



**CHARTERS TOWERS**  
REGIONAL COUNCIL

# Budget

2022-2023







©2022 Charters Towers Regional Council.

This work is copyright. Permission to reproduce information contained in this report must be obtained from Charters Towers Regional Council.



# Table of Contents

Mayor's Message	3
Our Organisation	4
Budget Snapshot	5
Major Projects	6
Executive Summary	7
Functional Responsibilities	7
Budget Contents	8
Financial Sustainability and Accountability	8
Financial Management, Planning and Accountability	9
Contracting Principles	9
Governance	9
Investment Policy	11
Debt Policy	15
Revenue Policy	17
Revenue Statement	19
Councillor Discretionary Fund	33

## Acknowledgement of Country

Charters Towers Regional Council is committed to honouring Australian Aboriginal and Torres Strait Islander peoples unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our society.

We acknowledge the people of the Gudjala, Gugu Badhun, Birriah and Jangga first nation lands on which Charters Towers and its greater region are located, and is where we conduct our business. We pay our respects to ancestors and Elders, past, present and emerging.

We are committed to a positive future for all.

Charters Towers Regional Council  
PO Box 189 | 12 Mosman Street  
Charters Towers Qld 4820 Australia  
PH: 07 4761 5300 | F: 07 4761 5344  
E: [mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au)  
[www.charterstowers.qld.gov.au](http://www.charterstowers.qld.gov.au)

# Mayor's Message

## Sustainable Future

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

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

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

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

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

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

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

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

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

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

- Water Mains Replacements & Saleyards Pipeline (\$2.65M)
- KRM Pool Redevelopment (\$2.3M)
- Big Rocks Weir Project (\$1.95M)
- Capital replacement for Fleet (\$1.84M)
- ROSI Program - Dotswood Road (\$1.44M)
- INF Operations - 2022-23 - R2R Program (\$1.18M)

- INF Operations - 2022-23 - TIDS Program - Dotswood Road (\$0.95M)
- WTP Clear Water Tank Repair (\$0.8M)
- TIDS Program - Mount Fox Road (\$0.66M)
- Charters Towers Airport RNAV Upgrade (\$0.6M)
- Council Funded Roads Capital Works (\$0.53M)
- W4Q4 Administration Building Upgrades (\$0.5M)
- Disaster Management - Local Disaster Centre (\$0.42M)

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

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

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

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

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

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

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

# Our Organisation

## Council



**Frank Beveridge**

**Mayor**

- > Advocacy > Regional Representation
- > Intergovernmental Relations > Investment Attraction
- > Ex-Officio All Portfolios



**Graham Lohmann**

**Deputy Mayor**

- > Disaster Management > Health
- > Regional Economic Development
- > Town Planning



**Alan Barr**

**Councillor**

- > Refuse Tips > Water Resources
- > Waste Management
- > Cemeteries & Parks



**Sonia Bennetto**

**Councillor**

- > Arts & Culture
- > Community
- > Education



**Kate Hastie**

**Councillor**

- > Sport & Recreation
- > Audit & Risk > Pools
- > Community Facilities



**Julie Mathews**

**Councillor**

- > Tourism Economic Development
- > Visitor Information Centre
- > Tourist Attractions



