIP-TIDS Funded Roads		3000-	This year's allocation				20,504				20,504		0		20,504
											0				
R-WIP-Roads to Recovery 2014/2019	C	3000-	This year's allocation		2,479,000		2,638,709				2,638,709		416,782		2,221,927
WIP Black Spot Programme			This year's allocation		300,000		300,000				300,000		0		300,000
		3000-	TOTAL	0	5,767,000	0	6,748,778	0	0	0	6,748,778	0	1,306,314	0	5,442,464
Works For Queensland Roads Proj		3000-	Works For Queensland Program - Roads Projects	383,710		1,042,016				1,042,016		1,048,405		-6,389	
			TOTAL	383,710	0	1,042,016	0	0	0	1,042,016	0	1,048,405	0	-6,389	0
Survey Equipment Asset Control		4600-6200-0000	Survey Equipment Asset Control		10,000		10,000				10,000				10,000
		4000-	TOTAL	0	10,000	0	10,000	0	0	0	10,000	0	0	0	10,000
TOTAL ROADS INFRASTRUCTURE PROJECTS				483,710		1,142,016		0		1,142,016		1,073,853		68,163	
TOTAL ROADS INFRASTRUCTURE ASSETS					5,777,000		6,758,778		0		6,758,778		1,306,314		5,452,464
WATER UTILITIES															
C-WIP Weir															
		5130-6010-0006	Diesel Pump Relocation		45,000		62,730				62,730		23,526		39,204
		5130-6010-0009	Weir P/S valve replacements (reflux, valve C)				16,526				16,526		0		16,526
		5130-6010-0010	Weir P/S Emergency Light refurbishment				0				0		0		
		5130-6010-0011	Weir PLC Upgrade				40				40		40		-0
		5130-6010-9999	Unallocated		20,000		20,000				20,000		0		20,000
		5000-	TOTAL	0	65,000	0	99,296	0	0	0	99,296	0	23,566	0	75,730
C-Treatment Works Special Maintenance	C														
		5140-3800-0007	Repair leaks in clear water well	4,335		4,335				4,335		0		4,335	
		5140-3800-0010	SCADA Special Maintenance			2,105				2,105		0		2,105	
		5000-	TOTAL	4,335	0	6,440	0	0	0	6,440	0	0	0	6,440	0
C-WIP Water Filtration		5140-6010-0002	Shed IN-ACTIVE				0								
		5140-6010-0008	Electrical Unallocated				9,718				9,718		1,589		8,129
C-WIP Water Filtration		5140-6010-0010	Clear water pump station monitoring		17,000		16,259				16,259		10,569		5,689
		5000-	TOTAL	0	17,000	0	25,977	0	0	0	25,977	0	12,158	0	13,818
C-Water Mains Special Maintenance	C														
		5155-3800-0000	PRV control trial			0									
		5155-3800-9999	SCADA Unallocated	20,000		20,000				20,000		0		20,000	
		5000-	TOTAL	20,000	0	20,000	0	0	0	20,000	0	0	0	20,000	0

MOVEMENT CHANGES - NEW FUNDING
MOVEMENT CHANGES - COUNCIL RESOLUTION
MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
C-WIP Water Mains															
	High	5155-6012-0001	Gill St Water Main Replacement		150,000		148,452				148,452		10,897		137,555
	Medium	5155-6012-0009	W4Q - Plant St - Water Main repairs		338,000		520,000		-90,000		430,000		398,551		31,449
	Medium	5155-6012-0010	W4Q - Gregory Development Rd Water Main Replacement		115,000		89,266				89,266		3,804		85,462
	Medium	5155-6012-0011	W4Q - Hewitt St - Water Main Replacement		100,000		85,792		-30,000		55,792		29,756		26,036
		5155-6012-0012	W4Q - Stubley St Main Replacement		150,000		137,720		-70,000		67,720		73,752		-6,032
		5155-6013-0000	CT Valve & Hydrant Maintenance		20,000		20,000				20,000		0		20,000
		5155-6012-0013	Steels Road Main Replacement		30,000		30,000				30,000		6,461		23,539
	Medium	5155-6012-0014	Lynd Hwy - Upgrade Water Main		55,000		55,000				55,000		0		55,000
		5000-	TOTAL	0	958,000	0	1,086,230	0	-190,000	0	896,230	0	523,220	0	373,010
C-Water Treatment Plant non-NSRF															
	Medium	5160-6010-0005	Rising Main Spares				0				0				
		5160-6010-0011	SCADA Upgrade				329				329		329		1
		5160-6010-xxxx	WTP SCADA/Electrical Special Maintenance		48,800		48,800				48,800				48,800
		5000-	TOTAL	0	48,800	0	49,129	0	0	0	49,129	0	329	0	48,801
C-WIUP Project Management															
	C	5160-6011-0001	Planning (GHD)				-0								
	C	5160-6011-0002	Facilities Provision & Accommodation		15,000		25,226				25,226		8,687		16,539
	C	5160-6011-0003	GHD Program Manager L/S		208,000		162,240				162,240		162,240		0
	C	5160-6011-0004	GHD Program Manager T/D		50,000		50,000				50,000		150,000		-100,000
	C	5160-6011-0005	GHD Program Manager Support		25,000		19,760				19,760		19,760		0
	C	5160-6011-0006	CTRC Program Coordinator		155,000		163,375				163,375		34,205		129,170
	C	5160-6011-9998	Management Reserve		464,893		464,893				464,893		0		464,893
		5160-6011-9999	Unallocated				0				0		0		0
		5000-	TOTAL	0	917,893	0	885,494	0	0	0	885,494	0	374,892	0	510,601

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
C-WIUP Weir & Weir Pump Station			5160-6012-0001 Initial Design												
			5160-6012-0003 Design, Commissioning		65,900		79,433				79,433		0		79,433
			5160-6012-0010 P1 Raw Water Intake-GHD L/S		14,625		11,100				11,100		11,100		0
			5160-6012-0011 P1 Raw Water Intake-GHD T/D		1,580		4,000				4,000		4,000		0
			5160-6012-0012 P1 Raw Water Intake-Construction		295,180		295,106				295,106		0		295,106
			5160-6012-0020 P5.01 Elect Upgrade-GHD L/S		71,340		32,800				32,800		37,616		-4,816
			5160-6012-0021 P5.01 Elect Upgrade-GHD T/D		33,060		38,000				38,000		38,000		0
			5160-6012-0022 P5.01 Elect Upgrade-Construction		1,544,800		1,562,395				1,562,395		0		1,562,395
			5160-6012-0030 P5.02 Pump Studies-GHD L/S				0				0		0		0
			5160-6012-0032 P5.02 Pump Studies-Construction		35,000		35,000				35,000		0		35,000
			5160-6012-0040 P5.03 Pump Upgrade-GHD L/S		23,200		18,850				18,850		18,850		0
			5160-6012-0041 P5.03 Pump Upgrade-GHD T/D		6,400		8,000				8,000		8,000		0
			5160-6012-0042 P5.03 Pump Upgrade-Construction		642,950		642,950				642,950		0		642,950
			5160-6012-0050 P5.04 Surge Assessment-GHD L/S				0				0		0		0
			5160-6012-0052 P5.04 Surge Assessment-Construction		10,000		10,000				10,000		0		10,000
			5160-6012-0060 P5.05 Surge Upgrade-GHD L/S		6,000		4,800				4,800		4,800		0
			5160-6012-0061 P5.05 Surge Upgrade-GHD T/D		3,000		3,000				3,000		3,000		0
			5160-6012-0062 P5.05 Surge Upgrade-Construction		50,100		50,100				50,100		0		50,100
			5160-6012-0070 P8 Sump Upgrade-GHD L/S		8,000		8,000				8,000		8,000		0
			5160-6012-0071 P8 Sump Upgrade-GHD T/D		2,000		2,000				2,000		2,000		0
			5160-6012-0072 P8 Sump Upgrade-Construction		125,250		125,250				125,250		0		125,250
			5160-6012-0080 P15 Security Upgrade-GHD L/S		2,000		2,000				2,000		2,000		0
			5160-6012-0082 P15 Security Upgrade-Construction		20,875		20,875				20,875		0		20,875
			5160-6012-0090 P16 Lighting Upgrade-GHD L/S		3,000		3,000				3,000		3,000		0
			5160-6012-0092 P16 Lighting Upgrade-Construction		6,680		6,680				6,680		0		6,680
			5160-6012-0100 P17 Structure Refurb-GHD L/S				3,000				3,000		3,000		0
			5160-6012-0102 P17 Structure Refurb-Construction		10,855		10,855				10,855		0		10,855
			5160-6012-0110 P20 Remove Old Cable Tails		1,000		1,000				1,000		0		1,000
			5160-6012-9990 P1 Raw Water Intake-Contingency		216,399		216,399				216,399		0		216,399
			5160-6012-9991 P5.01 Elect Upgrade-Contingency		122,670		141,000				141,000		0		141,000
			5160-6012-9993 P5.03 Pump Upgrade-Contingency		46,200		57,750				57,750		0		57,750
			5160-6012-9994 P5.05 Surge Upgrade-Contingency		4,500		4,500				4,500		0		4,500
			5160-6012-9995 P8 Sump Upgrade-Contingency		11,250		11,250				11,250		0		11,250
			5160-6012-9996 P15 Security Upgrade-Contingency		1,875		1,875				1,875		0		1,875
			5160-6012-9997 P16 Lighting Upgrade-Contingency		600		600				600		0		600
			5160-6012-9998 P17 Structure Refurb-Contingen				975				975		0		975
		5000-	TOTAL	0	3,386,289	0	3,412,542	0	0	0	3,412,542	0	143,366	0	3,269,176

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST-MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
C-WIUP WTP															
		5160-6013-0011	Initial Design				-2,385				-2,385				-2,385
		5160-6013-0012	Design, Commissioning		145,175		165,614				165,614		16,134		149,480
		5160-6013-0020	P2 WTP Upgrades-GHD L/S		316,675		57,360				57,360		152,960		-95,600
		5160-6013-0021	P2 WTP Upgrades-GHD T/D		180,860		218,400				218,400		273,000		-54,600
		5160-6013-0022	P2 WTP Upgrades-Construction		5,787,960		5,786,742				5,786,742		12,081		5,774,661
		5160-6013-0023	P2 WTP Chlorine Room Assessm't				3,360				3,360		2,233		1,127
		5160-6013-0030	P7 Clarifier Assessm't-GHD L/S				0				0		0		0
		5160-6013-0032	P7 Clarifier Assessm't-Construction		30,000		30,000				30,000		0		30,000
		5160-6013-0040	P12 New Tx/Rx System-GHD L/S				3,500				3,500		6,289		-2,789
		5160-6013-0041	P12 New Tx/Rx System-GHD T/D				4,000				4,000		4,000		0
		5160-6013-0042	P12 New Tx/Rx System-Construction		133,600		133,600				133,600		2,184		131,416
		5160-6013-0050	P13 Storage Assessment-GHD L/S				5,000				5,000		5,000		0
		5160-6013-0052	P13 Storage Assessment-Construction		10,000		10,000				10,000		0		10,000
		5160-6013-0060	P2.01 Lighting Refurb-GHD L/S		3,000		3,000				3,000		3,000		0
		5160-6013-0062	P2.01 Lighting Refurb-Construction		25,050		25,050				25,050		0		25,050
		5160-6013-9994	P2 WTP Upgrades-Contingency		433,275		514,800				514,800		0		514,800
		5160-6013-9996	P12 New Tx/Rx System-Contingen				12,000				12,000		0		12,000
		5160-6013-9998	P2.01 Lighting Refurb-Contingency		2,250		2,250				2,250		0		2,250
		5000-	TOTAL	0	7,067,845	0	6,972,292	0	0	0	6,972,292	0	476,881	0	6,495,411
C-WIUP Reservoirs															
		5160-6014-0001	Reservoir Assessment				-0						0		
		5160-6014-0005	Design, Commissioning		25,454		49,134				49,134		12,733		36,401
		5160-6014-0010	P6 Reservoir Upgrade-GHD L/S		14,300		2,980				2,980		0		2,980
		5160-6014-0011	P6 Reservoir Upgrade-GHD T/D				8,570				8,570		4,070		4,500
		5160-6014-0012	P6 Reservoir Upgrade-Construction		1,155,472		1,291,683				1,291,683		651,354		640,329
		5160-6014-0020	P9 Automatic Isolation-GHD L/S		11,000		11,000				11,000		11,000		0
		5160-6014-0022	P9 Automatic Isolation-Construction		50,000		50,000				50,000		0		50,000
		5160-6014-0030	P14 Booster Chlorin-GHD L/S		6,750		-2,250				-2,250		0		-2,250
		5160-6014-0031	P14 Booster Chlorin-GHD T/D		2,250		1,650				1,650		2,400		-750
		5160-6014-0032	P14 Booster Chlorin-Construction		93,938		93,938				93,938		0		93,938
		5160-6014-0033	Concrete Res CTRC Refurb				0				0		2,962		-2,962
		5160-6014-9996	P6 Reservoir Upgrade-Contingency		67,924		133,509				133,509		0		133,509
		5160-6014-9998	P14 Booster Chlorin-Contingency		8,438		8,438				8,438		0		8,438
		5000-	TOTAL	0	1,435,526	0	1,648,652	0	0	0	1,648,652	0	684,519	0	964,133

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
C-WIUP Reticulation			5160-6015-0001 Initial design				0						0		
			5160-6015-0002 Design, Commissioning		2,540		10,300				10,300		0		10,300
			5160-6015-0010 P3 PRV Upgrades-GHD L/S				7,800				7,800		7,800		0
			5160-6015-0011 P3 PRV Upgrades-GHD T/D				4,000				4,000		4,000		0
			5160-6015-0012 P3 PRV Upgrades-Construction		240,500		245,658				245,658		0		245,658
			5160-6015-0020 P4 TW Main&Pump Assess-GHD L/S				9,600				9,600		9,600		0
			5160-6015-0022 P4 TW Main&Pump Assess-Construction		104,000		87,347				87,347		5,212		82,136
			5160-6015-0030 P10 RW Main Assess-GHD L/S				10,800				10,800		10,800		0
			5160-6015-0032 P10 RW Main Assess-Construction		102,000		87,542				87,542		16,471		71,071
			5160-6015-0040 P11 RW Main Earthing-GHD L/S				0				0		11,000		-11,000
			5160-6015-0041 P11 RW Main Earthing-GHD T/D				0				0		6,000		-6,000
			5160-6015-0050 P18 Flow Monitoring-GHD L/S		9,000		10,800				10,800		10,800		0
			5160-6015-0051 P18 Flow Monitoring-GHD T/D		2,250		3,000				3,000		3,000		0
			5160-6015-0052 P18 Flow Monitoring-Construction		35,070		35,070				35,070		0		35,070
			5160-6015-0060 P19 Calibration of CAD-GHD L/S		7,000		7,000				7,000		7,000		0
			5160-6015-0062 P19 Calibration of CAD-Construction		58,450		58,450				58,450		0		58,450
			5160-6015-0070 P3 PRV Upgrades-Contingency				22,500				22,500		0		22,500
			5160-6015-9997 P18 Flow Monitoring-Contingency		2,360		3,150				3,150		0		3,150
			5160-6015-9998 P19 Calibration of CAD-Contingency		5,250		5,250				5,250		0		5,250
			5000- TOTAL	0	568,420	0	608,267	0	0	0	608,267	0	91,683	0	516,585
Water Developer Works			5160-6020-0000 Developer Works - Water		15,000		15,000				15,000		0		15,000
			5000- TOTAL	0	15,000	0	15,000	0	0	0	15,000	0	0	0	15,000
Water Building Special Maintenance			5165-3800-0001 Weir Residence Solution				12,000				12,000		0		12,000
			5165-3800-0002 WTP Lab - replace air con system				0				0		0		0
			5000- TOTAL	0	0	12,000	0	0	0	12,000	0	0	0	12,000	0
Water Plant & Equipment Asset Control			5170-6200-9999 Unallocated		10,000		15,000				15,000		0		15,000
			5000- TOTAL	0	10,000	0	15,000	0	0	0	15,000	0	0	0	15,000
Ravenswood Water WIP			5320-6010-0001 Valve & hydrant maintenance				10,109				10,109		9,516		593
			5000- TOTAL	0	0	0	10,109	0	0	0	10,109	0	9,516	0	593
Pland Water Supply Spec Maintenance			5350-3801-0000 VALVE & HYDRANT MAINTENANCE actuals from CW 5350-6010-0005			-8,178		8,178		0			0		
			5000- TOTAL	0	0	-8,178	0	8,178	0	0	0	0	0	0	0
Pentland Water WIP			5350-6010-0001 Bore 3 Power Upgrade				14,259				14,259		0		14,259
			5350-6010-0002 Bore 3 Switchboard Replacement				5,590				5,590		0		5,590
			5350-6010-0003 Pump Replacement				12,467				12,467		439		12,029
			5350-6010-0005 Valve & Hydrant Maintenance actuals moved to Spec Proj 5350-3801-0000				10,000				10,000		0		10,000
			5350-6010-0012 New Telemetry for Pentland water				0				0		957		-957
			5350-6010-0014 Refurbish reservoir (sand blast and paint)				2,493				2,493		0		2,493
	Medium		5350-6010-xxxx Pentland Water Supply - SCADA improvements		20,000		20,000				20,000		0		20,000
	High		5350-6010-xxxx Creek St, Pentland - Water Main Extension		15,000		15,000				15,000		0		15,000
	High		5350-6010-xxxx Old Cape Rd, Pentland - Water Main extension		35,000		35,000				35,000		0		35,000
	Medium		5350-6010-xxxx Mackay St, Pentland - Water Mains Upgrade		30,000		30,000				30,000		0		30,000
			5000- TOTAL	0	100,000	0	144,810	0	0	0	144,810	0	1,395	0	143,415

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
GV Water Supply Spec Maintenance	C	5370-3800-0002 5370-3800-0003 5370-3800-0004 5370-3801-0000 5370-3802-0000 5000-	GV Reservoir - Repaint Chlorine Shed & fix fence Reservoir Mixer Water Filtration GV WATER RAISE WATER METERS <i>actuals from CW 5370-6011-0001</i> GV WATER REFURB INLET PIPEWORK	24,503 21,912		0 24,503 21,912						0 4,015		24,503 17,897	
			TOTAL	46,415	0	33,407	0	0	0	33,407	0	4,015	0	29,393	0
Greenvale Water WIP		5370-6011-0001 5370-6011-0003 5370-6011-0004 5370-6012-0002 5000-	Raise all water meters <i>actuals moved to Spec Proj 5370-3801-0000</i> New switchboard for reservoir Refurbish inlet pipework to filter and reservoir SCADA Upgrade				9,149 -0 6,474 -1,294				9,149 -0 6,474 -1,294		0		9,149 -0 6,474 -1,294
			TOTAL	0	0	0	14,329	0	0	0	14,329	0	0	0	14,329
TOTAL WATER UTILITIES PROJECTS				70,750		63,670		8,178		71,848		4,015		67,833	
TOTAL WATER UTILITIES ASSETS					14,589,773		14,987,126		-190,000		14,797,126		2,341,525		12,455,601
SEWERAGE UTILITIES															
C-WIP-Sewerage Mains Extension	C	6135-6010-9999 6000-	Unallocated Budget		10,000		10,000				10,000		0		10,000
			TOTAL	0	10,000	0	10,000	0	0	0	10,000	0	0	0	10,000
C-WIP-Sewerage Mains Extension	C	6145-3800-0002 6145-3800-0003 6145-3800-0005 6000-	Camering & Inspections Smoke Testing SPS Maintenance mode setup	15,000 15,000 6,500		15,000 15,000 6,500				15,000 15,000 6,500		0 0 0		15,000 15,000 6,500	
			TOTAL	36,500	0	36,500	0	0	0	36,500	0	0	0	36,500	0
WIP Sewerage Effluent Network	C	6145-6010-0001 6000-	Reuse Switchboard		30,000		30,000				30,000		0		30,000
			TOTAL	0	30,000	0	30,000	0	0	0	30,000	0	0	0	30,000
WIP Sewerage Replacement	C	6145-6011-0001 6145-6011-0002 6145-6011-0003 6145-6011-0004 6145-6011-0008 6145-6011-0009 6145-6011-0010 6145-6011-xxxx 6000-	Sewer Replacement or relining Manhole Refurbishment Dalrymple Rd SPS Pump Rplcment W4Q-Relining of Sewer Mains Convert 5 SPS air compressors Unallocated Electrical Unallocated Mechanical Sewer Pipe Relining - CT Sewerage System		68,000	8,380 67,705 32,915 0 16,166 15,000 15,000 100,000				8,380 67,705 32,915 190,000 16,166 15,000 15,000 0		0 2,104 16,145 163,018 0 0 0 0		8,380 65,601 16,770 26,982 16,166 15,000 15,000 0	
			TOTAL	0	198,000	0	255,166	0	90,000	0	345,166	0	181,267	0	163,899
WIP Sewerage Non Sub Augmentation		6145-6012-0003 6145-6012-0004 6000-	Soft Starters SPS SPS Elec Safety/BackUp Power			-3,614 10,604				-3,614 10,604			5,187 1,331		-8,801 9,273
			TOTAL	0	0	0	6,990	0	0	0	6,990	0	6,518	0	472
WIP Effluent Reuse Upgrade		6145-6013-0001 6145-6013 6000-	Planning Unallocated		882,390	-5,055 887,445			9,918 -9,918		4,863 877,527		4,863		877,527
			TOTAL	0	882,390	0	882,390	0	0	0	882,390	0	4,863	0	877,527
WIP Sewerage Developer Works	C	6145-6999-0000 6000-	Unallocated Sewerage Developer Works		15,000		15,000				15,000		0		15,000
			TOTAL	0	15,000	0	15,000	0	0	0	15,000	0	0	0	15,000

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
C-Sewerage Plant & Equipment Asset Control	C	6165-6200-0002-6000-	Mobile Sewer Line Jetter		50,000		50,000		50,000		100,000		0		100,000
			TOTAL	0	50,000	0	50,000	0	50,000	0	100,000	0	0	0	100,000
C-Sewerage Special Maintenance	C	6180-3800-0001-6000-	Design Works			0						139		-139	
		6180-3800-0002-6000-	Digester Clean Out	70,000		69,970		-28,000		41,970		42,442		-472	
		6180-3800-0008-6000-	Tree Pruning	2,500		2,500				2,500		0		2,500	
		6180-3800-0009-6000-	Process Monitoring & Alarming	61,000		59,269				59,269		45,229		14,040	
		6180-3800-0010-6000-	Sludge Removal			1,684				1,684		0		1,684	
		6180-3800-xxxx-6000-	CT STP SCADA improvements	40,000		40,000				40,000				40,000	
		6180-3800-xxxx-6000-	Replace power pole - Lea St Pump Station	5,000		5,000				5,000				5,000	
			TOTAL	178,500	0	178,423	0	-28,000	0	150,423	0	87,810	0	62,612	0
Greenvale Infrastructure WIP		6215-6010-0001-6000-	Replace Switchboard				3,094				3,094		0		3,094
		6215-6010-0005-6000-	Sludge tank at STP refurbishment				10,000				10,000		0		10,000
		6215-6010-0006-6000-	Greenvale Sewerage Substation switchboard replacement		81,000		81,000				81,000		2,333		78,667
		6215-6010-0007-6000-	Greenvale STP - switchboard replacement		76,000		76,000				76,000		5,431		70,569
			TOTAL	0	157,000	0	170,094	0	0	0	170,094	0	7,764	0	162,330
TOTAL SEWERAGE UTILITIES PROJECTS				215,000		214,923		-28,000		186,923		87,810		99,112	
TOTAL SEWERAGE UTILITIES ASSETS					1,342,390		1,419,640		140,000		1,559,640		200,412		1,359,228
FACILITIES															
Depot Building Special Maintenance	C	4105-3801-0000-4000-	Surplus Equipment Auction			4,824				4,824		0		4,824	
		4105-3805-0020-4000-	Hwy Depot - Storage Facility Gas Cylinder			0				0		645		-645	
		4105-3805-0002-4000-	Highway Depot-Update Shed for Tyre/Cement Storage	15,000		15,000				15,000		0		15,000	
		4105-3805-0003-4000-	Highway Depot-Power Upgrade	30,000		30,000				30,000		0		30,000	
		4105-3805-0022-4000-	Airport Depot repair front gate light			5,000				5,000		0		5,000	
		4105-3806-0004-4000-	Greenvale Depot - Refurbish security fencing	10,000		10,000				10,000		0		10,000	
			TOTAL	55,000	0	64,824	0	0	0	64,824	0	645	0	64,179	0
Highway Depot Buildings Other WIP		4120-6010-0004-4000-	Hwy Dpt Cement 4 Bays West End		20,000		20,000				20,000		0		20,000
		4120-6010-0008-4000-	Hwy Depot - Bays x 3 Gravel Material				10,000				10,000		0		10,000
		4120-6010-0010-4000-	Hwy Depot - Security Lights/Camera		25,000		25,000				25,000		0		25,000
		4120-6010-0009-4000-	Hwy Depot Yard - Bitumen sealing		15,000		15,000				15,000		0		15,000
		4120-6010-0006-4000-	Hwy Depot Prelim/Master Plan		245,000		5,878				5,878		0		5,878
			TOTAL	0	60,000	0	75,879	0	0	0	75,879	0	0	0	70,000
Airport Special Projects	C	7505-3800-0006-7000-	Airport Survey Costs - Commercial	10,000		10,000				10,000		0		10,000	
			TOTAL	10,000	0	10,000	0	0	0	10,000	0	0	0	10,000	0
Airport Capital WIP		7505-6011-0001-7000-	Airport Lighting Upgrade - Project Mgt & Scoping		40,978		64,055				64,055		33,729		30,326
		7505-6011-0002-7000-	Airport Lighting Upgrade - Design Work		4,000		4,000				4,000		0		4,000
		7505-6011-0003-7000-	Airport Lighting Upgrade - Supply & Install Lights		647,500		647,500				647,500		7,690		639,810
		7505-6011-xxxx-7000-	Airport Lighting Upgrade - Contingencies		71,750		71,750				71,750				71,750
		7505-6013-0000-7000-	Defence Land Development		80,000		80,000				80,000		25,401		54,599
		7505-6012-0002-7000-	Earthworks		0		0				0		349		-349
		7505-6012-0003-7000-	Survey Work & Valuation works		6,001		6,001				6,001		0		6,001
		7505-6012-0007-7000-	Formed Road (Apron Works)		0		0				0		0		0
			TOTAL	0	844,228	0	873,305	0	0	0	873,305	0	67,168	0	806,137

MOVEMENT CHANGES - NEW FUNDING
MOVEMENT CHANGES - COUNCIL RESOLUTION
MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET POST MOVEMENT CHANGES		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
Rural Airstrips WIP	C	7510-6012-0000 7000-	Pentland Airport Road Realignment	0	80,000 80,000	0	80,000	0	0	0	80,000 80,000	0	0	0	80,000 80,000
World Theatre Spec Maint/Projects	C C C High Medium Medium Medium High-Med High-Med Medium High High Medium	7610-3800-0012 7610-3807-0001 7610-3800-0025 7610-3800-0029 7610-3800-0033 7610-3800-0001 7610-3800-0002 7610-3800-0003 7610-3800-0004 7610-3800-0005 7610-3800-0006 7610-3800-0010 7610-3801-0001 7610-3801-0002 7610-3816-0000 7610-3813-0000 7000-	Electrical Safety Audit Theatre Furniture & Fittings Replace/repair carpet Change Room 1 Basement Wash down external walls, façade 21st Birthday Celebration World Theatre Auditorium - Seating Improvements World Theatre - Orchestra Pit Project World Theatre - Stand Alone People Counters x 2 Mt Leyshon entry doors - replace velvet curtains Mt Leyshon Stage Leg Curtain Replacement World Theatre - Hot Water System Improvements Basement dressing rooms refurbishment Henry's Restaurant - renovations Henry's Restaurant - Toilet Fittings Refurbishment REPLACE WEDGES ON STAGE <i>actuals moved from CW 7610-6016-0000</i> THEATRE-DIGITAL DISPLAY BOARD <i>actuals moved from CW 7610-6013-0000</i> TOTAL	2,000 1,600 3,000 20,000 5,000 8,000 1,500 13,000 5,500 5,000 6,000 20,000 5,000 95,600	 <										

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET (POST-MOVEMENT CHANGES)		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
Rural Pool WIP			Painting RW Pool (new as Per MT)		38500		0		0		0		0		0
		7000-	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
Tennis Courts WIP	C	7730-6011-0000	CT Tennis Courts Upgrade - Get Playing Plus Grant		649,671		754,231		117,976		872,207		872,228		-21
		7000-	TOTAL	0	649,671	0	754,231	0	117,976	0	872,207	0	872,228	0	-21
City Showgrounds WIP	C	7770-6011-0000	Ring Lights Upgrade - Stage 1		10,000		10,000				10,000		0		10,000
		7770-6013-0000	Replace B'lock system				1,772				1,772		1,320		452
		7770-6015-0000	Equipment WIP				2,500				2,500		0		2,500
		7000-	TOTAL	0	10,000	0	14,272	0	0	0	14,272	0	1,320	0	12,952
Rural Recreation Special Projects	C	7775-3801-0001	Ravenswood Recreation Reserve-Remove all barb wire	1,500		1,500				1,500		0		1,500	
		7775-3802-0008	Hire of Road Control Equipment			134				134		540		-406	
		7775-3807-0002	PL Sports Club - stormwater intrusion works			3,510				3,510		0		3,510	
		7775-3802-0014	Ravenswood Recreation Reserve - upgrade signage	1,500		1,500				1,500		0		1,500	
		7775-3801-0001	Equestrian Centre - Concrete Works	5,000		5,000				5,000		0		5,000	
		7000-	TOTAL	8,000	0	10,010	0	0	0	10,010	0	540	0	11,104	0
Rural Recreation WIP		7775-6014-0000	Greenvale Recreation Reserve - Hinged windsock pole		3,000		3,000				3,000		0		3,000
		7775-6015-0000	EQUEST CT-UPGRADE PEDEST ACCES				5,033				5,033		0		5,033
		7775-6019-0000	Greenvale Recreation Reserve - Light for Helicopter		2,000		2,000				2,000		0		2,000
		7775-6024-0000	RW Walking Track/Trail Development				28,551				28,551		10,364		18,187
		7775-6026-0000	Ravenswood Recreation Reserve - Septic Refurbishments		75,000		72,036				72,036		800		71,236
		7000-	TOTAL	0	80,000	0	110,620	0	0	0	110,620	0	11,164	0	99,457
Arthur Tittley Centre Spec Maintenance		7800-3800-0001	ATC Roof Safety System			5,000				5,000		0		5,000	
		7000-	TOTAL	0	0	5,000	0	0	0	5,000	0	0	0	5,000	0
Arthur Tittley Centre WIP		7800-6012-0000	Replacement of Chairs - Stage 1		20,000		24,227				24,227		0		24,227
		7000-	TOTAL	0	20,000	0	24,227	0	0	0	24,227	0	0	0	24,227
City Hall Special Maintenance		7802-3800-0001	Airconditioning upgrade Report			0				0					
		7802-3800-0007	Roof Safety Barriers			15,000				15,000		0		15,000	
		7000-	TOTAL	0	0	15,000	0	0	0	15,000	0	0	0	15,000	0
Wherry House Special Maintenance		7805-3800-0001	Electrical Repairs - Wherry House	15,000		15,000				15,000		0		15,000	
		7000-	TOTAL	15,000	0	15,000	0	0	0	15,000	0	0	0	15,000	0
Wherry House WIP		7805-6012-0000	Handrails - Wherry House		30,000		30,000				30,000		0		30,000
		7000-	TOTAL	0	30,000	0	30,000	0	0	0	30,000	0	0	0	30,000
Venus Battery Special Maintenance	C	7815-3800-0001	Structural & Maintenance Report	9,000		9,182				9,182		0		9,182	
		7000-	TOTAL	9,000	0	9,182	0	0	0	9,182	0	0	0	9,182	0
Venus Battery WIP	Medium	7815-6xxx-xxxx	Venus Battery - Erosion Control		80000		0								
		7000-	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
VIC Special Maintenance	High	7817-3800-0001	Re-Configuration of VIC/Gift Shop/Merchandise areas	25,000		25,000				25,000		695		24,305	
		7000-	TOTAL	25,000	0	25,000	0	0	0	25,000	0	695	0	24,305	0
VIC WIP		7817-6011-0000	ELECTRONIC NOTICEBOARD VIC from Spec Proj 7200-3800-0013				-21,927		21,927		0				0
		7000-	TOTAL	0	0	0	-21,927	0	21,927	0	0	0	0	0	0

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

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CAPITAL & PROJECT EXPENDITURE				RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget															
Towers Hill Spec Maintenance/Projects	High	7820-3800-0002 7820-3800-0003 7000-	Electronic Repairs Towers Hill Lookout - Wheelchair access TOTAL	3,100 3,100 0	0	1,000 3,100 4,100	0	0	0	1,000 3,100 4,100	0	0 0 0	0	1,000 3,100 4,100	0
Towers Hill WIP	Low	7820-6014-0000 7820-6012-0000 7820-6013-0000 7000-	Towers Hill Amphitheatre Improvements W4Q-BUCHANAN ROAD PATH W4Q-TOWERS HILL PATH (LOOKOUT) TOTAL	0	25,000 0 336,000 361,000	0	25,000 25,389 480,974 531,363	0	0	0	25,000 25,389 480,974 531,363	0	0 60 200,653 200,713	0	25,000 25,329 280,321 330,649
R-Community Halls Spec Maintenance	C	7825-3807-0001 7825-3807-0003 7825-3810-0004 7825-3811-0002 7825-3814-0001 7825-3815-0002 7825-3805-0002 7825-3805-0003 7825-3816-0001 7000-	PL Soldiers Memorial Hall Refurb lolly room PL Soldiers Memorial Hall Stage Steps Ravenswood Ambulance Play Area - replace swing Ravenswood Church - Securty Kit alarm RW Assay Office - Report on chimney & timber stamper Ravenswood School of Arts Building-Painting, floor & gutter GV Community Hall - Parketry flooring re-oil GV Community Hall - Replace/repair cable trunk Beef & Gold Room - Replacement of Furniture TOTAL	0	0	5,000 2,000 4,000 2,500 918 2,500 7,000 1,000 728 25,646	0	0	0	5,000 2,000 4,000 2,500 918 2,500 7,000 1,000 728 25,646	0	0 0 0 0 0 0 0 0 727 727	0	5,000 2,000 4,000 2,500 918 2,500 7,000 1,000 0 24,919	0
Community Halls WIP	High	7825-6018-0000 7000-	Gold & Beef Rooms - replace floor covering TOTAL	0	15,000 15,000	0	15,000 15,000	0	0	0	15,000 15,000	0	0 0	0	15,000 15,000
Other Property Special Maintenance	C	7830-3800-0001 7830-3800-0004 7830-3800-0002 7000-	Inspect power poles - various locations Transport Vintage Items - Stage 1 - Towers Hill TOTAL	10,000 10,000 0	0	10,000 0 10,000	0	0	0	10,000 0 10,000	0	0 0 0	0	10,000 10,000	0
R-Other Property WIP		7830-6011-0000 7000-	Stage 1 - Vintage Items Display - Towers Hill TOTAL	0	50000 0	0	0 0	0	0	0	0	0	0	0	0
R-Public Structures Special Maintenance		7845-3800-0005 7000-	Greenvale Mural on Toilet Block TOTAL	1,500 1,500	0	1,500 1,500	0	0	0	1,500 1,500	0	0 0	0	1,500 1,500	0
Hwy Depot House Special Maintenance		7850-3800-0002 7000-	Hwy Depot House - Repaint interior TOTAL	0	0	5,588 5,588	0	0	0	5,588 5,588	0	0 0	0	5,588 5,588	0
Cemetery Special Maintenance	High	7880-3802-0006 7880-3800-0002 7000-	Headstone Restoration Program - Stage 2 CT Cemetery-Construct new garden bed (sec 64) TOTAL	30,000 30,000 0	0	4,591 30,000 34,591	0	0	0	4,591 30,000 34,591	0	0 0 0	0	4,591 30,000 34,591	0
Cemetery Buildings WIP	C High	7880-6015-0000 7880-6016-0000 7880-6018-0000 7000-	Pioneer Cemetery - Memorial Wall Pioneer Cemetery - Heastone relocation Stage 1 CT Cemetery - construct new road (sec 64) TOTAL	0	25,000 10,000 65,000 100,000	0	25,000 10,000 65,000 100,000	0	0	0	25,000 10,000 65,000 100,000	0	0 0 0 0	0	25,000 10,000 65,000 100,000

MOVEMENT CHANGES - NEW FUNDING
 MOVEMENT CHANGES - COUNCIL RESOLUTION
 MOVEMENT CHANGES BETWEEN ADOPTED BUDGETS

				REQUESTED 2017/2018 ORIGINAL BUDGET		2017/2018 PROPOSED AMENDED After 16/17 Unspent Added		2017/2018 PROPOSED MOVEMENT TO BUDGET		NEW 2017/2018 AMENDED BUDGET POST MOVEMENT CHANGES		2017/2018 COMMITTED ACTUALS		2017/2018 UNCOMMITTED OR UNSPENT	
CAPITAL & PROJECT EXPENDITURE				SUMMARY OF CAPITAL WORKS AND PROJECTS 2017/2018 Original Budget		RECURRENT ORIGINAL BUDGET	ASSET ORIGINAL BUDGET	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT PROPOSED AMENDED	ASSET PROPOSED AMENDED	RECURRENT COMMITTED ACTUAL EXPENDITURE	ASSET COMMITTED ACTUAL EXPENDITURE	RECURRENT VARIANCE Actuals to ORIGINAL BUDGET	ASSET VARIANCE Actuals to ORIGINAL BUDGET
ACCOUNT NAME	PRIORITY	JOB COST A/C	Reference Description or JOB COST ITEM DESCRIPTION	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	CASH VALUE	As at EOM SEPT 2017	As at EOM SEPT 2017	Under Budget Over Budget	Under Budget Over Budget
C-Parks Special Maintenance	C		7900-3800-0010 Lissner Park fence style display 7900-3800-0026 DMP GSI Irrigation 7900-3800-0027 Apex Park GSI Irrigation 7900-3800-0028 Brownson Park GSI Irrigation 7900-3800-0004 Pan Aust Park Irrigation replacement 7900-3800-0030 Laneyrie Park GSI Irrigation 7900-3800-0006 Burdekin St Lawn Plot - replace irrigation 7900-3800-0007 Burdekin St Garden Plot - GSI installation 7900-3800-0008 Oysher Park GSI installation 7900-3800-0009 Centenary Park GSI installation 7900-3801-0000 Towers Hill Recreation Corridor 7000- TOTAL	5,000 3,500 3,000 3,000 3,000 7,500 25000 25,000	 0	5,000 2,311 1,975 2,632 3,500 1,104 3,000 3,000 3,000 7,500 0 33,022	 0	 0	 0	5,000 2,311 1,975 2,632 3,500 1,104 3,000 3,000 3,000 7,500 0 33,022	0 0 392 0 0 0 1,026 1,214 1,214 3,215 0 7,059	0 0 0 0 0 0 0 0 0 0 0 0	5,000 2,311 1,583 2,632 3,500 1,104 1,974 1,786 1,786 4,285 0 25,963	0 0 0 0 0 0 0 0 0 0 0 0	
C-Parks WIP	High		7900-6011-0000 7900-6026-0000 Centenary Park-Replace Irrigation & Water Main 7000- TOTAL	 0 0	100,000 100,000	 0 0	100,000 100,000	 0 0	 0 0	 0 0	100,000 100,000	0 0	29,863 29,863	0 0	70,137 70,137
C-Parks Special Parkland Project			7905-3800-0000 Parkland Feasibility study, design and commencement 7000- TOTAL	25000 0	 0	0 0	 0	 0	 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTAL FACILITIES PROJECTS				306,500		355,942		32,241		388,183		35,918		352,266	
TOTAL FACILITIES ASSETS					2,604,899		2,946,820		139,903		3,086,723		1,237,373		1,849,350
OVERALL TOTALS				2,002,229	27,714,362	2,881,991	29,626,457	56,260	103,065	2,938,251	29,729,522	1,472,807	6,211,103	1,465,445	23,518,419

EXECUTIVE SUMMARY

The financial position of the 2017/18 Roads Program as at 30 September 2017 is presented, together with an itemised listing of all roads to which maintenance has been undertaken.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the following reports representing the 2017/18 Roads Program, as at 30 September 2017:*

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

BUDGET & RESOURCE IMPLICATIONS

YTD as at 30 September 2017 - 25% of the 2017/2018 financial year elapsed

	Original Budget	Proposed Carry Forward Budget	Proposed Amended Budget	Total Committed Funds Plus Actuals	Uncommitted or Unspent	YTD Committed Plus Actuals	YTD Completed Works
	\$	\$	\$	\$	\$		
Roads Admin	630,000	(74,613)	555,387	137,848	417,539	24%	25%
Capital Works	1,325,000	327,392	1,652,392	43,873	1,608,519	3%	-
TIDS	1,663,000	494,677	2,157,677	845,658	1,312,019	40%	35%
R2R	2,479,000	159,710	2,638,710	416,783	2,221,927	16%	14%
Black Spot Program	300,000	-	300,000	-	300,000	-	-
Maintenance	4,450,000	92,631	4,542,631	1,107,225	3,435,406	24%	25%
RMPC 16/17 Program	-	-	-	704	(704)	100%	-
RMPC 17/18 Program	2,700,000	-	2,700,000	500,451	2,199,549	19%	20%
RPC Project Early Works Package	-	129,371	129,371	122,087	7,284	94%	100%
RPC Project Drainage	1,259,733	(125,448)	1,134,285	1,487,431	(353,146)	100%	80%
Total Program	14,806,733	1,003,720	15,810,453	4,662,060	11,148,393	30%	

BACKGROUND

The second attachment, being the Works Program, reports the original 2017/18 budget plus carry forward impacts based on variances between closing 2016/17 budgets compared to 2016/17 actuals and budget movements.