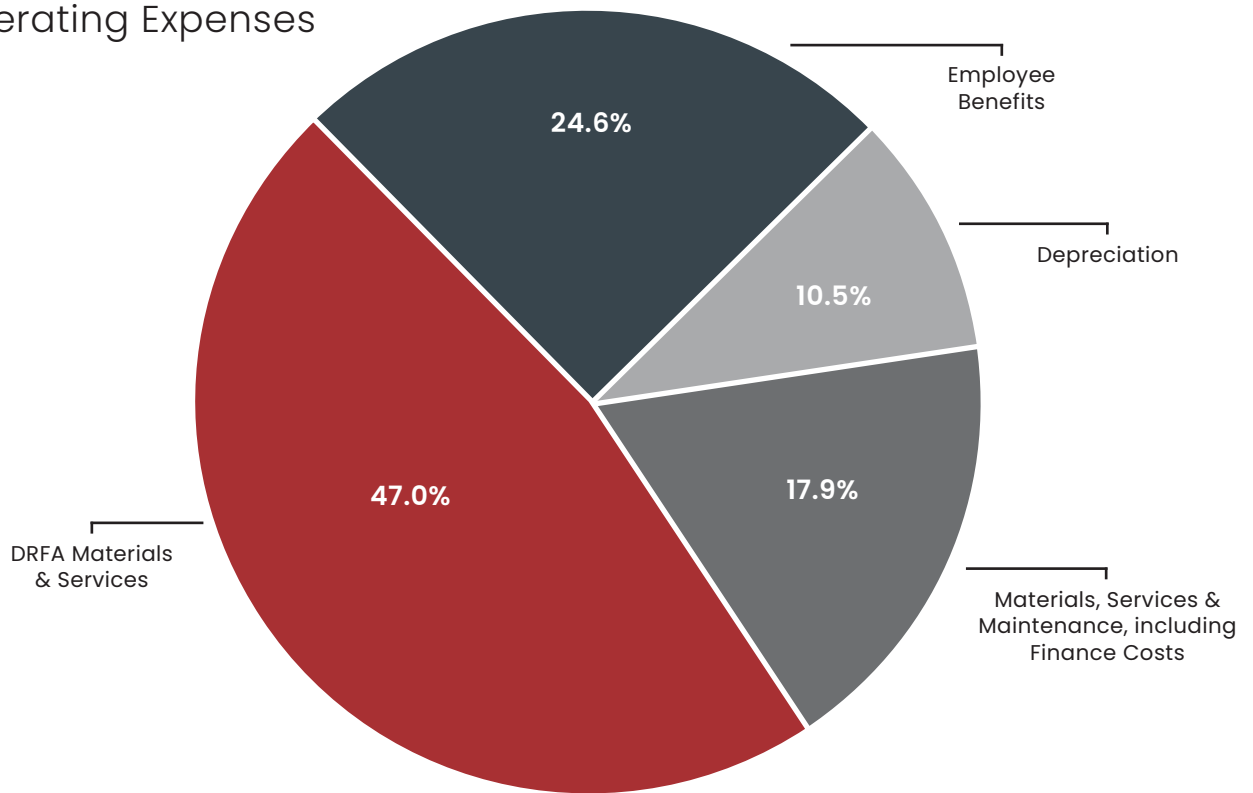
**Bernie Robertson**

**Councillor**

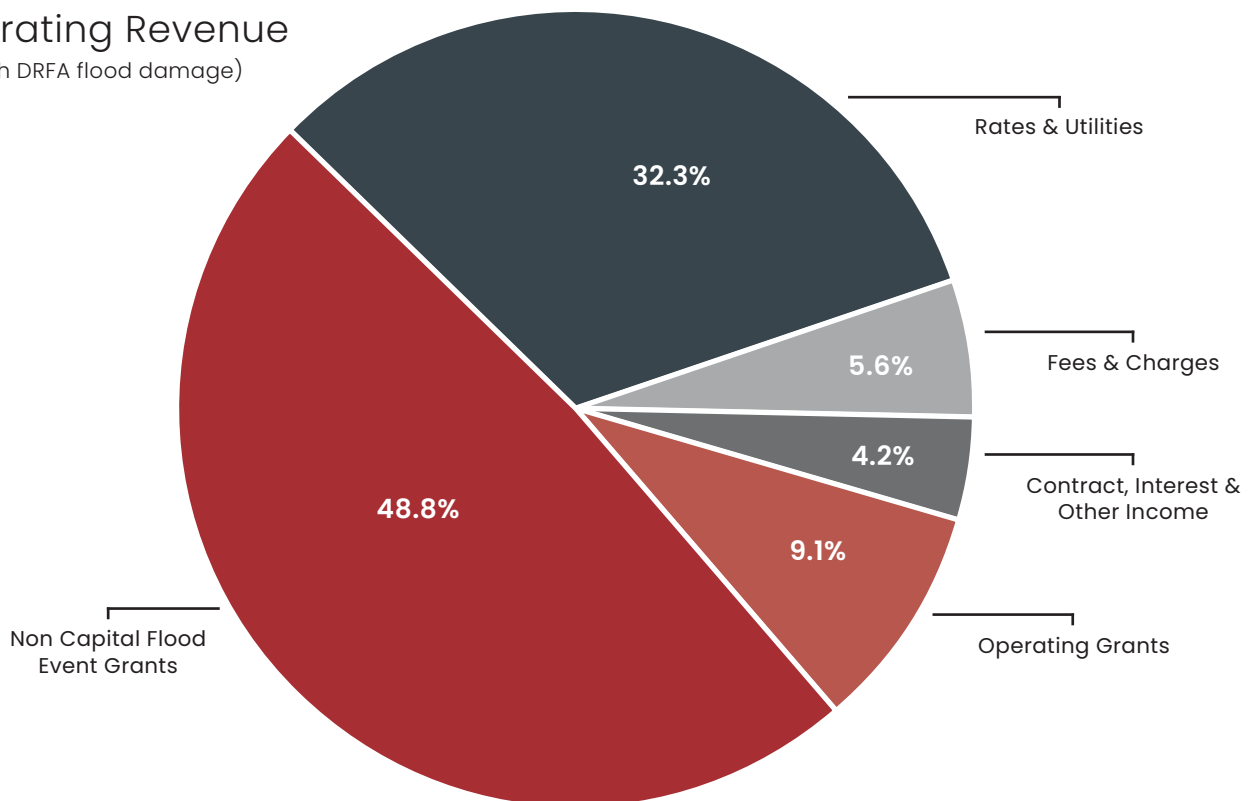
- > Rural Management > Saleyards
- > Pest & Animal Management > Roads
- > Community Safety – Road Safety

# Budget Snapshot

## Operating Expenses



## Operating Revenue (with DRFA flood damage)







**\$19.2M**

CAPITAL WORKS



**4.9%**

RATES INCREASE FOR RESIDENTIAL & COMMERCIAL PROPERTIES



**6,195**

RATEABLE PROPERTIES



**\$41M**

2021 FLOOD DAMAGE RESTORATION



**\$4.8M**

INFRASTRUCTURE OPERATIONS (INC ROADS)



**\$4.1M**

WATER & SEWERAGE INFRASTRUCTURE RENEWALS



**\$3.3M**

COMMUNITY & COUNCIL FACILITIES CAPITAL WORKS



**\$2.3M**

KENNEDY REGIMENT MEMORIAL POOL UPGRADES



**\$2M**

BIG ROCKS WEIR



**\$0.4M**

LOCAL DISASTER MANAGEMENT

# Executive Summary

The budget document for the 2022–23 financial year has been prepared in accordance with legislation and with the Budget Guidelines released from the Office of the Chief Executive Officer.

Each year the budget process is the most important part of the Corporate Calendar.

Changes to legislation in 2009 and 2012 now require local governments to consider the longer term when managing their finances.

Copies of the relevant sections of the legislation and the requirements of councils have been included in this document for the purpose of informing the community of this obligation.

Charters Towers Regional Council has taken this responsibility seriously and has been working to ensure that while this is a legislative requirement, it is also good governance and management practice to ensure that the Council remains financially viable and planning becomes part of the way that we regularly do business.

Legislation changes in 2009 saw a move from a very prescriptive 1993 local government Act to legislation that gave Council more autonomy.

However, with autonomy comes accountability and the Queensland Government provided a set of five local government principles.

To ensure the system of local government is accountable, effective, efficient and sustainable, Parliament requires -

- (a) anyone who is performing a responsibility under this Act to do so in accordance with the local government principles; and
- (b) any action that is taken under this Act to be taken in a way that -
  - i. is consistent with the local government principles; and
  - ii. provides results that are consistent with the local government principles, in as far as the results are within the control of the person who is taking the action.

The local government principles are -

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

Charters Towers Regional Council's 2022–23 Budget has been prepared in accordance with these guiding principles.

## Functional Responsibilities

The Operational Plan has been structured in accordance with the functional responsibilities of the Charters Towers Regional Council.

These functions are as follows:

### Councillors

Charters Towers Regional Councillors are responsible for the good rule and local government of the Council area. They are responsible for representing the current and future interests of the community and for setting the strategic direction of the local government. The responsibilities of Councillors are clearly articulated in the *Local Government Act 2009*.

### Office of the Chief Executive Officer

The Office of the Chief Executive Officer is responsible for the organisational leadership, administration and strategic management of the organisation.

This includes economic development, tourism, media and communications, native title, advocacy, disaster management, day-to-day management of all functions of Council and to ensure that the decisions and policy of Council is carried out. The Chief Executive Officer also provides advice to the Councillors and is the custodian of records and documents of Council.