LINK TO CORPORATE PLAN

Priority focus area – Remaining transparent & accountable.
Reporting against the adopted amended Annual Budget

CONSULTATION (Internal/External)

The reports have been reconciled and independently checked against Council's General Ledger as at the end of the previous month. The Director Roads Infrastructure actively utilises the reports for monitoring the finances of the Roads Directorate.

LEGAL CONSIDERATIONS

All legal considerations are deemed to have been addressed.

POLICY IMPLICATIONS

All policy considerations are deemed to have been addressed.

RISK IMPLICATIONS

The nature of the attached reports confirm that preventative financial management principles are applied to the management of the Roads Program with these report generated and assessed on a fortnightly basis at the end of each payroll period.

Report Prepared by: BELINDA BLOKLAND Financial Services Co-ordinator Date: 04 October 2017	Report Authorised by: TAMMY POWER Director Corporate Services
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ATTACHMENTS

1. One page summary of the actuals for the 2017/18 Roads Program as at 30 September 2017
2. Roads Infrastructure Works Program actuals for 2017/18 as at 30 September 2017 (see Background note)
3. Listing of road maintenance actuals for 2017/18 as at 30 September 2017

REFERENCE DOCUMENT

- Officer's Report Document No. 1126895

AS AT END OF FORTNIGHT PERIOD NO.		6	A	B	C	D	E	F	G	H	I	J	BUDGET YTD 24%	
2017/2018 ROADS BUDGET MONITORING		PREVIOUS ACTUALS 2015/2016	PREVIOUS ACTUALS 2016/2017	2017/2018 ORIGINAL BUDGET	2017/2018 REVISED BUDGET MOVEMENT	2017/2018 PROPOSED AMENDED BUDGET	2017/2018 ACTUALS TO PERIOD	2017/2018 ACTUALS TO PERIOD SUB-TOTALS	COMMITTED COSTS TO PERIOD	TOTAL FUNDS COMMITTED PLUS ACTUALS TO PERIOD	SUB-TOTALS COMMITTED PLUS ACTUALS TO PERIOD	AVAILABLE TO SPEND 2017/2018 NEW BUDGET	SUB-TOTALS AVAILABLE TO SPEND 2017/2018 NEW BUDGET	YTD COMMITTED PLUS ACTUALS BY %
ACCOUNT NO.	ACCOUNT DESCRIPTION						6	6	6	6	6			
3010-3500-0000	Road Services Admin Expenses	584,104	694,613	630,000	(74,613)	555,387	136,856	136,856	992	137,848	137,848	417,538	417,538	24.82%
3110-6010-0000	City Road Construction	305,435	186,451	710,000	116,052	826,052	23,815		16,184	39,999		786,053		4.84%
3160-6010-0000	Rural Road Construction	128,995	419,560	615,000	211,340	826,340	3,874	27,690	0	3,874	43,873	822,466	1,608,519	0.47%
3200-6010-0000	City TIDS as per Main Roads Program	313,773	1,005,827	1,663,000	494,677	2,157,677	126,984		718,674	845,658		1,312,019		39.19%
3200-6010-0000	City TIDS - Airport Works - TIDS as per Main Roads Program	229,473	20,988	0	0	0	0		0	0		0		0.00%
3210-6010-0000	Rural TIDS as per Main Roads Program	1,727,198	179,496	0	0	0	0	126,984	0	0	845,658	0	1,312,019	0.00%
3262-6010-0000	Rural Roads 2014-2019 Roads to Recovery Program	3,629,993	2,228,327	2,479,000	159,710	2,638,710	352,617	352,617	64,165	416,783	416,783	2,221,927	2,221,927	15.79%
3290-6010-0000	Blackspot Programme	0	0	300,000	0	300,000	0	0	0	0	0	300,000	300,000	0.00%
3300-3600-0000	City Roads Maintenance	542,500	512,877	600,000	137,123	737,123	49,723		3,966	53,690		683,433		7.28%
3350-3600-0000	Rural Roads Maintenance	3,767,761	4,063,492	3,850,000	(44,492)	3,805,508	694,540	744,263	358,995	1,053,535	1,107,225	2,751,973	3,435,406	27.68%
3625-3500-0000	RPC 98C Project 217/98C/4 Op Exp Early Works Package	0	262,253		129,372	129,372	75,287	75,287	46,800	122,087		7,285		
3625-3500-0000	RPC 98C Project 217/98C/4 Op Exp Drainage	0	433,820	1,259,733	(125,448)	1,134,285	1,142,872	1,142,872	344,559	1,487,431	1,609,518	(353,146)	(345,861)	131.13%
3709-3500-0000	R-RMPC Contract Expense 2015-16	2,591,045	19,082	0	0	0	0	0	0	0		0	0	0.00%
3710-3500-0000	R-RMPC Contract Expense 2016-17	5,111	2,775,434	0	0	0	705	705	0	705	705	(705)	(705)	0.00%
3711-3500-0000	R-RMPC Contract Expense 2017-18	0	0	2,700,000	0	2,700,000	462,445	462,445	38,005	500,451	500,451	2,199,549	2,199,549	18.54%
		\$ 13,825,388	\$ 12,802,221	\$ 14,806,733	\$ 1,003,720	\$ 15,810,453	\$ 3,069,720	\$ 3,069,720	\$ 1,592,340	\$ 4,662,060	\$ 4,662,060	11,148,393	\$ 11,148,393	

At orig budget, full-time employee establishment was 53 employees																	
Current Employees	50	Projected on-costed wages supporting the 50 employees is		\$	3,111,000.00	\$ 9,150,000 Operational budget required to support Current Road Crews (Wages divided by .34)				Amount required for remainder of year to support 50 employees		\$	7,038,461.54				
		Projected on-costed wages per fortnight supporting 50 employees		\$	119,653.85	\$ 351,923 Total operational budget required per fortnight to support 50 road employees with no central wage budget				% of the year still to go		76.92%					
		Total operational budget per employee per fortnight		\$	7,038	\$ 183,000 Averaged operational budget per employee per year between rural & urban				% of required funds still available		89.05%					
Based on historial averages, 34% of program budget is required for wages. Remaining 66% is required for plant hire and materials.		\$ 10,310,453		Original - Available for employees				Funds remaining for Plant and Material		\$	5,755,316	Of remaining funds, baseline wages to 30 June will require		\$	2,393,077	\$	8,148,393
				Yellow shade minus Contractors plus Burnt Orange													
		\$1,160,453		Surplus Current Day Labour Budget supporting current Employee Numbers of 50				The Variance between the 'Original Day Labour Budget' & the 'Projected Actual Day Labour Budget' is the 'unresolved revised budget movement' + variations in actuals compared to original budgets		PROJECTED ACTUAL Day Labour SURPLUS		\$ 1,109,932					
				(Revised) Original Bud Available for contractors				Expended or committed todote for Contractors		\$	2,500,000.00	\$ 3,000,000.00		Compared to Amended Budget			
				\$ 5,500,000.00													
				Available - Contracting out to non-road projects													
		\$ 15,810,453.22		Sum of combined Budgets Available													

Based on historial averages, 34% of program budget is required for wages. Remaining 66% is required for plant hire and materials.

District	Job Number	ANNEXURE M(b) Project Location	Actuals To Date Roads Program	BUDGET	Funding Source										REMAINDER	COMPLETE?
					Council Roads Budget	Actuals Other Budgets	Council Other Budget	R2R	TIDS	TMR	Developer	Other	Total External Funding	Total Cost to Council		
17/18			EOM September 2017 Actuals + Committed	Original 2017/18 + Proposed Carry Forwards												
City	3705-6016-0000	Gill Street - Church St to New Queen Rd Reconstruction	845,657.92	2,157,676	1,326,181				831,495				831,495	1,326,181	1,312,018.19	
	TIDS TOTAL		\$ 845,657.92	2,157,676	1,326,181	-	-	-	831,495	-	-	-	831,495	1,326,181	\$ 1,312,018.19	
Rural	3003-7018-0000	Dotswood Road - Reseal Section	56,203.64	70,400	-			70,400					70,400	-	14,196.36	
City	3694	Church Street Reconstruct & reseal Civic Lane - Mary St		321,000	-			321,000					321,000	-	321,000.00	
City	3694-7019-0000	Church Street - Reconstruct intersection + Asphalt Resurface w Hodgkinson St	228,865.44	74,962	-			74,962					74,962	-	153,903.44	
Environs	3013-7019-0000	Sandy Creek Road Upgrade crossing at 163 Sandy Crk Rd	136.64	150,000	-			150,000					150,000	-	149,863.36	
Environs	3820-7018-0000	Palmer Road South Resheet & seal 1.1km	71,222.54	150,000	-			150,000					150,000	-	78,777.46	
Environs	3388-7019-0000	Queenslander Creek Road Resheet & seal	800.87	100,000	-			100,000					100,000	-	99,199.13	
Rural	3531	Jessie Springs Rd Basalt river crossing approaches Stabilise and seal	3,543.10	135,000	-			135,000					135,000	-	131,456.90	
Environs	3577-7019-0000	Harbutt Rd - Resheet		35,000	-			35,000					35,000	-	35,000.00	
City	3762-7019-0000	Hodgkinson St - Reconstruct/Reseal	56,010.41	80,000	-			80,000					80,000	-	23,989.59	
City	3674	Bow Street Reconstruct Gill St - Mary St		250,000	-			250,000					250,000	-	250,000.00	
City	3674	Bow Street Resurface Gill St - Mary St		108,000	-			108,000					108,000	-	108,000.00	
Environs	3286	Rocky Creek Road Reseal		175,000	-			175,000					175,000	-	175,000.00	
Environs	3009	Mount Leyshon Road (south) Reseal		160,000	-			160,000					160,000	-	160,000.00	
					-								-	-	-	
City	3705	Gill St - Church St to New Queen Rd Vulture St intersection roundabout In conjunction with Black Spot funding														
City	3954-7019-0000	Haigh Lane Form and seal		90,000	-			90,000					90,000	-	90,000.00	
Various		Sealed Network Bitumen Reseals		331,638	-			331,638					331,638	-	331,638.00	
CTRC		Gravel Network Resheet		248,000	-			248,000					248,000	-	248,000.00	
CTRC		R2R Carry-over from 2016/2017		159,710	16,414			143,296					143,296	16,414	159,710.00	
	R2R TOTAL		\$ 416,782.64	2,638,710	16,414	-	-	2,622,296	-	-	-	-	2,622,296	16,414	\$2,221,927	

District	Job Number	ANNEXURE M(b) Project Location	Actuals To Date Roads Program	BUDGET	Funding Source										REMAINDER	COMPLETE?
					Council Roads Budget	Actuals Other Budgets	Council Other Budget	R2R	TIDS	TMR	Developer	Other	Total External Funding	Total Cost to Council		
17/18			EOM September 2017 Actuals + Committed	Original 2017/18 + Proposed Carry Forwards												
City	3705	Gill St - Church St to New Queen Rd Vulture St intersection roundabout Black Spot funding (in conjunction with R2R)	-	300,000	75,000			150,000				75,000	225,000	75,000	300,000.00	
	BLACK SPOT TOTAL		\$ -	300,000	75,000	-	-	150,000	-	-	-	75,000	225,000	75,000	\$300,000	
Rural	3011-5316-0000	Gregory Springs Road, 8 Mile Ck Floodway replacing bridge (COMPLETE)			-							-	-	-	-	Y
Rural	3003	Dotswood Road Bridge Renewal Programme Round 3 funding		300,000	150,000							150,000	150,000	150,000	300,000.00	
Environs	3013	Sandy Creek Road - Porphyry Creek Bridge Renewal Programme Round 3 funding		300,000	150,000							150,000	150,000	150,000	300,000.00	
Rural	3014-5316-0000	Valley Of Lagoons Road, Reedybrook Ck Floodway replacing bridge		95,023	- 477							95,500	95,500	- 477	95,023.43	
Rural		Carroll St Seal (COMPLETE)			-							-	-	-	-	Y
City	3743-5317-0000	Rotary Hill / Bucklands Lookout Resurface carpark (COMPLETE)										-	-	-	-	Y
City	3777	Lea Street Resheet & Seal		60,000	60,000								-	60,000	60,000.00	
City	3790-5317-0000	Mary Street Round About - uncontrolled intersections		1,121	1,121								-	1,121	1,121.25	
City	3830-5317-0000	Phillipson Road Millchester State School car park upgrade Stage 2		0	0								-	0	0.00	Y
City	3000-5318-0000	URBAN INTERSECTION CONTROL	490.03										-	-	- 490.03	
City		Uncontrolled Intersections Install intersection controls/signage		50,000	50,000								-	50,000	50,000.00	
City		Unallocated Carry-over from 16/17		1,181	1,181								-	1,181	1,181.00	
City		IPT Roads Admin - Construction	3,874.32		-								-	-	- 3,874.32	
	CAPITAL WORKS TOTAL		\$ 4,364.35	807,326	411,826	-	-	-	-	-	-	395,500	395,500	411,826	\$802,961	
City		Various footpath access improvements		50,000	50,000								-	50,000	50,000.00	
Mingela		Toilet block Towers St Mingela (customer request 7397836) Seal footpath		15,000	15,000								-	15,000	15,000.00	
	FOOTPATHS TOTAL		\$ -	65,000	65,000	-	-	-	-	-	-	-	-	65,000	\$65,000	
City	3758	Hicks Street Stormwater drainage upgrade Stage 2		50,000	50,000								-	50,000	50,000.00	
City		Mosman Creek Design retention basins (from flood study)		46,174	46,174									46,174	46,174.00	
City		Mosman Creek Commence Construct retention basins		50,000	50,000									50,000	50,000.00	
City	3704-5317-0000	Mosman Creek Construct retention basins Building Our Regions Funding	39,509.06	507,322	241,412							265,910	265,910	241,412	467,813.07	
	STRUCTURES TOTAL		\$ 39,509.06	653,496	387,586	-	-	-	-	-	-	265,910	265,910	467,813.07	\$613,987	

District	Job Number	ANNEXURE M(b) Project Location	Actuals To Date Roads Program	BUDGET	Funding Source										REMAINDER	COMPLETE?
					Council Roads Budget	Actuals Other Budgets	Council Other Budget	R2R	TIDS	TMR	Developer	Other	Total External Funding	Total Cost to Council		
17/18			EOM September 2017 Actuals + Committed	Original 2017/18 + Proposed Carry Forwards												
Rural		Area Maintenance	1,053,535.10	3,755,508	3,755,508								-	3,755,508	2,701,973.34	
Urban		Area Maintenance	53,689.70	737,123	737,123								-	737,123	683,432.91	
Various		Bridge Maintenance		50,000	50,000								-	50,000	50,000.00	
		MAINTENANCE TOTAL	\$ 1,107,224.80	4,542,631	4,542,631	-	-	-	-	-	-	-	-	4,542,631	\$3,435,406	
Various		Roads Infrastructure Admin	137,848.26	555,387	555,387								-	555,387	417,538.46	
		MISCELLANEOUS TOTAL	\$ 137,848.26	555,387	555,387	-	-	-	-	-	-	-	-	555,387	\$417,538	
		17/18 ORIGINAL BUDGET TOTALS	\$ 2,551,387.03	11,720,226	7,380,025	-	-	2,772,296	831,495	-	-	736,410	4,340,201	7,380,025	\$9,168,839	
CTRC	Various	RMPC 2016/2017	704.71		-					-			-	-	704.71	
CTRC	Various	RMPC 2017/2018	500,450.64	2,700,000	-					2,700,000			2,700,000	-	2,199,549.36	
CTRC	3625-3500-0000	RPC 217/98C/4 Widening Early Works Package	122,086.54	129,372	-					129,372			129,372	-	7,285.13	
CTRC	3625-3501-0000	RPC 217/98C/4 Minor Works Contract - Site 2a Drainage	1,487,431.05	1,134,285	-					1,134,285			1,134,285	-	353,146.22	
		DMR TOTAL	\$ 2,110,672.94	3,963,657	-	-	-	-	-	3,963,657	-	-	3,963,657	-	\$1,852,984	
COUNCIL WORKS TOTAL EXTERNAL WORKS TOTAL																
		17/18 EXP ORIGINAL BUD + PROPOSED C'FORWARDS	\$ 4,662,059.97	\$ 15,683,882.19	\$ 7,380,024.69	\$ -	\$ -	\$ 2,772,296.00	\$ 831,495.00	\$ 3,963,656.50	\$ -	\$ 736,410.00	\$ 8,303,857.50	\$ 7,380,024.69	\$ 11,021,822.22	

ROAD MAINTENANCE COSTS EOM SEPTEMBER 2017/2018																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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ROAD MAINTENANCE COSTS EOM SEPTEMBER 2017/2018									
25% of year elapsed									
								Original Budget	Proposed Carry Forwards
									2017/2018 Proposed Amended Budget
RURAL ROADS MAINTENANCE			GL 3350-3600-0000					3,850,000	-44,492
CITY ROADS MAINTENANCE			GL 3300-3600-0000					600,000	137,123
					\$ -			\$ 4,450,000	\$ 92,631
									\$ 4,542,631
Job/Item	Road No.	Road Name	Description	This Year Expenditure	Current Periods Expenditure	Committed Expenditure	Total Expenditure		
3854-0001	3854	SADDS LANE	MAINTENANCE	-	-	-	-		
3855-0001	3855	SALT STREET	MAINTENANCE	-	-	-	-		
3856-0001	3856	SAM STREET	MAINTENANCE	-	-	-	-		
3857-0001	3857	SANCHO LANE	MAINTENANCE	-	-	-	-		
3858-0001	3858	SAYERS STREET	MAINTENANCE	-	-	-	-		
3859-0001	3859	SCHOOL STREET	MAINTENANCE	-	-	-	-		
3860-0001	3860	SCOTT LANE	MAINTENANCE	-	-	-	-		
3861-0001	3861	SELLHEIM STREET	MAINTENANCE	-	-	-	-		
3862-0001	3862	SHARP STREET	MAINTENANCE	-	-	-	-		
3863-0001	3863	SHORE STREET	MAINTENANCE	-	-	-	-		
3864-0001	3864	SHOW STREET	MAINTENANCE	78.97	-	-	78.97		
3865-0001	3865	SIMPSON STREET	MAINTENANCE	-	-	-	-		
3866-0001	3866	SLATER STREET	MAINTENANCE	-	-	-	-		
3867-0001	3867	SOUTH STREET	MAINTENANCE	-	-	-	-		
3868-0001	3868	ST. GABRIELS CLOSE	MAINTENANCE	-	-	-	-		
3869-0001	3869	STILLWELL LANE	MAINTENANCE	-	-	-	-		
3871-0001	3871	STREETER'S ROAD	MAINTENANCE	-	-	-	-		
3872-0001	3872	STUBLEY STREET	MAINTENANCE	131.10	-	-	131.10		
3873-0001	3873	THOMPSON STREET	MAINTENANCE	266.68	-	-	266.68		
3874-0001	3874	TIERNAY STREET	MAINTENANCE	-	-	-	-		
3875-0001	3875	TITLEY LANE	MAINTENANCE	-	-	-	-		
3876-0001	3876	TITLEY STREET	MAINTENANCE	-	-	-	-		
3877-0001	3877	TORS STREET	MAINTENANCE	-	-	-	-		
3878-0001	3878	TOWERS HILL ROAD	MAINTENANCE	-	-	-	-		
3879-0001	3879	TOWERS STREET	MAINTENANCE	-	-	-	-		
3880-0001	3880	TRAM STREET	MAINTENANCE	304.50	-	-	304.50		
3881-0001	3881	OXFORD LANE	MAINTENANCE	-	-	-	-		
3882-0001	3882	VALLEY STREET	MAINTENANCE	-	-	-	-		
3883-0001	3883	VICTOR STREET	MAINTENANCE	-	-	-	-		
3884-0001	3884	VICTORIA STREET	MAINTENANCE	-	-	-	-		
3885-0001	3885	VICTORY STREET	MAINTENANCE	-	-	-	-		
3886-0001	3886	VIOLA STREET	MAINTENANCE	-	-	-	-		
3887-0001	3887	VULTURE STREET	MAINTENANCE	144.78	-	-	144.78		
3888-0001	3888	WATER STREET	MAINTENANCE	-	-	-	-		
3889-0001	3889	WEBSTER STREET	MAINTENANCE	-	-	-	-		
3890-0001	3890	WEST STREET	MAINTENANCE	-	-	-	-		
3891-0001	3891	WHEELERS ROAD	MAINTENANCE	-	-	-	-		
3892-0001	3892	WHERRY CLOSE	MAINTENANCE	-	-	-	-		
3893-0001	3893	WILLIAM STREET	MAINTENANCE	-	-	-	-		
3894-0001	3894	WILSON STREET	MAINTENANCE	-	-	-	-		
3895-0001	3895	YELLAND LANE	MAINTENANCE	-	-	-	-		
3896-0001	3896	YELLAND STREET	MAINTENANCE	-	-	-	-		
3897-0001	3897	YORK LANE	MAINTENANCE	88.83	-	-	88.83		
3898-0001	3898	YORK STREET	MAINTENANCE	-	-	-	-		
3899-0001	3899	FOXES ROAD	MAINTENANCE	-	-	-	-		
3900-0001	3900	HILLTOP COURT	MAINTENANCE	4,897.40	-	2,501.04	7,398.44		
3901-0001	3901	BEASLEY LANE	MAINTENANCE	459.95	-	-	459.95		
3902-0001	3902	JACKSON STREET CBD	MAINTENANCE	-	-	-	-		
3903-0001	3903	JOINER STREET	MAINTENANCE	-	-	-	-		
3904-0001	3904	MILTON LANE	MAINTENANCE	-	-	-	-		
3905-0001	3905	COOPER STREET	MAINTENANCE	-	-	-	-		
3906-0001	3906	MANGANESE STREET	MAINTENANCE	-	-	-	-		
3908-0001	3908	McKENZIE LANE	MAINTENANCE	-	-	-	-		
3909-0001	3909	COCKATOO ROAD	SHIRE MAINTENANCE	-	-	-	-		
3907-3350	3907	CITY ROADS MAINT VEHICLE EXP	CITY ROADS MAINT VEHICLE EXP	-	-	-	-		
3907-3500	3907	RI OPERATING EXPENSE	CITY	7,476.41	-	74.93	7,551.34		
3931-0001	3931	MACROSSAN PARK REST AREA	SHIRE MAINTENANCE	-	-	-	-		
3932-0001	3932	FLETCHER PARK REST AREA	SHIRE MAINTENANCE	-	-	-	-		
3933-0001	3933	FAIRWAY COURT	MAINTENANCE	-	-	-	-		
3934-0001	3934	GOLF LINKS DRIVE	MAINTENANCE	-	-	-	-		
3935-0001	3935	CARBIS STREET	MAINTENANCE	-	-	-	-		
3936-0001	3936	DR GEORGE ELLIS DRIVE	MAINTENANCE	78.97	-	-	78.97		
3937-0001	3937	JARDINE LANE	MAINTENANCE	-	-	-	-		
3938-0001	3938	LITTLE STREET	MAINTENANCE	-	-	-	-		
3939-0001	3939	McCABE LANE	MAINTENANCE	-	-	-	-		
3940-0001	3940	NEW STREET, MILLCHESTER	MAINTENANCE	-	-	-	-		
3941-0001	3941	SAMUEL HARRY CLOSE	MAINTENANCE	1,513.60	-	-	1,513.60		
3942-0001	3942	STEVENSON LANE	MAINTENANCE	-	-	-	-		
3943-0001	3943	BUCHANAN ROAD	MAINTENANCE	-	-	-	-		
3944-0001	3944	KIRSTY ROAD	MAINTENANCE	391.91	-	-	391.91		
3945-0001	3945	PRICE ROAD	SHIRE MAINTENANCE	-	-	-	-		
3946-0001	3946	PATS ROAD	SHIRE MAINTENANCE	55.31	-	-	55.31		
3948-0001	3948	WATER PARK ROAD	SHIRE MAINTENANCE	-	-	-	-		
3949-0001	3949	MEIER RD	SHIRE MAINTENANCE	-	-	-	-		
3954-0001	3954	HAIGH LANE	SHIRE MAINTENANCE	-	-	-	-		
TOTAL ROADS ACTUALS				\$ 744,263.37		\$ 362,961.43	\$ 1,107,224.80		\$ 1,107,224.80
TOTAL ROADS AVAILABLE TO SPEND							\$ 3,342,775.20		\$ 3,435,406.20
% OF BUDGET SPENT							25%		24%

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

14.1 First Quarter Progress Report – CTRC Operational Plan 2017/18

EXECUTIVE SUMMARY

Local Government Regulation 2012 S174 (3), requires that a progress report regarding the implementation of Council's Operational Plan be tabled for Council at quarterly intervals. The 2017/2018 Operational Plan was adopted at the 31 July 2017 Budget Meeting.

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

OFFICER'S RECOMMENDATION

That Council:

- *Receive the Quarterly Progress Report, covering June to September 2017, on the 2017/18 CTRC Operational Plan adopted 31 July 2017, and note the contents therein.*

BUDGET & RESOURCE IMPLICATIONS

There are no budget or resources implications.

BACKGROUND

The Local Government Regulation 2012 S174 (3) states a report must be tabled for Council at quarterly intervals on Council's progress towards implementing its operational plan.

The Operational Plan is based on the major strategic initiatives identified in the 2016-2020 Corporate Plan and highlighted as being the Council's strategic priorities for the next five years.

In accordance with the Operational Plan, where Key Priorities have been expanded into a number of Corporate Strategies, input has been sought from Directors and relevant staff as to progress towards achieving each of the strategies within the life of the Plan.

This reporting framework is updated quarterly and tabled for Council's consideration.

At this early stage in the reporting period, the majority of the indicators confirm that performance is on track.

LINK TO CORPORATE PLAN

The Operational Plan forms part of Council's Integrated Planning Framework and is based on the strategic initiatives identified the 2016-2020 CTRC Corporate Plan.

CONSULTATION (Internal/External)

Directors and key staff have been requested to provide an update in regard to progress on achieving the plan's objectives.

The report provides a timely reminder of Council's goals and objectives to Councillors and Officers.

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

The Corporate and Operational Plans provide the strategic and operational basis for determining Council's future priorities, and underpin all of Council's policies, be they strategic or statutory.

RISK IMPLICATIONS

In respect of actual operational risks identified in the Plan, the Plan notes that all will be handled and managed in accordance with the Enterprise Risk Management Framework adopted and in use by Council Officers.

With respect to the risk associated with non-compliance with legislation (as set out at LGR 2012 S174 (3), this is considered to be a low risk, due to the monitoring and reporting process in place to avoid such occurrence.

Report Prepared by: HELEN DIXON Corporate Governance Officer Date: 03 October 2017	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- First Quarter Progress Report – CTRC Operational Plan 2017/18

REFERENCE DOCUMENT

- CTRC 2017/18 Operational Plan Document No. STRAT0030 (#1118477).
- Officer's Report Document No. 1126959.

Corporate Plan Strategy 1.1: Maintaining and Improving our Major Infrastructure

Council has significant assets under its control with a Replacement Value of \$618 million, and a Written Down Value of \$481 million as at the last Audited Statements dated 21 October 2016. Council has an obligation to maintain, upgrade and renew those assets that it wishes to remain in service for the longer term.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
1.1.1	Implementation of the structured Road Maintenance Program for the extensive road network	Delivery of annual road Maintenance program budget at \$4.45M	100% expended by 30/06/2018.	Roads Infrastructure	Rural road maintenance - 25% expended with 20% of program completed. Urban road maintenance - 6% expended with 10% of program completed.
1.1.2	Completion of the Capital Works Program within each financial year	Construction /delivery of all funded capital works projects totalling \$27.8M <ul style="list-style-type: none"> • Corp. Services \$ 2,967,500 • PSD \$211,000 • RI \$5,627,000 • Sewerage \$1,342,390 • Facilities \$2,649,899 • Water 14,589,773 90% of all jobs completed or are significantly under way by 30/05/2018. All Directorates	90% of all jobs completed or are significantly under way by 30/05/2018.	All Directorates	RI capital works - 20% expended with 25% program completed. U&F - Works program for delivery of all U&F capital works projects has been developed and reviewed by staff. Number of projects already underway. Tender for WTP Refurbishment has been released this quarter and expected to be awarded prior to the end of the calendar year. PSD - Project planning and scheduling prepared with the majority of projects on target. All projects are progressing this quarter. CORP - Covers the ERP implementation which is progressing steady and Plant Replacements. Direction in respect to replacements for the year has now been given by the Committee and scoping these will now commence.
		Complete Work for Queensland Program – Stage 1 <ul style="list-style-type: none"> • Mt Fox Road Stabilisation -\$383,000 • Towers Hill path \$336,000 	Works completed by 30 November 2017.	Roads Infrastructure Utilities and facilities	RI - Mount Fox Road Stabilisation - 75% expended with 75% program completed. U&F - Towers Hill Walking Track progressing well and is on track to be completed by 30/11/17. Water main replacements are close to completion and under budget. Variation lodged with Dept to reallocate remaining funds to sewer relining works.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
		Complete application for Work for Queensland Program stage 2 for \$2.84M and undertake planned works in 2017/18 (Year 1 of 2 year program.)	<ul style="list-style-type: none"> Application lodged by 28th July 2017 Works completed according to agreed schedule 	All Directorates	All of Council application lodged and approval received from Dept for all submitted projects. Review of projects and timings to occur in early December quarter and communicate to Dept any changes. Works to commence during next quarter. CORP-The supplier has now been determined, and a contract will now be negotiated, with the aim to proceed towards a Pilot setup as quickly as the supplier can deliver.
1.1.3	Complete the asset Management Plans for all identified classes of assets (9) in the Strategic Asset management Plan	Finalise the four Asset Management & Service Level Plans yet to be adopted. <ul style="list-style-type: none"> Plant Roads Saleyards Equestrian Centre 	Plans adopted by Council by 30 March 2018	Corporate Services Roads Infrastructure Planning & Sustainable Dev.	PSD - Saleyards and Equestrian Centre plans 80% complete awaiting additional financial data. RI asset condition of sealed roads and subsequent report will be completed next quarter. CORP - Plant AM Plan is pending update of latest budgets, and will be presented for adoption within the third quarter of the Financial Year.
1.1.4	Water Infrastructure Upgrade	Second Year of three year Water Infrastructure Upgrade Program funded under National Stronger Regions Fund. \$14,589,773	Completion of work in accordance with Project Implementation Plan. Time and cost	Utilities & Facilities	Reservoir refurbishment completed, however works continuing to attend to a leak defect - being addressed with contractor. Tender for WTP refurbishment released during this quarter with a view to awarding contract in December quarter. Milestones 5 & 6 submitted for assessment and claim with Dept during this quarter.
		Commission report on the options for increasing capacity for both delivery (rising main) and storage (reservoir) of treated water.	Report available to Council for consideration at 2018/19 budget	Utilities & Facilities	Scope development currently underway, however Council yet to seek quotations for this work.
1.1.5	Pursue funding for the upgrade of major traffic infrastructure through the Region to enhance product movement efficiencies	Secure new TMR contract for widening Gregory Developmental Road Estimated at \$6M	New contract secured works completed on time and on budget	Roads Infrastructure	New contract secured.

Corporate Plan Strategy 2.1: Improving our service delivery

Council is committed to improving the customer experience at Charters Towers Regional Council and strives to always continuously improve the method of service delivery.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
2.1.1	Enhance our Customer Service practices	Further development of the on-line customer service platform	<ul style="list-style-type: none"> • Number of new applications introduced • Community usage/uptake of online service compared to hard copy 	Corporate Services	Online options are continuing to be heavily used with reducing counter traffic. KPI's in respect to usage will be considered and introduced.
2.1.2	Enterprise Resource Project (ERP) (new Priority area)	Implementation of the Phase 1 applications. <ul style="list-style-type: none"> • Finance • HR • Assets and GIS 	Go live 24th March 2018	Corporate Services	Under the new project Manager, the project is progressing well. Project Plan currently under review, but no known changes to report at this stage.
		Preparation for rollout of Phase 2 applications :- <ul style="list-style-type: none"> • Property and rating 	Progress in line with project plan	Corporate Services	Data cleansing and other have commenced under the coordination of Data Migration contractor, PCS Conversions Pty Ltd.
2.1.3	Review and implement defined Levels of Service for selected Council services	For Roads and footpaths maintenance-Report Quarterly to Council on actual performance against existing agreed service standards.	Service standards met at least 85% of time	Roads Infrastructure	RI customer request service standards on track.
		Undertake service level reviews for parks and gardens maintenance and buildings	Report to Council by Feb. 2018 for any adjustment to 2018/2019 budget.	Utilities & Facilities	Analysis and updating of previous service level review for parks and gardens to occur in December quarter in preparation of reporting to Council in February 2018.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
		Review the operation of The World Theatre with the objective of minimising net annual cost to Council	Report to Council by March 2018	Utilities & Facilities	No works for this project have been undertaken during this quarter, however costs are being monitored monthly, with actual expenditure vs budget currently on track. Income is under budget, however December and March quarters should see this corrected with increased patronage. Further review of the World Theatre internal audit outcomes still to occur.
2.1.4	Service Improvements (new Priority area)	Complete Special; projects for 2017/18 totally \$1,987,229	90% of projects completed by 30/6/2018	All Directorates	RI on track 25% expended. PSD - All projects commenced this quarter.

Corporate Plan Strategy 3.1 - Growing our Economic Base

Council has prepared an Economic Development Plan to highlight the Projects and Actions to be undertaken to assist in growing the economic base within the Charters Towers Region and Key Stakeholders have been identified within the seven key regional themes to assist and work with the Council to bring these to reality.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
3.1.1	Promote and encourage diversification of agricultural opportunities within the Region	<p>Lobby the State Government for the amendment to legislation to allow water trading in the Upper Burdekin</p> <p>Work with various Government agencies to progress the two proposed projects within the Upper Burdekin Catchment, namely:-</p> <ul style="list-style-type: none"> • Big Rocks Weir, • Hells Gates 	<ul style="list-style-type: none"> • Change in legislation achieved • Finance secured for ongoing research /feasibility for Big Rocks • Council actively involved in Hells Gate Feasibility 	Planning and Sustainable Development (Project is currently led by U&F)	U&F comment - Finalisation of Burdekin Water Plan now delayed by State Govt until Sept 2019. Data gathering currently underway by State and discussions with Dept officers are ongoing. Discussions also underway with local licence holders regarding possible future changes to licence conditions. Council officers working closely with SMEC (Hells Gate Feasibility Study), in which Big Rocks Weir is being considered closely as part of the future project.
3.1.2	Attraction and retention of highly skilled workforce	Develop a Strategy to address issues in relation to Industrial relations/transition to modern award/Enterprise bargaining	Strategy developed and implemented	Office of the CEO	Attendance of People and Culture staff at LGAQ industrial relations forum occurred in August, staff received a briefing on changes to IR framework across Qld. Briefing meeting was then held with ELT, facilitated by People and Culture, to discuss initial scope of changes.
3.1.3	Support and encourage continued growth and development of existing small business industry and attraction of new business	Work with the Chamber of Commerce and Mines to identify and deliver 3 business development programs of interest for the business community	<ul style="list-style-type: none"> • Programs delivered • All programs well attended (at least 25 attendees) 	Planning and Sustainable Development	Discussion occurred with Chamber of Commerce President to progress program for 2017/2018 FY.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
		Review and Update CT Economic Development Plan \$30,000	New plan adopted by Council by December 2017	Planning & Sustainable Development	Draft discussion paper progressed. Project brief commenced in order to seek quotes. Timeframes to be delayed to 2018.
		Actively promote the sale of the Cunningham Industrial Estate lots \$28,650	Number of lots sold and new industry established	Planning & Sustainable Development	Promotional video developed. Lots re-released through publicity campaign.
		Continue to support AgREACH concept project with Qld Agricultural Colleges (QATC) - \$45 000	Successful QATC securing funding for feasibility study Securing partnership agreement between QATC and CTRC to progress project Funding Secured Progressing stages to feasibility (subject to funding)	Planning & Sustainable Development	Project led by QATC has evolved this quarter. Two Partners workshops held.
		Develop and implement a strategy for progressing Charters Towers Energy & Data (CTED 20) project - \$60,000	Project endorsed and supported by REDROC Recognition for other levels of government of the project and its offerings.	Planning & Sustainable Development	No progress this quarter.
		Engage external assistance to prepare Charters Towers Airport Master Plan - \$35,000	Engage by September 2017 Consultation with key users/ stakeholders Draft Masterplan for adoption December 2017	Planning & Sustainable Development	Limited progress this quarter due to resourcing and other project priorities.
		Undertake initiatives at the Dalrymple saleyards to cement our position as the prime saleyards in the area for sale of live export stock	Increase sales	Planning & Sustainable Development	Operational Review process commenced this quarter. One Advisory Committee Meeting held.