### Corporate and Community Services

Corporate and Community Services provide the following functions; strategic and business continuity planning, insurance administration, development and training, human resources, customer service, risk management, asset management, financial services, rating, internal audits, information technology, geographical information services, records management, community relations programs including grants administration and management, arts and library services, community development, planning and land development, regulatory and building compliance, community leasing, corporate properties commercial operations, tenancy, local laws, procurement, stores, tenders and contracts, organisational brand, media and communication, governance and legal administration and workplace health and safety.

### Infrastructure Services

Infrastructure Services provide the following functions; water and sewerage, resource recovery, engineering design and projects, roads and urban services, facilities management, fleet and depot management, environmental services, land care, open space and stock route management.



# Budget Contents

In accordance with the *Local Government Regulation 2012* section 169 the following documents are to be included in the budget presented to Council –

- (a) Financial position.
- (b) Cash flow.
- (c) Income and expenditure.
- (d) Changes in equity.

The budget must also include –

- (a) A long-term financial forecast.
- (b) A revenue statement.
- (c) A revenue policy.

The statement of income and expenditure must state each of the following:

- (a) Rates and utility charges excluding discounts and rebates.
- (b) Contributions from developers.
- (c) Fees and charges.
- (d) Interest.
- (e) Grants and subsidies.
- (f) Depreciation.
- (g) Finance costs.
- (h) Net result.
- (i) The estimated costs of
  - i. The local government's significant business activities carried on using full cost pricing basis.

- ii. The activities of the local government's commercial business units.
- iii. The local government's significant business activities.

The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the following nine financial years, being –

- (a) Asset sustainability ratio.
- (b) Net financial liabilities ratio.
- (c) Operating surplus ratio.

The budget must include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.

For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded. The budget must be consistent with the following documents of the local government –

- (a) Its 5-year corporate plan.
- (b) Its annual operational plan.

In this section – Financial management (sustainability) guideline means the document called 'Financial Management (Sustainability) Guidelines 2013', made by the department.

# Financial Sustainability and Accountability

A local government must ensure it is financially sustainable. To do this, a local government must implement systems to meet the following sustainability criteria;

- (a) Manage financial risk prudently;
- (b) Financial policies are to be formulated:
  - i. To ensure a reasonable degree of equity, stability and predictability.
  - ii. So that current services, facilities and activities are financed by the current users of the services, facilities and activities.
  - iii. Having regard to the effect of the policies on the future users of services, facilities and activities.

- (c) Full, accurate and timely information about the local government's finances and infrastructure is to be made available to the public on the local government's website.

A local government is financially sustainable if the local government is able to maintain its financial capital and infrastructure capital over the long term.

In accordance with the *Local Government Act 2009* section 104, each local government must establish a system of financial management that complies with the requirements prescribed under a regulation and must regularly review the performance of its system of financial management.

# Financial Management, Planning and Accountability

In accordance with the *Local Government Act 2009* section 104 the system of financial management established by a local government must include –

- (a) The following financial management documents prepared for the local government –
  - i. An annual budget.
  - ii. A general purpose financial statement.
  - iii. A long-term financial forecast.
  - iv. An asset register.
  - v. A revenue statement.
- (b) the following planning and accountability documents prepared for the local government –
  - i. An annual report.
  - ii. A 5-year corporate plan, incorporating community engagement.
  - iii. An annual operational plan.
  - iv. A long-term asset management plan.
  - v. A report on the results of an annual review of the implementation of the annual operational plan, 5-year corporate plan and long-term community plan.
- (c) the financial plan includes the following policies –
  - i. An investment policy.
  - ii. A debt policy.
  - iii. A revenue policy.

## Contracting Principles

In accordance with the *Local Government Act 2009* section 104(1)(a) when entering into a contract for:

- i. The supply of goods or service; or
- ii. The disposal of assets.

The local government must have regard to the sound contracting principles under section 104(3).

The sound contracting principles are –

- (a) Value for money;

- (b) Open and effective competition;
- (c) The development of competitive local business and industry;
- (d) Environmental protection; and
- (e) Ethical behaviour and fair dealing.

To remove any doubt, it is declared that section 104(1)(a) does not require equal consideration to be given to each of the sound contracting principles.

## Governance

A local government must carry out a review of the implementation of the Annual Operational Plan, 5-year Corporate Plan and its financial policies annually.





THE  
WORLD



# Investment Policy

NUMBER:	S0037
ACT:	BANKING ACT 1959 (CWTH) LOCAL GOVERNMENT ACT 2009 LOCAL GOVERNMENT REGULATION 2012 STATUTORY BODIES FINANCIAL ARRANGEMENT ACT 1982 STATUTORY BODIES FINANCIAL ARRANGEMENTS REGULATION 2007
POLICY TITLE:	INVESTMENT POLICY 2022-23

## POLICY

### 1. PURPOSE AND SCOPE

- 1.1 The purpose of this Policy is to provide Council with a contemporary Investment Policy based on an assessment of risk within the legislative framework of the *Statutory Bodies Financial Arrangements Act 1982*. This includes.
- Investing Council funds not immediately required for financial commitments.
  - Maximising earnings from authorised investments after assessing counterparty, market, and liquidity risks.
  - Actively managing the net debt position with core surplus funds.
  - Ensuring appropriate records are kept and adequate internal controls are in place to safeguard public funds.

The Policy applies to the investment of surplus funds held by Council in accordance with Category One (1) Investment power under Part 6 of the *Statutory Bodies Financial Arrangements Act 1982* and section 7 of the *Statutory Bodies Financial Arrangements Regulation 2019*.

### 2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 1 July 2022. It replaces all other policies relating to investment activities (whether written or not).

### 3. APPLICATION OF POLICY

- 3.1 This Policy applies to all people acting for and on behalf of the Charters Towers Regional Council, including Councillors, employees, consultants, and contractors.

### 4. DEFINITIONS

- 4.1 To assist in interpretation, the following definitions shall apply:

At Call Investment	Refers to investments that can be redeemed within 30 days without penalty.
Authorised Deposit-taking Institution (ADI)	Institutions (banks, building societies and credit unions) that take deposits and are supervised by the Australian Prudential Regulation Authority (APRA).
CEO	Chief Executive Officer – A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Counterparty	The other individual or institution to an agreement or contract.
Credit Risk	The risk that arises through the inability of the counterparty to meet its financial obligations resulting in a financial loss to Council.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Financial Institution	An authorised deposit-taking institution within the meaning of Section 5 of the <i>Banking Act 1959</i> (Commonwealth).
Illiquid Investment	Securities or assets that cannot be easily sold or exchanged for cash without a substantial loss in value.
Interest Rate Risk	The risk that Council will suffer financial loss or reduced earnings due to the adverse movements in interest rates.



Investments	Arrangements that are undertaken or acquired with the expectation of achieving a financial return through interest, profit, or capital growth.
Investment Risk Management	Is defined as the management of the liquidity of the Council to ensure that the financial assets are managed in an economic and efficient manner, whilst maximising the return on surplus funds within acceptable levels of risk.
Liquid Investments	Investments that are not publicly traded in sufficient volume to facilitate, under most market conditions, prompt sale without severe market price effect.
Liquidity Risk	The risk that an unforeseen event or miscalculation in the required liquidity level will result in poor interest income earnings.
Negotiable Certificate of Deposit	Certificates of deposit are negotiable bearer debt securities. They are issued at a discount to the face value and do not require endorsement when sold.
Operational Risk	Exists where inadequate or inappropriate policies and procedures lead to financial mismanagement or fraud.
QTC	Queensland Treasury Corporation.
SBFAA	<i>Statutory Bodies Financial Arrangements Act 1982.</i>
SBFAR	<i>Statutory Bodies Financial Arrangements Regulation 2019.</i>
S&P's	Standard & Poor's – Company known as the creator of financial market indices, and an issuer of credit ratings for companies and debt obligations.
Term Deposit	An investment where money is placed for a fixed period at a stated rate of interest, which will apply for the durations of the term.
Treasurer	State Treasurer

## 5. POLICY PROVISIONS

### 5.1 Authority

Investment of Council funds is in accordance with the relevant power of investment under the SBFAA and SBFAR and their subsequent amendments and regulations.

Investment officers manage the investment portfolio not for speculation, but for investment and in accordance with this Investment Policy. Investment officers avoid transactions that might harm confidence in Council.