Corporate Plan Strategy 4.1 - Strengthening the Wellbeing of our Communities

Council is committed to working with local groups to improve the community capacity towards self-sufficiency. Council will work with other providers within the Region to assist with Community Development projects and events.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
4.1.1	4.1.1 Support the development of arts based programs through funds, grants and joint initiatives	Continue to support the RADF program and encouragement of the arts as part of the program <u>\$13 000</u>	<ul style="list-style-type: none"> • Increase in groups and individuals lodging applications for support and assistance to develop their skills and craft • 90% acquittal of funding applications approved 	Planning and Sustainable Development	6 RADF Applications were funded in Round 3 and 4 Applications were funded in a Quick Response Round. \$37,096 in funding was distributed. 100% of acquittals received for 16/17 FY.
4.1.2	Promote investment opportunities through planning scheme provisions to promote diversified residential, commercial and industrial activities.	New planning scheme , Infrastructure charges and transition to 2016 Planning Act adopted and promoted \$60,000	<ul style="list-style-type: none"> • All Planning instruments completed and adopted by Council 	Planning and Sustainable Development	Infrastructure charges project progressed with legal review engaged. Planning Scheme review progressed albeit slowly due to external factors (legislative changes).
4.1.3	Implementation of recommendations from the Charters Towers Access Group to improve facility and infrastructure access and general mobility	Complete agreed access improvements in vicinity of Mosman and Gill streets intersection at estimated cost of \$50,000	<ul style="list-style-type: none"> • Projects completed to satisfaction of CT Access Group • Project completed on time and on budget 	Roads Infrastructure	To be commenced.
4.1.4	Ongoing support for Healthy Lifestyle Events	Conduct the Towers Rush event 2017	<ul style="list-style-type: none"> • Positive feedback from participants • Exceed 2016 participant number by 15% • To attract additional external funding from 	Planning and Sustainable Development	Towers Rush lead-up event Towers Ninja held 26 August, had 85 children and 15 adults complete the course hosted by Ninja Warrior competitor, Rory Rhodes. Towers Ninja received overwhelming support and feedback.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
			organisations that see value in healthy lifestyles		
		Coordinate the Charters Towers leg of the Queens Baton Relay for Commonwealth Games \$63,000	No one drops the baton	Office of the CEO	Council continues to liaise with GOLDOC and local stakeholders to finalise arrangements for the Queen's Baton Relay in March 2018. Council is currently developing a concept plan for a suitable celebration for the Relay passing through Charters Towers.
		Reconstruction and improvements to the CT Tennis Courts in Boundary Street.	Works completed on budget and time	Utilities & Facilities	Tennis Courts reconstruction has reached practical completion on time and within budget. Official opening on 6 October 2017.

Corporate Plan Strategy 5.1 - Managing our Impact on the Environment

Council is committed to managing its impact on the natural and built environments and manages this through a number of environmentally responsible plans and activities.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
5.1.1	Expand environmental management plan to encompass all Council operations	Review the environmental management plan in line with new standard ISO 14001	Completed by March 2018	Planning & Sustainable Development	Gaps analysis completed by Sci Qual International. Amendments to EMS commenced.
5.1.2	Progress regional options for waste management	Commission a study to identify future regional landfill sites \$30,570	Study completed and new site identified	Planning and Sustainable Development	Consultant - Resource Innovations Engaged to provide Landfill Financial Analysis. Draft Report completed 31 August 2017 Final Report completed 5 September 2017 A future assessment report to be presented to Council.
5.1.3	Reduce Council's energy costs and carbon footprint Implementation of alternative energy solutions at Council Facilities	Trial the use of solar energy panels at the Kennedy Swimming pool	Comparison of costs	Utilities and Facilities	No works on this project during this quarter, see comments below.
		Engage LGAQ to complete an electricity tariff review for all Council facilities with costs of review met from savings generated	Savings exceed cost of review	Utilities and Facilities	Updated proposal has been received from Peak Services (formerly LGAQ) to perform an electricity tariff analysis on Council's electricity accounts. This work is expected to commence in December quarter following the signing of the agreement. It is anticipated that once the analysis has been completed further scoping of solar to various sites will be commenced.

Corporate Plan Strategy 6.1 - Remaining Transparent and Responsible

Council operates in accordance with the five principles contained in legislation and has an obligation to always operate in an ethical manner in all its duties and when making decisions. Frameworks, Guidelines and Policy has been adopted and implemented to ensure the community can have confidence in the operations at Council.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
6.1.1	Financial Sustainability of the Regional Council area is always first and foremost when considering new services and capital infrastructure	Update the 10 year Long Term Financial Forecast (LTFF)	Financial sustainability forecast adopted as part of the annual budget process.	Corporate Services	Budget LTFF being converted to new model, ready for submission to the Department in respect to the proposed loan borrowings.
		Develop a Financial Sustainability Report to communicate the 10 year LTFF in a format that is easily understood and interpreted.	Long term financial sustainability forecast adopted by February 2018.	Corporate Services	Due to discuss this with CEO, to ascertain outcomes he would like to see this report achieve.
6.1.2	Implementation of organisation wide Risk Management Guidelines	Review of the Enterprise Risk Management Framework and the associated risk assessments	Increased staff acceptance of the Enterprise Risk Principles	Office of the CEO	The ERM Framework document and ERM Policy were reviewed in September 2017. Staff will be encouraged to view the reviewed documents via a post on The Loop (Staff Intranet).
6.1.3	Effective and transparent planning and decision making processes	Identification of appropriate development and training sessions for the elected members	All elected members complete agreed courses	Office of the CEO	Office of the CEO is continuing to research appropriate qualifications and delivery of the training.
		Attendance at the Elected Member Updates	All elected members attend at least one Members update	Office of the CEO	No relevant updates were scheduled during the September quarter.

	Priority Focus	2017-18 Key Project	How we will measure our performance	Program Responsible	Reporting – September quarter 2017
		Procurement policies and practices reviewed to provide for tenders to be assessed in open Council	Policy reviewed and amended by December 2017	Corporate Services	Pending discussion with CEO to see his views on the framework for these changes.
6.1.4	Maintain membership of regional organisations and attendance at meetings to promote and push local issues.	CTRC host LGAQ Bush Council Convention in August 2017	Numbers in attendance Rating of conference by Attendees	Office of the CEO	Council successfully hosted and supported LGAQ's organisation of the 2017 Bush Councils Convention. Unofficial feedback is that the event was well received but to date Council has not received feedback on the event from the LGAQ.
		Provide Executive support for NQLGA conference in Atherton	Successful conference July 2017	Office of the CEO	The Office of the CEO, as Secretariat of the North Queensland Local Government Assn, supported Tablelands Regional Council in organising a successful 2017 NQLGA Conference. At the 2017 NQLGA AGM, the organisation resolved to incorporate to a new body entitled the Northern Alliance of Councils Inc. Once the incorporation process is complete the registration of an ABN will take place. The Northern Alliance of Councils Inc has been invited to speak on behalf of member Councils at the Senate Committee Inquiry into Community Development Programs on 04 October 2017. Further lobbying will take place to raise the organisation's profile across Northern Australia once the incorporation process is complete.
6.1.5	Review Corporate documentation	Development of 2017-2022 Corporate Plan	New plan adopted by March 2018	Office of the CEO	Development of the plan will commence on arrival of the new CEO.
		Conduct of the Organisational Review/Restructure by Blackadder Associates and implementation of recommendations	Final Report to Council by October 2017 Implementation Plan agreed November 2017	Office of the CEO	Awaiting report to be delivered by Blackadder Associates.

EXECUTIVE SUMMARY

Council's consideration of its 2018 Calendar is requested. Proposed dates for 2018 General Meetings are as set out in the attachment to this report.

In accordance with the Local Government Regulation 2012, Council is required to meet once a month and to determine the venue for its meetings (Section 257), and publish the dates of its meetings (Section 277).

OFFICER'S RECOMMENDATION:

That Council:

- *Adopt the dates on which its General Meetings will be held in 2018 in accordance with the dates submitted [and as annexed to the Minutes];*
- *Resolve that the meetings be held in the Board Room at Council's Administration Centre, 12 Mosman Street; and*
- *Publish the General Meeting dates in accordance with S277 of the Local Government Regulation 2012.*

BUDGET & RESOURCE IMPLICATIONS

There are no budget and resource implications apart from wages for staff to attend Council meetings after hours. Staff who normally attend meetings are the Corporate Governance Officer, Governance Compliance Officer and the Communications Coordinator.

BACKGROUND

In accordance with legislation (LGR 2012), Council is required to meet once a month, determine a meeting schedule and venue, and to publicise same.

LINK TO CORPORATE PLAN

Our Priorities for 2015-2020 – Remaining Transparent and Accountable

- ✚ Effective and transparent planning and decision making processes.

CONSULTATION (Internal/External)

The meeting dates are in accordance with the meeting days and times resolved by Council at the Post Election meeting of 08 April 2016.

LEGAL CONSIDERATIONS

Local Government Regulation 2012 states:

“S257 Frequency and Place of Meetings:

- (1) A local government must meet at least once in each month....

and

- (3) All meetings of a local government are to be held
- (a) at one of the local government's public offices, or
 - (b) for a particular meeting – at another place fixed by the local government, by resolution, for the meeting.”

“S277 Public notice of meetings

- (1) A local government must, at least once in each year, publish a notice of the days and times when—
- (a) its ordinary meetings will be held; ...”

The proposed schedule complies with all aspects of the legislation.

It is proposed to move the October meeting forward one week to accommodate attendance at the LGAQ Annual Conference (date to be confirmed) which is usually held during the 3rd week of October.

The December meeting has been moved forward one week, to enable correspondence and actions from the meeting to be settled before the Christmas break.

It is recommended that the 2018 General Meeting dates be adopted.

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Risk is considered to be low in regard to Workplace Health & Safety.

An enterprise risk in regard to non-compliance with statutory requirements (LGR 2012 S) is assessed as high.

Report Prepared by: HELEN DIXON Corporate Governance Officer Date: 3 October 2017	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Charters Towers Regional Council – proposed 2018 Meeting Schedule

REFERENCE DOCUMENT

- Officer's Report Document No. 1126929

Close of Agenda (12noon): Wednesday of week prior to GM (Reports to be submitted by 3pm)	Agenda distributed To Councillors Friday of week prior to GM	General Meeting 5.30pm 3 rd Wednesday monthly
10 January 2018	12 January 2018	17 January 2018
14 February 2018	16 February 2018	21 February 2018
14 March 2018	16 March 2018	21 March 2018
11 April 2018	13 April 2018	18 April 2018
9 May 2018	11 May 2018	16 May 2018
13 June 2018	15 June 2018	20 June 2018
11 July 2018	13 July 2018	18 July 2018
2018/19 Statutory Budget Meeting		To be advised
8 August 2018	10 August 2018	15 August 2018
12 September 2018	14 September 2018	19 September 2018
3 October 2018	5 October 2018	10 October 2018*
14 November 2018	16 November 2018	21 November 2018
5 December 2018	7 December 2018	12 December 2018**

* Suggest the date for October 2018 General Meeting be changed to 10 October 2018 due to the LGAQ 2018 State Conference which is usually held in the 3rd week of October annually.

** Suggest the December meeting be brought forward to the 2nd Wednesday in December to enable finalisation of minutes and correspondence prior to Council's Christmas closure on 21 December.

For more information:

PH. (07) 4761 5300 | E. mail@chartersowers.qld.gov.au | www.chartersowers.qld.gov.au

EXECUTIVE SUMMARY

Register of Delegations – Council to Chief Executive Officer.

OFFICER'S RECOMMENDATION

That Council:

- *Delegate all powers referred to in the document titled "Register of Delegations – Council to CEO dated 4 October 2017" attached to this report, to the Chief Executive Officer of Council, pursuant to Section 257 of the Local Government Act 2009.*

BUDGET & RESOURCE IMPLICATIONS

NIL

BACKGROUND

Pursuant to Section 257 of the *Local Government Act 2009*, Council may, by resolution, delegate a power bestowed upon Council by virtue of such act or any other act to its Chief Executive Officer (CEO). The powers capable of being delegated are powers that Council itself can exercise without requirement of a formal resolution. In essence, the powers that can be delegated are operational in nature and not matters that Council must address through formal proceedings of Council. Examples are listed in the Register attached. The main purpose in providing the delegations is to ensure that services continue to be provided in a timely and efficient manner by allowing powers to be exercised by the CEO as and when required rather than possibly waiting until the next forthcoming Council meeting for the exercise of the power by Council.

The attached Register of Delegations has been updated to reflect current legislation changes and to incorporate recent local law amendments/enactments. The changes have been highlighted for ease of reference.

LINK TO CORPORATE PLAN

Remaining transparent and accountable.

CONSULTATION (Internal/External)

LGAQ

LEGAL CONSIDERATIONS

Resolution of Council to delegate powers required. Recommendations reflect legal requirements.

POLICY IMPLICATIONS

In practice, in order to enable local governments to focus on strategic issues and reduce the amount of meeting time required, local governments are able to delegate many of those decisions to respond more effectively to the community and provide for timely, consistent decisions to be made.

RISK IMPLICATIONS

Non-compliance with statutory reporting and timeframes due to a delay in operational decision making.

Report Prepared by: DALLIS VON WALD Governance Compliance Officer Date: 4 October 2017	Report Authorised by: AARON JOHANSSON Chief Executive Officer
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ATTACHMENTS

- Register of Delegations – Council to Chief Executive Officer- October 2017 – ECM Document No. 1126721

REFERENCE DOCUMENT

- Officer's Report Document No. 1126722
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15. MAYORAL MINUTE

16. CLOSE OF MEETING

Attachment "A"

Item 4.0: Minutes of 20 September 2017 General Meeting



CHARTERS TOWERS
REGIONAL COUNCIL

MINUTES
of the
GENERAL MEETING
of
CHARTERS TOWERS REGIONAL COUNCIL
held
Wednesday 20 September 2017
Commencing at 5.30pm

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1. OPENING OF MEETING

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

CLOSE OF MEETING

Resolution No.: 2359

Moved: Cr S Bennetto

Seconded: Cr GJ Lohmann

That in accordance with Section 275 of the *Local Government Regulation 2012*, the General Meeting be closed to the public at 5.30 pm for discussion of the following matters:

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

CARRIED

Resolution No.: 2360

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the meeting be opened at **6.30pm** the taking of resolutions.

CARRIED

OPENING OF MEETING

2. ATTENDANCE/APOLOGIES

Councillors:

Cr ER Schmidt (Mayor)

Cr S Bennetto (Deputy Mayor)

Cr MJ Power

Cr AP Barr

Cr BGW Maff

Cr MJ Bailey

Cr GJ Lohmann

Officers:

Mr B Davidson – Interim Chief Executive Officer

Mrs M Taylor – Director Utilities & Facilities

Ms P Howard – Acting Director Planning & Sustainable Development

Mr C Scott – Director Roads Infrastructure

Mrs T Power – Director Corporate Services
Mrs H Dixon – Corporate Governance Officer

Apologies:

Mr L Jensen – Director Planning & Sustainable Development
Mrs D Von Wald – Governance Compliance Officer

Members of the Gallery:

Ms Morgan Oss, The Northern Miner.
Ms W Edwards
Ms M Manly
Mr A Wright
Mrs D Wright

Pastor Bennett Kane attended on behalf of the Ministers' Fraternal.

3. PRAYER

Pastor Kane delivered an opening prayer and departed the meeting at 6.40pm.

4. DEPUTATIONS

There were no deputations scheduled.

5. DECLARATIONS OF INTEREST

There were no declarations of interest made.

6. CONFIRMATION OF MINUTES

❖ Minutes of General Meeting held 16 August 2017.

Resolution No.: 2361

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That the Minutes of the General Meeting held 16 August 2017 be confirmed.

CARRIED

7. MAYOR'S AND COUNCILLORS' REPORTS

Mayor Schmidt reported on:

Date	Details
17.08.17	Community Advisory network (Hospital) Meeting re Governor's visit Meeting re One Act Plays festival proposed by Townsville Group
21.08.17	To Brisbane on route to Singapore
22 to	In Singapore see meeting report in agenda
24.08.17	
24.08.17	Lunch with Adani organized by TEL
25.08.17	Visit to free range egg farm at Hervey Range Lunch at High Range Control with graziers and Maj Mark Smith
27.08.17	Community Day at Centenary Park Present welcome packages and certificates to babies
28.08.17	Regional Roads and Traffic Group meeting Discussion with Dalrymple Villa & Meals on Wheels etc re use of council facility at the rear of council offices
29.08.17	Dalrymple Trade Training Centre Review Fortnightly catch up interview 4GC Meeting Local hotel re option to buy Head Masters Assembly ASSG present appreciation certificates re Bush Council Hospital discussions with Singapore Defence re facility Meeting local real estate re MC building Meeting local proponent WW1 memorial Meeting proponents of Barrel Racing Finals 2018
30.08.17	Workshop re Aged Care Facilities Disaster management readiness Townsville
31.08.17	Meeting re Ravenswood matters TEL meeting re priorities for state budget priorities & Service level agreement North West Remote Health Phone June Powell DSD
01.09.17	RED ROC meeting ROC meeting Powerlink meeting
04.09.17	Media op re federal funds for culverts Villa meeting
05.09.17	Queens Baton Relay meeting Meeting Re Agreach Meeting Re Chinese Delegation presentation NQ Sports Foundation Charters Towers Festival and Events Committee
06.09.17	Chinese Delegation Discussions with staff re Staff Christmas Party
07.09.17	LG Grants Commission
08.09.17	Meeting with pool leases New employee inductions Meeting with Mayor of Mingela Phone conversation re Ag reach Meeting with Dalrymple Cultural Trust re Arts
11.09.17	Rate payer re excess water Meeting re Dalrymple Villa Monthly Meeting Dalrymple Villa AGM CT Chamber Commerce and Mines
12.09.17	Meet pastor Bennett Kane Christian Family Church Open Day 150 years QAS Meeting re Local Charity Meeting with gentleman re dangers of Red Falls in Flood Meeting group re swimming pool issues

13.09.17 Meeting ratepayer re swimming pool issues
 To Palm Island re Regional Plan
 15.09.17 Funeral Mrs Eve Mann
 Phone discussion re ADF
 Local Agricultural group re water and water use plan
 Official opening Prospect Connect Charters Towers
 18.09.17 Catch up with new CEO
 Disability Action week fun day
 Meeting young swimmer
 Meeting constituent re local opportunities
 19.09.17 Rural Industry Advisory Group
 Planning Australia Day
 Discussion re board performance
 Ravenswood Community Meeting
 20.09.17 Meeting CSIRO & DEHP update re flying foxes
 Meeting MITEZ
 General Council Meeting

Cr MJ Power reported on:

Towers Rush Launch
 Governor's Briefing - Council
 Governor's Lunch - Community
 Townsville Enterprise Limited advocacy workshop
 Local Government Grants Commission discussion
 Dalrymple Community Cultural Trust presentation
 Ravenswood Mine presentation
 CSIRO presentation regarding flying foxes
 MITEZ presentation
 Met with Jim Callcott regarding Dalrymple Community Cultural Trust plans
 Met with Mike Brumby regarding bell tower
 Inspected roundabout and discussed with staff
 Visit Airport Depot - discussion with staff
 Discussion with Environmental Health Officer regarding new landfill sites
 All markets held during the month
 Many discussions with ratepayers regarding small issues

Cr GJ Lohmann reported on:

17/8/2017 Meeting with Towers Players and others about a 1 act play festival.
 17/8/2017 Towers Rush launch
 18/8/2017 Presentations at combined High School sports day @ AASG
 21/8/2018 Assist entourage accompanying the Governor of Queensland during his
 Excellency's visit to Charters Towers
 24/8/2017 Assist FOTT at Charters Towers Eisteddfod
 26/8/2017 Towers Ninja [Towers Rush lead-up event]
 26/8/2017 Seniors Luncheon
 27/8/2017 Community day - Assist at Council stall
 4/9/2017 Fish Stocking meeting
 5/9/2017 Dalrymple Lions - Billy Cart Meeting
 6/9/2017 Zara Clark Museum Committee
 7/9/2017 Local Government Grants & Subsidy Commission
 8/9/2017 Dalrymple Community Cultural Trust
 11/9/2017 Charters Towers Chamber of Commerce & Mines AGM
 14/9/2017 Friends of the Theatre Committee
 15/9/2017 Opening of Connect [Prospect Community Services]
 18/9/2017 Dalrymple Lions - Billy Cart Meeting
 19/9/2017 Ravenswood Community Meeting
 20/9/2017 CSRIO Flying Fox update
 20/9/2017 MITEZ meeting

Cr BGW Maff reported on:

28/8	All Souls St Gabriels School Finance Committee Meeting
30/8	All Souls St Gabriels School Board Meeting
19/9	NQ Sports Foundation Discussions
20/9	MITEZ Update
	Discussions with residents re funding opportunities for events
	Discussions with residents re pool issues

Deputy Mayor S Bennetto reported on:

15.08.17	Discussion with PSD staff and Cr Lohmann re Campground Unification strategy
17.08.17	Prospect Board meeting
28.08.17	Prospect board workshop
30.08.17	Hosting of Australian Olympians & QLD Olympic Committee's "Meet with a Champ" initiative at VIC centre.
31.08.17	Townsville Enterprise Advocacy Workshop
05.09.17	Towers Festivals and Events meeting
06.09.17	Presentation to TIQ Chinese Delegation (participants of JCU's Asia Investment Forum) at Virginia Park Station
07.09.17	Local Government Grants & Subsidies Commission presentation
08.09.17	Presentation from Dalrymple Cultural Community Trust Centre Board
11.09.17	Chamber of Commerce AGM
13.05.17	Presentation at Columba CC Careers Night
15.09.17	Official Opening of Prospect's Connect Centre
19.09.17	Rural Industry Advisory Committee Meeting
19.09.17	Presentation from Great Australian Bites Committee
19.09.17	Ravenswood Community Meeting - update from Carpentaria Gold
20.09.17	CSIRO & DEHP Presentation on Flying Fox Study
20.09.17	Presentation from MITEZ CEO

Cr MJ Bailey reported on:

18-20 August	Reedybrook Ashes
21 August	Wanderers Tour
25 August	Seniors Week damper and tea at the Men's Shed
27 August	Community Day Markets at Centenary Park
31 August	Meeting with Director Planning & Sustainable Development
	Meeting with Townsville Enterprise Limited
01 September	CT Access Group meeting
05 September	Payce Sports Awards
07 September	Local Government Grants Commission discussion
08 September	Meeting with Dalrymple Community Cultural Trust
12 September	Remote Mental Health forum
19 September	Rural Advisory Group Meeting
	Meeting at Ravenswood convened by Resolute Mining
20 September	CSIRO Presentation on flying foxes
	MITEZ Presentation
	September General Meeting of Council

Cr AP Barr was absent due to sick leave from 14 August to 18 September 2017.