### 5.2 Delegation of Authority

Authority for the implementation of the Policy is delegated by Council to the CEO in accordance with section 257(1)(b) of the *Local Government Act 2009*.

Authority for the day-to-day management of Council's Investment Portfolio is sub-delegated in accordance with section 259 of the *Local Government Act 2009* by the CEO to the Chief Financial Officer (CFO) and the Financial Services Coordinator (FSC).

### 5.3 Ethics and Conflicts of Interest

Investment officers and employees shall refrain from personal activities that conflict with the proper execution and management of Council's investment portfolio. This includes activities that would impair the investment officers' ability to make impartial decisions.

This Policy requires that investment officers and employees disclose to the CEO any conflict of interest that could be related to the investment portfolio.

### 5.4 Investment Objectives

Overall objective is to invest funds at the most advantageous rate of interest available at the time, for that investment type, and in a way that it considers most appropriate given the circumstances. In order of priority, the order of investment activities is preservation of capital, maintenance of liquidity, and return on investments

#### 5.4.1 Preservation of Capital

Preservation of capital is the principal objective of the investment portfolio. Investments are performed in a manner to ensure security of principal of the overall portfolio. This includes managing credit risk and interest rate risk within the given risk management parameters and avoiding transactions that would prejudice confidence in Council or its associated entities.

## 5.4.2 Credit Risk

Council evaluates and assesses credit risk prior to investment. Credit risk is the risk of loss due to the failure of an investment issuer or guarantor. The investment officer minimises credit risk in the investment portfolio by pre-qualifying all transactions including the brokers/securities dealers they do business with, diversify the investment portfolio and limit transactions to secure investments.

## 5.4.3 Interest Rate Risk

Investment officers seek to minimise the risk of a change in the market value of the investment portfolio because of a change in interest rates. This is achieved by considering the cash flow requirements of Council and structuring the investment portfolio accordingly. This avoids having to sell securities prior to maturity in the open market. Secondly, interest rate risk can be limited by investing in shorter term securities.

## 5.4.4 Maintenance of Liquidity

The investment portfolio maintains sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs due to being required to sell an investment.

For these purposes, illiquid investments are defined as investments that are not publicly traded in sufficient volume to facilitate, under most market conditions, prompt sale without severe market price affect. Examples include:

- a) Investment in private placements.
- b) A security that is not supported or priced by at least two approved brokers/ securities dealers.
- c) Sub investment grade - that is, a lower than rating BBB - (S&P's or equivalent), and in most cases, BBB rated investments.
- d) Unrated securities.

## 5.4.5 Return on Investments

The investment portfolio is expected to achieve a market average rate of return and take into account Council's risk tolerance and current interest rates, budget considerations and the economic cycle. Any additional return target set by Council will also consider the risk limitations, prudent investment principles and cash flow characteristics identified in this policy.

## 5.5 Support of Local Business

While ensuring appropriate security, liquidity and return on investment, Council will, where possible, support the development of local businesses through the allocation of investment to locally based financial institutions.

## 5.6 Investment Parameters

## 5.6.1 Investable funds

For the purposes of the Policy, investable funds are the surplus funds available for investment at any one time, including Council's bank account balance. However, the Policy does not apply to monies held on trust for third parties where those funds are subject to specific conditions.

The investable funds should match the cash flow needs of Council, as determined by the CFO after preparing Council's budget. In this regard, it is appropriate for the CFO to be conservative so that where possible, investments should not be broken to meet cash flow obligations

## 5.7 Authorised Investments (per SBFAA)

Section 44(1) of the SBFAA provides Council with the power to invest in authorised investments which include:

- a) Deposits with a financial institution.
- b) Investment arrangements accepted, guaranteed, or issued by or for the Commonwealth or a State or a financial institution.
- c) Other investment arrangements secured by investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution.
- d) Investment arrangements, managed or offered by QTC, prescribed under a regulation for this paragraph.
- e) An investment arrangement with a rating prescribed under a regulation for this paragraph; and
- f) Other investment arrangements prescribed under a regulation for this paragraph.

## 5.8 Prohibited Investments

This Policy prohibits any investment carried out for speculative purposes. The following investments are prohibited:



- a) Derivative type investments (excluding floating rate notes).
- b) Principal only investments or securities that provide potentially nil or negative cash flow.
- c) Standalone securities issued that have underlying futures, options, forward contracts, and swaps of any kind.
- d) Securities issued in currencies other than Australian dollars.

#### 5.9 Portfolio Investment Parameters

The amount invested with institutions or fund managers should not exceed the following percentage ranges of average annual funds invested. When placing investments, consideration will be given to the relationship between credit rating and interest rate.

SHORT TERM RATING (S&P'S)	INDIVIDUAL COUNTERPARTY LIMIT	TOTAL PORTFOLIO LIMIT
QTC Cash Funds	No Limit	No Limit
A1+	30%	No Limit
A1	15%	50%
A2 (Financial Institutions Only)	10%	30%
A3 (Financial Institutions Only)	5%	10%
Unrated	Nil	Nil

#### 5.10 Maturity

The maturity structure of the investment portfolio reflects the maximum term to maturity of one (1) year.

#### 5.11 Liquidity Requirement

Given the nature of the funds invested, no more than 20% of the investment portfolio is in illiquid securities and at least 10% of the portfolio can be called at no cost or will mature within a maximum of seven days.

#### 5.12 Internal Controls

The Chief Financial Officer establishes internal controls and processes to ensure investment objectives are met and investment portfolios are protected from loss, theft, or inappropriate use. The established processes include the regular update of the Investment Register, the preparation of a monthly reconciliation report and a quarterly compliance report. As a minimum the internal controls address the following:

- a) Approved banks.
- b) Portfolio performance.
- c) Compliance and oversight of investment parameters.
- d) Maintenance and safekeeping of investment records.
- e) Delegation of control.

#### 5.13 Breaches

Any breach of this Policy must be reported to the CFO and rectified within seven (7) days of the breach occurring.

Where Council holds an investment that is downgraded below the minimum acceptable rating level, as prescribed under Regulation for the investment arrangement, Council shall, within 28 days after the change becomes known, either obtain Treasurer approval for continuing the investment arrangement or exit from the investment arrangement.

## 6. VARIATIONS

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

### Associated Documents

- Local Government Regulation 2012
- Statutory Bodies Financial Arrangement Act 1982

# Debt Policy

<b>NUMBER:</b>	<b>S0001</b>
<b>ACT:</b>	<b>LOCAL GOVERNMENT ACT 2009 LOCAL GOVERNMENT REGULATION 2012</b>
<b>POLICY TITLE:</b>	<b>DEBT POLICY 2022-23</b>

---

## POLICY

### 1. PURPOSE AND SCOPE

- 1.1 The purposes of the annual Debt Policy are to:
- comply with legislative requirements.
  - establish when borrowings will be made by Council and for what purpose.
  - provide a view of the long-term debt requirements.
  - demonstrate to lending institutions that Council adopts a disciplined approach to borrowing.
- 1.2 Council's debt management strategy is based on sound financial management guidelines.

### 2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 1 July 2022. It replaces all other policies relating to debt (whether written or not).

### 3. APPLICATION OF POLICY

- 3.1 This Policy applies to all people acting for an on behalf of the Charters Towers Regional Council, including councillors, employees, consultants, and contractors.

### 4. POLICY PROVISIONS

- 4.1 Borrowings are only available for capital investment purposes and are based on the following considerations:
- 4.1.1 Council will initially consider meeting capital investment requirements by first using any surplus cash available (including if any surplus is only short-term) before undertaking a new borrowing, and even if using existing funds only defers the need to borrow for a short period of time.
- 4.1.2 Council will not use long-term debt to finance operating activities or recurrent expenditure. A working capital facility or overdraft may be utilised to help fund short-term cash flow requirements that may arise from time to time.
- 4.1.3 Council will consider the need to borrow balancing the additional cost incurred by the community when assets are acquired through borrowings, with the benefit gained by future generations from those same community assets.
- 4.1.4 Council will endeavour to fund all capital renewal projects from operating cash flows in the first instance and borrow for new and upgrade capital projects.
- 4.1.5 Where borrowing is constrained, borrowings for infrastructure that provides a return on capital will take precedence over borrowings for other assets.
- 4.1.6 When Council finances capital projects through borrowings, it will repay the loans in a term not exceeding the life of those assets and in accordance with Queensland Treasury Corporation's borrowing guidelines.
- 4.1.7 Council will closely monitor its level of debt to ensure its relevant financial sustainability indicators do not exceed the targets recommended by Queensland Treasury Corporation.
- 4.1.8 The amount of new debt to be borrowed in a financial year must be approved as part of the annual budget process, excluding working capital and bank overdraft facilities. New borrowing applications must also be approved by the Department of Local Government, Racing and Multicultural Affairs.