8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

There was no business arising from previous Meeting minutes.

9. CONFIDENTIAL REPORTS

PLANNING & SUSTAINABLE DEVELOPMENT

9.1 Request to extend term of contract – Saleyard Livestock Contractor

EXECUTIVE SUMMARY

This report seeks Council's approval to extend the term of contract with Philipson Holdings Pty Ltd for the provision of saleyard contractor services up to and including 30 June 2018.

OFFICER'S RECOMMENDATION

That Council:

- A. *Extend the term of Contract with Philipson Holdings Pty Ltd for the provision of saleyard contractor services up to and including 30 June 2018.*

Resolution No.: 2362

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report – ECM Document No. 1118221.

CORPORATE SERVICES

9.2 Financial Hardship Instalment Arrangement sought on 2017/2018 Rates Levies

EXECUTIVE SUMMARY

One property owner has applied for Financial Hardship Instalment Arrangements to be applied to their 2017/2018 rate Levies.

OFFICER'S RECOMMENDATION

That Council:

- *Determine, based on the information provided by the property owners of A/n 21437, whether to grant a Hardship Rates Instalment Arrangement or a Standard Rates Instalment Arrangement on their 2017/2018 Rates Levies.*
1. *Grant the request to offer Property Owner a Hardship Rates Instalment Arrangement, subject to terms and conditions as follows:*

- *Application is received by Council before 3 October 2017, being the close of discount as printed on the 2017/2018 1st Half Yearly Rates Notice.*
- *A proposed payment schedule is identified which will pay off the balance of nett rate levies owing after initial payment, by 30 June 2018.*
- *An Instalment Arrangement is signed by the property owner following approval of Application.*
- *All other terms and conditions of Instalment Arrangements, as per Council's Revenue Statement apply, excluding those mentioned above.*

OR:

2. Offer the Property Owner a Standard Rates Instalment Arrangement, subject to terms and conditions as follows:

- *Subject to the same terms and conditions as listed above in Option 1, apart from "b." which will require "pay off the balance of the gross rate levies owing".*

Resolution No.: 2363

Moved: Cr MJ Power

Seconded: Cr BGW Maff

That Option 1 of the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No.1122160.

9.3 Sole Suppliers 2017/2018

EXECUTIVE SUMMARY

Council purchases a variety of goods and services from specific suppliers due to there being no other supplier reasonably available, or the product or service is unique to a particular supplier. To comply with the Local Government Regulation 2012, Council must resolve that there are no other suppliers reasonably available. This report sets out those suppliers, and the reasoning behind recommending these suppliers for sole supplier exemption under the regulation.

OFFICER'S RECOMMENDATION

That Council:

- ***In respect to the suppliers listed within this report, resolve to apply sole supplier status until the 30th June 2018, as set out hereunder:***

Creditor Name	Case Supporting Sole Supplier Status
Ergon Energy	Sole Supplier of Energy in North Queensland
NQ Newspaper Company Ltd	Sole Supplier - Only supplier of newspapers circulated within the Charters Towers Region. These papers include The Northern Miner and the Townsville Bulletin in which tenders and public information is required to be advertised under the Local Government Act and Regulation.
Carpentaria Gold Pty Ltd	Sole Supplier - Town Water Supply in Ravenswood. This agreement pre-dates amalgamation and is required to continue until such time there is a change in circumstances in regards to water delivery in Ravenswood. Refer ECM #169085
Hanson Construction Materials	Given Council's annual spend on concrete three written quotes or a preferred/prequalified supplier arrangement is required under the regulation. As there are only two suppliers reasonably available to Council it is recommended that the supply of concrete be split between the two based on their pricing structure and availability with larger quantities quoted on between the two.
Towers Concrete	

Creditor Name	Case Supporting Sole Supplier Status
BOC Gases Account Processing	Both Charters Towers City Council and Dalrymple Shire sourced their Industrial Gas requirement from BOC. This arrangement has continued post amalgamation. Given the quantity and variety of gases that Council uses and the available suppliers with stock in Charters Towers it is considered that there is only one supplier is reasonably available being BOC.
Coca-Cola Amatil (Aust) Pty Ltd	Sole Supplier of the Coca-Cola product to the World Theatre.
Asset Edge Pty Ltd	Sole Supplier -Software maintenance/licence for existing RMPC software program required by Main Roads for reporting requirements.
QIT Plus Pty Ltd	Sole Supplier Software maintenance/licence for existing program required for emergency management software for the disaster management group.
The Walt Disney Company Pty Ltd	These suppliers are sole suppliers of movies for the world theatre depending on which production company releases the required film.
Universal Pictures International	
20th Century Fox Film Distributors	
Roadshow Films Pty Ltd	
Pentland Service Station	Sole supplier of fuel in Pentland for Council.
Greenvale Roadhouse	Sole supplier of fuel in Greenvale for Council.
Ravenswood Store	Sole supplier of fuel in Ravenswood for Council.
CR Kennedy Survey Solutions	CR Kennedy is the sole supplier of Leica Instruments in Australia. Council currently owns a Leica SmartNetAus base station & 2 licences, & requires a SNA licence & Leica Instrument to communicate with that base. To allow the best possible utilisation and provide value for money it is recommended that this equipment be compatible, hence Sole Supplier status is sought for CR Kennedy in relation to the purchase of survey equipment.

Resolution No.: 2364

Moved: Cr MJ Bailey

Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

Officer's Report ECM #1122988.

9.4 Monthly Legal Update

EXECUTIVE SUMMARY

The attached report, as at Tuesday, 12 September 2017, provides the status and costs (YTD) of Council's current legal matters.

OFFICER'S RECOMMENDATION

That Council:

- *Accept the Monthly Legal Update for September 2017, as tabled.*

Resolution No.: 2365

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council adopt the Officer's recommendation; and
Council agreed on strategies to bring matter D/2016/105 to a conclusion.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122868.

9.6 Mayoral Minute – Council support of North Queensland Sportstar Awards

EXECUTIVE SUMMARY

Council is requested to consider nominations for the 2017 North Queensland Sportstar Awards and supporting the attendance of nominees and supporting Councillor at the 2017 QRL Sportstar Awards to be held at the Merinda Village Hotel in Bowen on Saturday 14 October 2017. The awards recognise the efforts of North Queensland sportspeople. Nominations are sought from Member Councils for a nominee in each category.

OFFICER'S RECOMMENDATION

That Council:

- ***Determine a nominee or nominees for the North Qld Sportstar Awards from those submitted; and***
- ***Approve and source the funds required for the nominee and a parent or partner to attend the Awards Ceremony to be held in Bowen on 14 October at \$75.00 per ticket, plus accommodation and travel expenses of approximately \$600.00.***

Resolution No.: 2366

Moved: Cr ER Schmidt

That Council:

Nominate Kathryne Squair for the Junior North Queensland Sportstar Award and meet the costs for Kathryne and her parent or guardian to attend the North Qld Sportstar Awards on 14 October 2017; and that the cost of attendance be met from the budget allocation for donations and in-kind support.

CARRIED

- Officer's Report Document No. 1123692

10. REPORTS FOR CONSIDERATION – UTILITIES & FACILITIES

10.1 Proposed sale of airport hangar and subsequent transfer of lease

EXECUTIVE SUMMARY

A request has been made for Council's consideration to allow Jim McIntosh to sell an existing airport hangar to Jim Kelso and subsequent transfer of lease to Jim Kelso.

OFFICER'S RECOMMENDATION

That Council:

- *Allow the sale of the existing airport hangar lease – Lease H on SP242569, subject to all costs of the transfer of the lease being met by the new lessee.*

Resolution No.: 2367

Moved: Cr MJ Power

Seconded: Cr GJ Lohmann

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122332

10.2 Reallocation of sewer relining budget to sewer cleaning for 2017/18

EXECUTIVE SUMMARY

A resolution is sought from Council to reallocate \$100,000 initially budgeted for sewer relining to a program of sewer cleaning for this financial year.

OFFICER'S RECOMMENDATION

That Council:

- *Approve the reallocation of \$100,000, initially budgeted in 2017/18 for sewer relining, towards a program for sewer cleaning in 2017/18.*

Resolution No.: 2368

Moved: Cr MJ Bailey

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report – ECM Document No. 1122926

10.3 Reallocation of unspent Works for Queensland (W4Q) funding to Sewer Relining Program

EXECUTIVE SUMMARY

A resolution is sought from Council to support reallocation of \$190,000 initially budgeted for Works for Queensland water main refurbishment works, to relining of identified sewer mains this financial year, as a result of savings realised in the program.

OFFICER'S RECOMMENDATION

That Council:

- *Approve the reallocation of \$190,000, initially budgeted in Works for Queensland funded works for water mains refurbishment to a program of sewer main relining, subject to the approval of the variation by the Department of Infrastructure, Local Government and Planning.*

Resolution No.: 2369

Moved: Cr AP Barr
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report - Document No. 1122927

10.4 Request to purchase Geo-location survey equipment from sole supplier

EXECUTIVE SUMMARY

A resolution is sought from Council to purchase a Leica Viva SmartAntenna (coupled with associated equipment) from sole supplier C.R. Kennedy Survey Solutions.

OFFICER'S RECOMMENDATION

That Council:

- *In accordance with s.235 (a) and s.235(b) of the Local Government Regulation 2012, resolve 'it is satisfied that there is only one supplier who is reasonably available' to supply this equipment due to the specialised nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders from any other supplier; and*
- *Accept the quotation of \$25,300 (incl. GST) from C.R. Kennedy (as a sole supplier) to purchase a Leica Vera GS16 GNSS SmartAntenna base station and agree to the reallocation of budget savings from the Sewer Treatment Plant Digester refurbishment to fund the purchase.*

Resolution No.: 2370

Moved: Cr GJ Lohmann
Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report – Document No. 1122925
-

10.5 Consideration of possible projects – 2017-2019 Local Government Grants and Subsidies Program

EXECUTIVE SUMMARY

Council's consideration and decision is required on suitable projects to include in the Local Government Grants and Subsidies Program submission which closes on Friday, 6 October 2017.

OFFICER'S RECOMMENDATION

That Council:

- *Agree on the most appropriate project to be submitted for approval under the Local Government Grants and Subsidies Program.*

Resolution No.: 2371

Moved: Cr MJ Power
Seconded: Cr S Bennetto

That Council submit the following projects for the 2017-2019 Local Government Grants and Subsidies Program:

1. Charters Towers Airport runway resealing works
2. Solar power augmentation to Council Buildings (including Depots)
3. Enhance the region's flood warning gauge network following recommendations made by KBR
4. Installation of fibre optic cable from Towers Hill to Highway Depot.

CARRIED

Amendment to the Motion:

That Items 3 & 4 as set out above be the priority items for submission to the 2017-2019 Local Government Grants and Subsidies Program.

Moved: Cr BGW Maff
Seconded: Cr GJ Lohmann

CARRIED

The Amendment became the Motion and was carried.

Cr Lohmann suggested that Items 1 & 2 be scoped for future projects for consideration.

REFERENCE DOCUMENT

- Officer's Report Document No. 1123051
-

11. REPORTS FOR CONSIDERATION - PLANNING & SUSTAINABLE DEVELOPMENT

11.1 Trustee Leases

EXECUTIVE SUMMARY

This report provides Council with an update in relation to trustee lease arrangements and seeks amendments to the current lease fee charging methodology.

OFFICER'S RECOMMENDATION

That Council:

- A. *Charge a lease fee of 0.75% of the unimproved capital value for the subject land, with a minimum annual lease fee payable of \$250.00 in the first year of the trustee lease and then apply CPI increases in the second and subsequent years of the lease.*

Resolution No.: 2372

Moved: Cr MJ Power

Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1118276

11.2 Ravenswood Heritage Walking Trail - St Paul's Church of England Stairs

EXECUTIVE SUMMARY

The Department of Natural Resources and Mines has proposed Council become the trustee for land formally described as Lot 701 and 702 on R16218 as a Reserve for Historical Purposes.

OFFICER'S RECOMMENDATION

That Council:

- *Advise the Department of Natural Resources and Mines (DNRM) that it agrees to the proposal for Council to become the trustee for the proposed Reserve for Historical Purposes.*

Resolution No.: 2373

Moved: Cr GJ Lohmann

Seconded: Cr MJ Power

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report document No. 1118234.

11.3 Australia Day Awards 2018 – Age Criteria

EXECUTIVE SUMMARY

Charters Towers Regional Council hosts the Australia Day Celebrations and administers the Citizen Awards each year. There are currently eight (8) award categories with the “Young” criteria varying in age. The age that constitutes the “Youth” category would be better served to remain consistent across all applicable categories.

OFFICER’S RECOMMENDATION

That Council:

- A. *Approve the change in age eligibility criteria of the Australia Day Awards ‘Young’ category (Citizen; Sportsperson; Cultural) to 25 years or less as at 26 January 2018 and that same date each year thereafter.*

Resolution No.: 2374

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That the Officer’s recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer’s Report – ECM Document No. 1122013

11.4 Building relocation and transfer of ownership proposal - Ravenswood

EXECUTIVE SUMMARY

As part of the requirements for Carpentaria Gold’s mining expansion activity in Ravenswood, a small building called Stockholm House (not Heritage listed) needs to be demolished or relocated with consideration to utilising it as a visitor experience.

OFFICER’S RECOMMENDATION

That Council:

- A. *Accept ownership of the building after relocation and renovation to an area within the Park and Recreation Reserve land described as L4/SP263501 and located at 55 Railway Street Ravenswood, provided that:*
- *Carpentaria Gold undertake relocation and renovation at its own cost;*
 - *Carpentaria Gold provide all ongoing maintenance of the building and immediate surrounds, at its cost, for the life of the company’s Ravenswood operations;*
 - *Allow Ravenswood Restoration & Preservation Association Inc to develop the building as a visitor experience, managing the activity, retaining all income associated with the activity and provide Council a report of all monies collected, all activities undertaken and visitation traffic levels through the building on a six monthly basis being the periods of 1 April – 30 September and 1 October – 31 March, accompanied by a report from Carpentaria Gold of all maintenance activity and associated costs.*

Resolution No.: 2375

Moved: Cr S Bennetto
Seconded: Cr MJ Power

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report – ECM Document No. 1122226

11.5 Event Ticketing Service - Fees and Commissions

EXECUTIVE SUMMARY

The BookEasy Management System's online event ticketing module allows an online ticketing service through www.visitcharterstowers.com.au and a physical point of sale service in the Visitor Information Centre. This function is now fully operational and ready for use external parties. An up-to-date and competitive commission and booking fee structure needs to be applied to encourage use by event organisers and to deliver the service in a manner more aligned to other ticketing suppliers in the current marketplace.

OFFICER'S RECOMMENDATION

That Council:

- A. *Approve the charging of a commission on ticket sales to external events organisers at 3% of the set ticket price and an additional booking fee applied to the set ticket price, to be paid by the purchaser and retained by Council, of:*
 - *\$1 per ticket for tickets with a set price of less than \$20; and,*
 - *\$2.50 per ticket for tickets with a set price of greater than \$20*
- B. *Approve a free-of-charge service for free events requiring ticket reservations with the proviso that the tickets are available through online bookings only;*
- C. *Retain the current ticket refund procedure of 15% of total sale or \$22 per transaction, whichever is the lesser amount.*

Resolution No.: 2376

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report – ECM Document No. 1122059

11.6 Provision of sewerage infrastructure at Mosman Park

EXECUTIVE SUMMARY

Consideration of the provision of water and sewerage infrastructure to service the Women of the Outback Shed located at 1-33 Lister Street, Mosman Park.

OFFICER'S RECOMMENDATION

That Council:

- *Agree to connect the Women of the Outback Shed to Council's water and sewerage systems at a cost of \$13,559.08, funded from Council's budget for Community Grants Works and Services.*

Resolution No.: 2377

Moved: Cr GJ Lohmann

Seconded: Cr MJ Bailey

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122398

12. REPORTS FOR CONSIDERATION - ROADS INFRASTRUCTURE

12.1 Assessment of design for Gill Street reconstruction (Dan Lane/Vulture Street and Craven Street)

EXECUTIVE SUMMARY

As per Council's Resolution No 2204 from the January 2017 General Meeting, an assessment of the options for the Gill Street reconstruction of Dan Lane/Vulture Street and Craven Street intersections has been undertaken.

OFFICER'S RECOMMENDATION

That Council:

- *Proceed with the design as currently presented, being Dan Lane having restricted left turn exit only into Gill Street; and*
- *Proceed with the design for Craven Street being left turn only out of Craven Street and left & right turn into Craven Street.*

Resolution No.: 2378

Moved: Cr MJ Power

Seconded: Cr BGW Maff

That the Officer's recommendation be adopted.

Crs Bennetto, Bailey and Barr recorded a vote against the motion.

Crs Power, Maff, and Lohmann voted in favour of the Motion.

Mayor Schmidt voted in favour of the Motion.

CARRIED

REFERENCE DOCUMENTS

- Officer's Report Document No. 1122476

12.2 Bow Street design and reconstruction

EXECUTIVE SUMMARY

From the Gill Street survey, came numerous negative comments concerning the safety of the angle parking on the southern end of Bow Street. This report presents various options to make Bow Street as safe and efficient as possible. A report was taken to the August Road Safety Advisory Committee (RSAC) meeting, however, no consensus was reached on a preferred parking layout.

OFFICER'S RECOMMENDATION

That Council:

- *Make Bow Street one way between Mary Street and Gill Street with 45° parking and parallel parking (option 2).*

Resolution No.: 2379

Moved: Cr S Bennetto
Seconded: Cr AP Barr

That Council decline to adopt the officer's recommendation, pending further examination of the impacts on traffic flow in the adjacent intersections following the proposed changes.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122758

12.3 Request for street lighting - Estate Avenue

EXECUTIVE SUMMARY

Council currently has one outstanding street lighting request for determination. The request was assessed in conjunction with Australian and New Zealand Standard 1158 Lighting for Roads and Public Spaces. In consideration of various factors such as traffic volumes, speed limits and pedestrian activity it is recommended that the request be denied.

OFFICER'S RECOMMENDATION

That Council:

- *Declines the request for additional street lighting in Estate Avenue on the provision that the area is rural residential with wide lot frontages, low traffic volumes, low speed limits and low pedestrian/cyclist activity.*

Resolution No.: 2380

Moved: Cr GJ Lohmann
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122544

12.4 Road Safety Advisory Committee meeting held 8 August 2017

EXECUTIVE SUMMARY

Tabled herewith are the unconfirmed minutes of the Charters Towers Regional Council Road Safety Advisory Committee meeting held 8 August 2017.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the unconfirmed minutes of the Charters Towers Regional Council Road Safety Advisory Committee (RSAC) meeting of 8 August 2017.*

Resolution No.: 2381

Moved: Cr GJ Lohmann

Seconded: Cr MJ Bailey

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122471

12.5 Request to permanently close unnamed roads at Lot 4049 on PH184, Lot 1 on MPH20996 and Lot 1 on MPH20335

EXECUTIVE SUMMARY

Council has received correspondence requesting permanent closure of unnamed roads on Lot 4049 on PH184, Lot 1 on MPH20996 and Lot 1 on MPH20335. These unnamed roads were omitted from Officer's Report tabled in August 2017 and were subsequently omitted from Resolution Number 2349.

OFFICER'S RECOMMENDATION

That Council:

- *Has no objection to the proposed closure of unnamed roads on Lot 4049 on PH184, Lot 1 on MPH20996 and Lot 1 on MPH20335 located within Cameron Downs Station.*

Resolution No.: 2382

Moved: Cr AP Barr

Seconded: Cr MJ Power

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122476

12.6 Request for no objection to permanently close part of Bevan Street and Duman Road

EXECUTIVE SUMMARY

Council has received correspondence requesting permanent partial closure of Bevan Street and Duman Road. Pending no objection from Council, it is the landholder's intention to lodge an application with the Department of Natural Resources and Mines for subsequent purchase from the State.

OFFICER'S RECOMMENDATION

That Council:

- *Has no objection to the proposed partial closure of Bevan Street and Duman Road as set out at Attachment A to the report tabled.*

Resolution No.: 2383

Moved: Cr S Bennetto

Seconded: Cr MJ Bailey

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122549

13. REPORTS FOR CONSIDERATION - CORPORATE SERVICES

13.1 Monthly Rating Report

EXECUTIVE SUMMARY

The attached report, as at the end of August 2017, provides a summary of the first activity report following the issuing of the 2017/2018 1st half yearly rates levies on 31 August 2017. Discount closes on Tuesday 3 October 2017.

OFFICER'S RECOMMENDATION

That Council:

- *Accept the rating report for August 2017 as annexed to these Minutes at Annexure "A" to these Minutes.*

Resolution No.: 2384

Moved: Cr AP Barr

Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No.1121130.

EXECUTIVE SUMMARY

A complete summary of Council's position as at 31 August 2017, comparing actuals to 'original budgets', is presented across the following three consolidated reports. At this early stage of the 2017/18 financial year, 17% elapsed, operation expenditure is at 12% of the original budget, whilst revenue is sitting at 30% of original budget.

The higher revenue percentage is a result of the half yearly 2016/2017 rates levied in August. Removal of the levied rates revenue beyond year-to-date earning gives a more accurate indicator of revenue sitting at 13% of original budget. It should also be noted that any depreciation expenditure for 2016/2017 is yet to be recognised. Inclusion of depreciation expenditure for year-to-date increases expenditure from 12% to 15%.

2016/17

Actuals for 2016/17 are close to finalising. The final position for depreciation and revaluation in particular will continue to move until final audit; mid/late-September.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the following reports as annexed to the Minutes at Annexure "B", presenting the overall financial position of Council as at 31 August 2017.*
 - *Consolidated Cashflow Statement*
 - *Consolidated Income Statement*
 - *Consolidated Balance Sheet*
- *Refer to the following reports as annexed to the Minutes at Annexure "B", for the overall position of Projects as at 31 August 2017.*
 - *Consolidated Cashflow Statement-Capital Works*
(Payments for property, plant & equipment)
 - *Consolidated Income Statement-Recurrent Projects*
(Recurrent Expenses – Special Projects)
 - *Consolidated Project Financial Report (Not included this month).*

Resolution No.: 2385

Moved: Cr GJ Lohmann

Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122487

13.3 Roads Program Reporting

EXECUTIVE SUMMARY

The financial position of the 2017/18 Roads Program as at 31 August 2017 is presented, together with an itemised listing of all roads to which maintenance has been undertaken.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the following reports representing the 2017/18 Roads Program, as at 31 August 2017:*
 1. *One page summary of the overall program actuals against original budget.*
 2. *The Roads Infrastructure Works Program identifying actuals plus original budgets.*
 3. *Road Maintenance activity.*

Resolution No.: 2386

Moved: Cr GJ Lohmann
Seconded: Cr AP Barr

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122463

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

14.1 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. Council is requested to approve the option to exercise the extension of the contract for a year to conclude in April 2018.

OFFICER'S RECOMMENDATION

That Council:

- *Exercise its option to extend the contract with Mr Rodger Dunstan, of Jessup's Accountants and Business Advisors, as External Member and Chair of the CTRC Audit Committee until April 2018.*

Resolution No.: 2387

Moved: Cr AP Barr
Seconded: Cr BGW Maff

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

Report Document No. 1121548.

14.2 National Competition Policy

EXECUTIVE SUMMARY

Determine as to whether Council wishes to apply the Code of Competitive Conduct to possible prescribed business activities in conformity with Section 47 of the *Local Government Act 2009*.

OFFICER'S RECOMMENDATION

That Council:

- *Resolves not to apply the code of competitive conduct to the business activities for the following reasons:*

<i>Prescribed Business Activity section 39 (Regulation)</i>	<i>Code of competitive conduct applied section</i>	<i>Reasons for not applying Code section 47(8) of the Local Government Act</i>
<i>Road Activity</i>	<i>N o</i>	<i>Council's status as a sole invitee (Road Maintenance Performance Contract and Transport Infrastructure Contract - Sole Invitation) provides the basis for the works to be undertaken.</i>
<i>Water & Sewerage</i>	<i>N o</i>	<i>This activity is not in direct competition with other service providers.</i>
<i>Saleyards</i>	<i>N o</i>	<i>This activity is not in direct competition with other service providers.</i>
<i>Fleet Management</i>	<i>N o</i>	<i>Council's fleet is primarily for internal needs such as maintaining public roads and streets.</i>
<i>Waste Management & Landfill</i>	<i>N o</i>	<i>This activity is not in direct competition with other service providers.</i>
<i>Cinema Screenings</i>	<i>N o</i>	<i>Cinema operations are conducted in conjunction with theatre/gallery activities and are not considered in direct competition with other service providers. Costs associated with cinema activities do not meet threshold as prescribed by regulation.</i>

Resolution No.: 2388

Moved: Cr GJ Lohmann

Seconded: Cr MJ Power

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document 1118625

14.3 Report on CTRC Audit Committee Meeting held 15 August 2017

EXECUTIVE SUMMARY

A report regarding Council's Audit Committee Meeting held 15 August 2017, is tabled for Council's information.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the report regarding the CTRC Audit Committee Meeting held 15 August 2017, as tabled.*

Resolution No.: 2389

Moved: Cr BGW Maff
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No 1119648.
-

14.4 Provision of Travel Services

EXECUTIVE SUMMARY

Council is considering calling for a Panel of Providers for Travel Services due to local travel services operating within the Charters Towers Region.

OFFICER'S RECOMMENDATION

That Council:

- *Call for a panel of providers for travel services.*

Resolution No.: 2390

Moved: Cr MJ Bailey
Seconded: Cr S Bennetto

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

Officer's Report Document #1119277.

14.5 Singapore Business Delegation – 21-23 August 2017 – Mayor Liz Schmidt

EXECUTIVE SUMMARY

Council received an invitation from the Australian Trade and Investment Commission (Austrade) inviting its Mayor, Liz Schmidt, to participate in a business delegation to Singapore held 21-23 August 2017.

OFFICER'S RECOMMENDATION

That Council:

- *Confirm and endorse the Mayor's participation in the Singapore Business Delegation held 21-23 August, 2017.*

Resolution No.: 2391

Moved: Cr AP Barr
Seconded: Cr MJ Bailey

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document 1119673

14.6 Adoption of revised Statutory Policy No S0040 - Internal Audit Policy and Charter

EXECUTIVE SUMMARY

Council is requested to adopt the revised Policy No S0040 Internal Audit Policy and Charter.

OFFICER'S RECOMMENDATION

That Council:

- *Adopt the revised Statutory Policy No S0040 Internal Audit Policy and Charter, as tabled and as annexed to these Minutes at Annexure "C".*

Resolution No.: 2392

Moved: Cr S Bennetto
Seconded: Cr BGW Maff

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 1122974

14.7 Dalrymple Villa Ex-Officio Positions

EXECUTIVE SUMMARY

As Council relinquished all ownership rights to Dalrymple Villa in 2014, it has been suggested that the requirement of two ex-officio Councillor positions currently included in the Villa's Constitution be removed from the Management Committee.

OFFICER'S RECOMMENDATION

That Council:

- *Request that the Dalrymple Villa Management Board remove the requirement of ex-Officio Councillor positions from the Villa's Constitution.*

Resolution No.: 2393

Moved: Cr GJ Lohmann

Seconded: Cr MJ Power

That the Officer's recommendation be adopted.

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document 1122866

15. MAYORAL MINUTE

A Mayoral Minute was considered during the closed session.

16. QUESTIONS WITHOUT NOTICE

16.1 Water allocations for sporting organisations

Cr Bailey discussed the reduction of water allocations for sporting organisations from 900 to 800 Kl and suggested that individual sporting organisation's allocations should be re-examined.

ACTION A report will be tabled for a future meeting examining the number of fields required to be watered in terms of their allocation, and including scoping of opportunities for seeking funding.

Director Corporate Services Mrs Tammy Power advised that all sporting bodies receive the community water rebate which is applied to excess only. Mrs Taylor asked if sporting bodies could be reminded about compliance with Council's Drought Management Policy.

17. CLOSE OF MEETING

There being no further business, the General Meeting closed at **8.18pm**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 11 OCTOBER 2017.

Mayor

11 October 2017

UNCONFIRMED

CHARTERS TOWERS REGIONAL COUNCIL
RATES AND CHARGES FOR THE FINANCIAL YEAR 2017/2018
31/8/2017

Item	General	Water	Sewerage	Waste Collection	Landfill Management	Commerical Waste	Sub Total	Excess Water	Charge Land	Legals	Sub Total	Fire Levy	Total
Original '17/18 Levies 1st Levy	6,129,266.63	2,490,263.00	1,754,367.50	536,593.00	75,705.50	5,589.50	10,991,785.13	781,035.96	-	-	11,772,821.09	428,348.61	12,201,169.70
Original '17/18 Levies 2nd Levy	-	-	-	-	-	-	-	-	-	-	-	-	-
Credit Supp Levies/Recalculations	(24,756.95)	(1,058.41)	(6,495.82)	(144.80)	(35.81)	-	(32,491.79)	-	-	-	(32,491.79)	(151.76)	(32,643.55)
Supplementary Levies/Recalculations	35,705.21	434.85	607.82	-	28.62	-	36,776.50	-	240.00	-	37,016.50	507.18	37,523.68
Current Year Gross Levies	6,140,214.89	2,489,639.44	1,748,479.50	536,448.20	75,698.31	5,589.50	10,996,069.84	781,035.96	240.00	-	11,777,345.80	428,704.03	12,206,049.83
Add Interest	19,374.78	5,309.33	2,380.66	822.65	176.30	16.60	28,080.32	739.18	-	-	28,819.50	4,382.29	33,201.79
Gross Sub Total (Levies + Interest)	6,159,589.67	2,494,948.77	1,750,860.16	537,270.85	75,874.61	5,606.10	11,024,150.16	781,775.14	240.00	-	11,806,165.30	433,086.32	12,239,251.62
Less:							-	-	-	-	-	-	-
Council Rebates	140,791.53	-	-	-	-	-	140,791.53	-	-	-	140,791.53	-	140,791.53
Discount	18,324.39	11,454.57	7,476.43	2,452.44	380.52	-	40,088.35	2,085.88	-	-	42,174.23	-	42,174.23
Interest Write Offs	65.39	21.15	30.41	5.53	1.65	-	124.13	0.41	-	-	124.54	1.77	126.31
	159,181.31	11,475.72	7,506.84	2,457.97	382.17	-	181,004.01	2,086.29	-	-	183,090.30	1.77	183,092.07
Current Year Nett Levies Payable	6,000,408.36	2,483,473.05	1,743,353.32	534,812.88	75,492.44	5,606.10	10,843,146.15	779,688.85	240.00	-	11,623,075.00	433,084.55	12,056,159.55
Add levies O/S at 30/6/2017	1,091,280.32	320,197.42	166,116.90	53,501.98	11,137.17	967.67	1,643,201.46	41,999.27	1,682.49	6,945.84	1,693,829.06	235,748.22	1,929,577.28
							-	-	-	-	-	-	-
TOTAL Net O/S Levies payable	7,091,688.68	2,803,670.47	1,909,470.22	588,314.86	86,629.61	6,573.77	12,486,347.61	821,688.12	1,922.49	6,945.84	13,316,904.06	668,832.77	13,985,736.83
Less Received To Date:							-	-	-	-	-	-	-
Cash Receipts (Current Year)	704,891.96	332,071.81	173,977.04	49,953.35	7,445.15	127.94	1,268,467.25	64,441.54	1,071.92	-	1,333,980.71	58,188.97	1,392,169.68
Credit Supp Levies/Recalcs							-	-	-	-	-	-	-
State Subsidy (Current Year)	90,663.14	817.65	-	154.05	4.30	-	91,639.14	-	-	-	91,639.14	-	91,639.14
							-	-	-	-	-	-	-
							-	-	-	-	-	-	-
Balance	6,296,133.58	2,470,781.01	1,735,493.18	538,207.46	79,180.16	6,445.83	11,126,241.22	757,246.58	850.57	6,945.84	11,891,284.21	610,643.80	12,501,928.01
													Arrears
													See Below
ADD Prepaid '17/18 Levies													(410,012.52)
Balance of Rates Control Account							G/L Account	1191-5100					12,091,915.49

Breakup of Levies Outstanding

		Arrears %	% of Balance
Outstanding Current 1st Half Year Levies 2017/2018 (Issued 31/08/2017 Due 03/10/2017)	10,656,233.15	87.07%	85.2367%
Outstanding 2016/2017 Levies & Interest	1,125,059.61	5.22%	8.9991%
Outstanding Pre 2015/2016 Levies	720,635.25	3.20%	5.7642%
Total Outstanding Balances	12,501,928.01		100.0000%

SpreadSheet Prepared By - Signature
RATES SECTION

SpreadSheet Checked By - Signature

Coordinator Administration Services

UNCONFIRMED

CASH FLOW STATEMENT
As at 31 August 2017
Year Ended 30 June 2018



	2017/2018 Original Annual Budget	2017/2018 Actuals YTD	Variance Comments
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Customers	24,966,207	1,722,257	
Receipts from Contracts - RMPC, RPC, NDRRA	4,040,743	505,753	
Payments to suppliers & employees benefits	(29,038,279)	(6,500,660)	
Payments for RMPC and RPC	(3,959,733)	(959,983)	
	(3,991,062)	(5,232,633)	
Interest Received	977,585	101,205	
Non capital grants & contributions	6,673,061	719,257	
Non capital Flood Event Grants	-	-	
Borrowing costs	-	(3,519)	
Net Cash inflow (outflow) from operating activities	3,659,584	(4,415,690)	
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for property, plant & equipment			
Central & Governance	(74,200)	(23,842)	-
Corporate Services	(3,095,100)	(127,576)	\$949 k committed
Planning & Sustainable Development	(231,000)	(6,672)	\$ 6 k committed
Roads Infrastructure	(5,777,000)	(272,171)	\$871 k committed
Facilities	(2,604,899)	(595,107)	\$485 k committed
Water	(14,589,773)	(450,451)	\$1.8 m committed
Sewerage	(1,342,390)	(3,234)	\$ 19 k committed
	(27,714,362)	(1,479,053)	\$4.13 m committed
Receivables-Community Loan Repayments	13,900	2,000	
Receivables-Internal Loans	92,000	-	
Proceeds from sale of property, plant & equipment	684,909	90,881	
Capital grants, subsidies, contributions	10,281,157	617,750	
Net cash inflow (outflow) from investing activities	(16,642,396)	(768,422)	
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from Internal Loan Borrowings	-	-	
Repayment of Internal Loan Borrowings	(92,000)	-	
Proceeds from External Loan Borrowings	10,000,000	-	
Repayment of External Loan Borrowings	(131,060)	3,519	
Net cash flow from financial activities	9,776,940	3,519	
NET INCREASE (DECREASE) IN CASH	(3,205,872)	(5,180,592)	
Opening Cash			
	31,166,003	37,538,969	
Beginning of Reporting Period - Cash Floats	9,432	9,832	
Cash at beginning of reporting period	31,175,435	37,548,801	
Closing Cash			
End of Reporting Period - Cash at Bank	27,960,131	32,358,527	
End of Reporting Period - Cash Floats	9,432	9,682	
Cash at end of reporting period	27,969,563	32,368,209	
Cash Movement			
Net Increase/(Decrease) in Cash at Bank	(3,205,872)	(5,180,442)	
Net Increase/(Decrease) in Cash Floats	-	(150)	
NET INCREASE (DECREASE) IN CASH	(3,205,872)	(5,180,592)	

INCOME STATEMENT
As as 31 August 2017
Year Ended 30 June 2018

	2017/2018 Original Annual Budget	2017/2018 Actuals YTD	2017/2018 Percentage Position 17%
REVENUE			
Recurrent Revenue			
Nett Rate Levies & Charges			
General Levies	11,319,120	5,981,033	53%
Waste Management Levies	1,174,311	614,896	52%
Water Allocation Levies	5,539,756	2,478,164	45%
Sewerage Levies	3,328,000	1,740,973	52%
Excess Water Levies	758,000	778,950	103%
Total Nett Rate Levies & Charges	22,119,187	11,594,016	
Fees & Charges			
Water Fees & charges	39,000	7,288	19%
Sewerage Fees & charges	36,000	4,133	11%
Other Fees & charges	2,515,680	483,414	19%
Total Fees & Charges	2,590,680	494,835	
Interest received (includes rates & community loans)	979,532	101,497	10%
Sales	125,000	17,383	14%
Contract Income - RMPC, RPC, PW	4,040,743	505,753	13%
Other recurrent income	131,340	36,653	28%
Operating Grants & Subsidies			
Federal Assistance Grant	6,088,436	706,792	12%
Central & Governance Grants	40,000	2,750	7%
Corporate Services Grants	120,000	9,715	8%
Planning & Sustainable Development Grants	53,685	-	0%
Roads Infrastructure Grants	265,000	-	0%
Works for Queensland Grants	105,640	-	0%
Facilities Grants & Subsidies	300	-	0%
Water Grants & Subsidies	-	-	
Sewerage Grants & Subsidies	-	-	
Total Operating Grants & Subsidies	6,673,061	719,257	
TOTAL Recurrent Revenue	36,659,543	13,469,394	37%
Capital revenue			
Central & Governance C.Grants	-	-	
Corporate Services C.Grants	-	-	
Planning & Sustainable Development C.Grants	-	-	
Roads Infrastructure C.Grants	4,085,495	614,261	15%
Facilities C.Grants & Subsidies	1,276,382	-	0%
Water C.Grants & Subsidies	4,465,780	-	0%
Sewerage C.Grants & Subsidies	453,500	3,489	1%
Total Capital Revenue	10,281,157	617,750	
TOTAL INCOME	46,940,700	14,087,144	30%
EXPENSES			
Recurrent expenses - Operations			
Central & Governance Expenses	(3,742,722)	(755,363)	20%
Corporate Services Expenses	(7,508,123)	(1,347,704)	18%
Planning & Sustainable Development Expenses	(6,866,530)	(845,360)	12%
Roads Infrastructure Expenses	(6,550,200)	(683,316)	10%
Contract Roads Infrastructure Expenses - RMPC & RPC	(3,959,733)	(959,983)	24%
Facilities Expenses	(4,507,947)	(662,555)	15%
Water Expenses	(4,753,979)	(394,454)	8%
Sewerage Expenses	(2,249,311)	(174,818)	8%
Total Recurrent Expenses - Operations	(40,138,545)	(5,823,553)	
Recurrent Expenses - Special Projects			
Central & Governance S.Proj	(257,250)	(4,852)	2%
Corporate Services S.Proj	(165,000)	-	0%
Planning & Sustainable Development S.Proj	(504,019)	(51,792)	10%
Roads Infrastructure S.Proj	(100,000)	(8,979)	9%
Works for Queensland S.Proj	(383,710)	(124,127)	32%
Facilities S.Proj	(306,500)	(4,445)	1%
Water S.Proj	(70,750)	(539)	1%
Sewerage S.Proj	(215,000)	(74,914)	35%
Total Recurrent Expenses - Special Projects	(2,002,229)	(269,648)	
Employee Benefits & Recoverables			
Employee Benefits	(4,574,000)	(523,498)	11%
Employee Benefits Recoverables	4,550,000	780,543	17%
Employee Training	(456,000)	(22,534)	5%
Employee Training Recoverables	456,000	121,470	27%
Central Service Contributions	2,275,420	219,524	10%
Internal Plant Hire	5,500,000	778,245	14%
Inter-Program Transfers	2,010,488	-	0%
Nett Employee Benefits & Recoverables	9,761,908	1,353,750	
Audit Fees	(170,000)	-	0%
Donations	(410,850)	(24,770)	6%
Finance costs	(38,296)	(7,773)	20%
Depreciation & amortisation	(7,365,433)	-	0%
TOTAT Recurrent Expenses	(40,363,445)	(4,771,994)	12%
Capital operating expenses			
TOTAL EXPENSES	(40,363,445)	(4,771,994)	12%
Notional result attributable to council	6,577,255	9,315,150	
Notional Operating Position before Capital Income	(3,703,902)	8,697,400	
Notional Op Position before Capital Income & Excess Water	(4,461,902)	7,918,450	
Notional Cash available for Capital including Grants	13,942,688	9,315,150	
Notional 'Council funded Cash' available for Capital	3,661,531	8,697,400	

BALANCE SHEET
As at 31 August 2017
Year Ended 30 June 2018



	2017/2018 Original Annual Budget	2017/2018 Actuals YTD
CURRENT ASSETS		
Cash at Bank & On-Call Investments	27,960,131	32,358,527
Cash Floats	9,432	9,682
Trade and Other Receivables	2,062,419	14,795,530
Inventories	585,662	562,465
Accrued revenue & prepayments	1,896,658	1,870
Non-current assets classified as held for sale		
TOTAL CURRENT ASSETS	32,514,302	47,728,074
NON-CURRENT ASSETS		
Receivables	31,735	41,979
Property, plant and equipment	507,114,316	486,737,813
Internal Loan Receivables	460,000	552,000
TOTAL NON-CURRENT ASSETS	507,606,051	487,331,792
TOTAL ASSETS	540,120,353	535,059,866
CURRENT LIABILITIES		
Trade and other Payables	315,050	761,711
Borrowings	(131,060)	4,314
Annual & LSL Provisions	3,834,701	3,849,030
Accrued Expenses & Unearned Revenue	1,851,463	-
TOTAL CURRENT LIABILITIES	5,870,154	4,615,055
NON-CURRENT LIABILITIES		
Trade and Other Payables	-	-
Borrowings	11,500,000	1,500,000
Non Current LSL Provision	874,376	934,377
Internal Loans Payable	460,000	552,000
TOTAL NON-CURRENT LIABILITIES	12,834,376	2,986,377
TOTAL LIABILITIES	18,704,530	7,601,432
NET ASSETS	521,415,823	527,458,434
COMMUNITY EQUITY		
Council Capital	334,912,499	321,991,613
Asset Revaluation Reserve	158,543,193	158,543,193
Retained Surplus/(Deficiency)		14,935,713
Cash Reserves	27,960,131	31,987,915
TOTAL COMMUNITY EQUITY	521,415,823	527,458,434



STATUTORY POLICY

NUMBER: S0040 OFFICE OF THE CEO
ACT: *Local Government Act 2009*
Local Government Regulation 2012
POLICY TITLE: Internal Audit Policy & Internal Audit Charter

1. PURPOSE AND SCOPE

The Local Government Act 2009 and Local Government Regulation 2012 require Council to maintain an efficient and effective internal audit function.

This Policy and the associated Internal Audit Charter apply to all Council activities including entities over which Council has direct ownership, management or financial control; and all Council officers, contractors, officers and members of related entities, involved in and with responsibility for contributing to the achievement of Council's objectives, asset management and reporting responsibilities.

2. COMMENCEMENT OF POLICY

This Policy will commence from 20 September 2017. It replaces all other policies relating to Internal Audit Policy (whether written or not).

3. APPLICATION OF POLICY

This Policy applies to Charters Towers Regional Council elected members, staff and external representatives appointed to the Charters Towers Regional Council's Audit Committee.

4. DEFINITIONS

Internal Audit	The internal audit function is established to provide independent, objective assurance and consulting services designed to add value and improve the organisation's operations. It helps the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
IPPF	International Professional Practices Framework for Internal Audit as published by the Institute of Internal Auditors
Audit Committee	A committee established by Council in accordance with the Local Government Act 2009 and Local Government Regulation 2012. The Audit Committee is an advisory Committee and has no delegated powers.

5. POLICY PROVISIONS

The *Local Government Regulation 2012* requires Councils to prepare and carry out an internal audit plan; prepare a progress report for the internal audit and assess compliance with the internal audit plan.

Council's *Corporate Plan 2015-2020 Priority 6.1* notes that Council will remain transparent and accountable.

Internal Audit will function independently from all other operations of Council and will work under the supervision of the Chief Executive Officer, facilitated by the Governance section of the Office of the Chief Executive Officer.

A three year Internal Audit Plan, with specific annual Plans will be prepared by Councils' contracted accounting firm to be reviewed by the Audit Committee, with all requirements under S207 of the Local Government Regulation 2012 to be met.

The *Internal Audit Charter* has been developed to define the Internal Audit's purpose, authority, responsibility, reporting and operations. The Internal Audit Charter is set out below.

INTERNAL AUDIT CHARTER

1. INTRODUCTION

This Charter defines the function, scope, operating and reporting parameters for Internal Audit within the *Local Government Act 2009* and *Local Government Regulation 2012*.

The Charter establishes Internal Audit's position within the organisation, authorises access to records, personnel and physical properties relevant to the performance of engagements, and defines the scope of internal audit activities.

2. ROLE AND PURPOSE OF INTERNAL AUDIT

- (a) The internal audit function is established to provide independent, objective assurance¹ and consulting² services designed to add value and improve the organisation's operations, through a systematic, disciplined approach to evaluating and improving the effectiveness of Council's risk management, control, and governance processes.

Audit planning must be sufficiently comprehensive to regularly audit/review all facets of Council's operations and the internal audit function will provide Council and the Chief Executive Officer (CEO) with:

- (i) Management oriented appraisals of Council functions and activities to determine their appropriateness in the context of Council objectives (including, but not restricted to accounting and financial management information, performance monitoring and control systems);
- (ii) Reviews of the reliability of accounting and financial management, an assessment of the systems of internal control, an evaluation of compliance with relevant legislation, local law, local law policies, Council policies, operating guidelines and delegations and the protection of the assets and resources under the control of management.
- (iii) Independent and confidential recommendations to improve operational effectiveness, efficiency and economy.
- (iv) Follow up appraisals, regarding action taken by management as a result of audit recommendations;
- (v) Review of program/support plan performance criteria and performance indicators for relevance, reliability and accuracy at such other times as may be appropriate.
- (vi) Management oriented evaluation of programs/support plans to determine that legislation, local law, local law policies, Council policies, and program/support plan objectives and strategies remain appropriate and are being achieved; whether

¹ Assurance services involve the internal auditor's objective assessment of evidence to provide an independent opinion or conclusions regarding a process, system or other subject matter. The nature and scope of the assurance engagement are determined by the internal auditor.

² Consulting services are advisory in nature, and are generally performed at the specific request of an engagement client. The nature and scope of the consulting engagement are subject to agreement with the engagement client.

STATUTORY POLICY

resources are optimally allocated across programs/support plans and optimally utilised within each program/support plan; and that the strategic management system ensures accountability of programs/support plans in line with the strategic direction as set by Council in the Corporate Plan.

3. RELATIONSHIP WITH COUNCIL

- (a) The Internal Audit service is to be supplied, under contract, by suitably qualified external professionals. The contract will be a fixed term of three (3) years determined through a tender process.
- (b) The Internal Audit Contractor reports directly to the CEO and Audit Committee. The primary interface with the Internal Audit Contractor and the organisation is facilitated by the Office of the Chief Executive Officer as the "Internal Audit Sponsor".

The role of the Internal Audit Sponsor is:

- (i) To ensure the Internal Audit Contractor, within the boundaries of Council's Code of Conduct, and legislative constraints, has full and unrestricted access, at all reasonable times to all documentation, accounts and Council staff, including the capacity to obtain information and explanations.
 - (ii) Direct the Internal Auditor to the correct staff within Council and ensure that quality responses are provided to the auditors.
 - (iii) Facilitate direct access by the Internal Audit Contractor to the Audit Committee's Chairperson.
 - (iv) To monitor the work engagements of the Internal Audit Contractor so that a conflict of interest does not develop within its primary role as internal auditor.
- (c) The Internal Audit function shall be independent of any section or officer or employee of Council and for that purpose, the Internal Audit contractor:
- (i) Shall be responsible for operational purposes to the CEO or delegate but shall have further access to the Audit Committee. Administrative matters shall be coordinated through the Internal Audit Sponsor (Corporate Governance Officer).
 - (ii) Shall have no executive or managerial powers, functions, authorities or duties except those relating to the management of the audit function.
 - (iii) Shall not be involved in the day to day operation of Council, nor in the internal operational checking systems of Council.
 - (iv) Shall not be responsible for the designing, installing or maintaining systems, procedures or controls, but will advise on these matters and provide assurance to management that completed systems will contribute to the achievement of the intended corporate objectives.
 - (v) May have an observer/adviser status on steering committees, formed to coordinate financial/information systems design and implementation, at the discretion of the CEO.
- (d) The work of internal audit will be confidential to Council management and will not be disclosed to third parties, with the exception of external auditors.

STATUTORY POLICY

5. AUTHORITY

- 5.1. Internal audit has neither direct responsibility, nor authority over, any of the activities which it audits. Therefore the audits and evaluations do not in any way relieve other persons in Council of the responsibilities assigned to them.
- 5.2. Internal audit shall generally undertake projects in accordance with programs/plans approved by the CEO and Audit Committee, but shall also conduct such further unscheduled projects as the CEO or Audit Committee considers desirable. Due consideration should also be given to the views of the Audit Committee and Directors in regard to suitable projects.
- 5.3. Within legislative constraints, the Internal Audit Unit and its officers or consultants engaged by Council are authorised to review all areas of Council and to have full, free, and unrestricted access to all Council's activities, records (both manual and electronic), property, and personnel. Council activities include entities over which Council has direct management, sponsorship or financial control.
- 5.4. All employees shall cooperate fully in making available any material or information reasonably requested by internal auditors. Further, all employees are expected to bring to the attention of the CEO in the first instance any suspected situation involving improper activity or non-compliance with applicable policies, plans, procedures, laws or regulations, of which they have knowledge. The CEO may wish to delegate investigation of such matters to the Internal Audit Unit.
- 5.5. It is the policy of Council that all audit activities remain free of influence by any organisational elements. This will include such matters as scope of audit programs, the frequency and timing of examinations and the content of audit reports.
- 5.6. For approved areas of audit, evaluation and review, where the Internal Audit Unit does not possess all the necessary experience/skills, additional internal or external resources may be utilised subject to approval by CEO.

6. RELATIONSHIP TO EXTERNAL AUDIT

- 6.1. The Internal Audit function shall co-operate with the Auditor General and the appointed external auditor contractor in respect of any internal audits undertaken by the Internal Audit function.
- 6.2. To ensure that Internal Audit is aware of all matters of an audit nature impacting the organisation, copies of all relevant correspondence received from external audit and Queensland Audit Office shall be made available.

7. SCOPE OF INTERNAL AUDIT ACTIVITIES

- 7.1. The scope of internal auditing is to determine whether the organisation's network of governance, risk management and control processes, as designed and represented by management, is adequate and functioning in an effective manner. It includes, but is not necessarily limited to, the following:
 - 7.1.1. Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information.
 - 7.1.2. Reviewing the systems established to determine compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports and whether the organisation is in compliance. Audit

STATUTORY POLICY

should also be proactive in offering advice to management in regards to the implications of future legislation, policy and industry changes.

- 7.1.3 Reviewing the means of safeguarding assets and, where appropriate, verifying the existence of such assets.
- 7.1.4 Reviewing and appraising the economy and efficiency with which resources are employed, identify opportunities to improve operating performance, and recommend solutions where appropriate.
- 7.1.5 Contributing to the corporate management process by assessing and reporting the relevance, reliability and adequacy of management data and performance indicators and reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- 7.1.6 Coordinating audit work with external auditors to assure completeness of coverage, preventing a duplication of effort and ensuring the effective use of audit resources.
- 7.1.7 Participating (in an advisory role where requested) in the planning, design, development, implementation and operation of major computer based systems to determine whether:
 - (i) Adequate controls are incorporated in the systems.
 - (ii) Thorough system testing is performed at appropriate stages.
 - (iii) System documentation is complete and accurate.
 - (iv) The needs of the user are met.
- 7.1.8 Reviewing compliance with Council's guidelines for ethical business conduct and promoting high standards of personal and Council performance through the promotion of a Council Code of Conduct, where appropriate.
- 7.1.9 Internal Auditing's core role with regard to Enterprise Risk Management (ERM) is to provide objective assurance to the Council on the effectiveness of the organisation's ERM activities to help ensure key business risks are being managed appropriately and that the system of internal control is operating effectively.
- 7.1.10 Conducting audit projects of Council activities as directed by the CEO.
- 7.1.11 Following up the implementation of audit recommendations.
- 7.1.12 Any dispute as to whether an activity falls within the scope of Council's internal audit function shall be determined by the CEO and the Audit Committee.

8. RESPONSIBILITY FOR DETECTING AND REPORTING IRREGULARITIES

- 8.1 The Internal Audit function has a responsibility to report irregularities to the CEO and the Audit Committee.
- 8.2 The CEO is responsible for reporting any irregularities according to the provisions of the Local Government Act, the Crime and Misconduct Act and any other statutory regulations that may come into force from time to time. In this regard the Internal Audit will perform any function designated by the CEO.

9. INTERNAL AUDIT METHODOLOGY

The Internal Audit function will adopt an integrated³ risk based approach to allocating resources and planning.

9.1 Risk Profile, Strategic and Annual Internal Audit Plans:

- 9.1.1 The Internal Audit function, in consultation with management, will develop a risk profile for each area within Council so that greater audit attention can be directed to areas of higher risk.
- 9.1.2 Based on the risk assessment, the general direction of Council's internal audit activities over the medium term is to be documented in the Strategic Internal Audit Plan. This plan shall be reviewed and approved by the CEO and Audit Committee. The Plan will also be reviewed annually to take account of any change in circumstances.
- 9.1.3 The Annual Audit Plan projects may include financial, compliance, performance, due diligence, information systems, program evaluation, operational audits and other approaches as deemed appropriate, given the resources and also the priorities established through the risk assessment process and other more recent considerations.

9.2 Responsibilities and Auditing Standards⁴:

- 9.2.1 Internal Audit will discharge its responsibilities in accordance with this document and the Standards with the proviso that this document shall be overridden by the Standards, should a conflicting interpretation arise.
- 9.2.2 Information acquired during the course of work must not be used and/or conveyed for purposes outside the scope of Internal Audit's approved responsibilities.

10. REPORTING

- 10.1 A draft report shall be prepared, as soon as possible after the completion of an audit project and issued via the CEO to the relevant Director, requesting comments and action plans by the Director where appropriate.
- 10.2 On receipt of the draft audit report, the Director should respond within no more than twenty (20) working days indicating actions to be taken, a responsible officer and a timetable for completion of actions in regard to specific findings and/or recommendations in the draft report.
- 10.3 A final audit report including the Director's comments and action plans will be issued by Internal Audit to the CEO. If a response is not received by the due date Internal Audit may issue the draft as the final audit report with a comment in relation to the non-response.
- 10.4 The CEO will distribute copies of the report to the relevant Director and officers as deemed appropriate with an indication of whether there are items to be actioned by the Director or officer or the report is distributed for information purposes only.
- 10.5 A copy of the report will be tabled at the next Audit Committee Meeting.

³ Combines aspects of auditing to include or exclude any aspect based on risk

⁴ Standards includes as follows: The Institute of Internal Auditors' Standards for Professional Practice, Statement of Responsibilities, Statements on Internal Auditing Standards, and Code of Ethics. The Information Systems Audit and Control Association's Statements on Information Systems Auditing Standards.

STATUTORY POLICY

10.6 The Internal Audit function may also advise the Auditor General, Queensland Audit Office, or the Auditor General's delegate/contractor about any audit findings as appropriate after receipt of approval from the CEO.

10.7 A summary of audit recommendations, actions taken and matters outstanding will be reported to the Audit Committee at least twice per year.

10.8 The Director is responsible for ensuring action is either planned or taken within thirty (30) working days from receipt of the final audit report on recommendations made or deficient conditions reported by auditors (internal and external).

Recommendations are considered outstanding until they are implemented and/or hold a status of 'no further action required'. Any recommendations not actioned within the agreed timeframe will be reported to the CEO for action.

10.9 Directors should advise Internal Audit of any difficulties encountered in implementing recommendations within the time frame, including the cause of delay and a revised implementation schedule.

10.10 Implementation of recommendations should be advised to the Chief Executive Officer by the responsible officer, via the relevant Director.

10.11 Internal Audit, in conjunction with the Internal Audit Sponsor, will arrange for the development and compilation of the Audit Recommendations Matrix to be updated at least twice per year and presented to the Audit Committee.

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.

Notwithstanding the above, this Policy and Charter should be reviewed at intervals of no later than two years and presented to the Council for approval.

Variations

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

Associated Documents

Local Government Act 2009

Local Government Regulation 2012

CTRC Corporate Plan 2015-2020

S0038 Audit Committee Policy

D0062 Audit Committee Terms of Reference

IPPF – International Professional Practices Framework (IIA)

Queensland Audit Office publication "Audit Committee Guidelines – Improving Accountability and Performance"; June 2012

STATUTORY POLICY

Official Use Only:

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Original issue: 11 April 2012
 Title: Chief Executive Officer
 Policy Maintained by: Current version: 2
 Title: Corporate Governance Officer
 Review date: October 2019

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		
Intranet/ The Loop	X	
Payslips		
Section/Toolbox meetings		
CTRC Audit Committee Members:	X	
CTRC Internal Audit Contractor:	X	