#### Planned Borrowings

In accordance with section 192 of the *Local Government Regulation 2012*, details of the planned borrowings for the budget year and the following nine (9) financial years will be presented at Council's annual budget meeting. The details will include the planned borrowings for each year, the purpose of the borrowings, and the term of repayment of existing and planned borrowings.



Planned borrowings are as follows:

YEAR	PURPOSE	AMOUNT
Year 1 - 2022/23	No Borrowings	Nil
Year 2 - 2023/24	No Borrowings	Nil
Year 3 - 2024/25	No Borrowings	Nil
Year 4 - 2025/26	No Borrowings	Nil
Year 5 - 2026/27	No Borrowings	Nil
Year 6 - 2027/28	No Borrowings	Nil
Year 7 - 2028/29	Sewerage Infrastructure Upgrade	\$3.5 million
Year 8 - 2029/30	No Borrowings	Nil
Year 9 - 2030/31	No Borrowings	Nil
Year 10 - 2031/32	No Borrowings	Nil

#### Loan Repayment Timeframes

- Repayment term of new loans is up to 20 years.
- Council currently has one existing QTC loan that is a 10-year loan and will mature in June 2027.
- The amount of outstanding debt at 30 June 2023 is \$650,341.
- Anticipated loan principal repayments for the year ended 30 June 2023 is \$151,614.

#### Short Term Financing

The Council may, from time to time, seek Treasury approval for short-term finance for operational cash-flow purposes. Borrowings of this type are only contemplated in cases of an emergent nature and would be raised through Queensland Treasury Corporation by way of an overdraft facility.

## 5. VARIATIONS

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

#### ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Statutory Bodies Financial Arrangements Act 1982*
- Adopted Budget
- Revenue Statement
- Revenue Policy
- Strategic Asset Management Plan
- Long Term Financial Plan

# Revenue Policy

<b>NUMBER:</b>	<b>S0002</b>
<b>ACT:</b>	<b>LOCAL GOVERNMENT ACT 2009</b>
	<b>LOCAL GOVERNMENT REGULATION 2012</b>
<b>POLICY TITLE:</b>	<b>REVENUE POLICY 2022-23</b>

---

## 1. PURPOSE AND SCOPE

- 1.1 This Policy sets out the principles that Council will apply for the financial year for:
- the levying of rates and charges.
  - granting concessions on rates and charges.
  - recovering overdue rates and charges.
  - cost-recovery methods.
- 1.2 This Policy also states the purpose for concessions granted and the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development
- 1.3 The principles contained in this Policy are applied in the determination of rates, fees and charges as detailed in the Revenue Statement.

## 2. COMMENCEMENT OF THIS POLICY

- 2.1 This Policy will commence from 1 July 2022 and is applicable for the 2022-23 financial year.

## 3. APPLICATION OF THIS POLICY

- 3.1 This Policy applies to all people acting for and on behalf of the Charters Towers Regional Council, including Councillors, employees, consultants, and contractors.

## 4. POLICY PROVISIONS

- 4.1 Principles used for the levying of rates and charges.
- 4.1.1 In determining rates and charges, Council will seek to achieve financial sustainability while having regard to the local economy.
- 4.1.2 Council will have regard to the principles of:
- Transparency in making and levying of rates and charges.
  - A rating regime that is simple and inexpensive to administer.
  - A fair and consistent application of lawful rating and charging principles without bias.
- 4.1.3 Council accepts that land valuations are generally an appropriate basis to achieve equitable distribution of general rates, with differential rating categories determined by land use, ownership, availability of services, consumption of and demand for services, and whether any attribute of the land (including the status of the land under the Planning Scheme) gives rise to, or is likely to give rise to, increased costs for the Council, whether at that land or elsewhere.
- 4.1.4 When levying the rates and charges, Council will:
- have regard to its long-term financial plan when setting rates and charges.
  - seek to minimise the revenue required to be raised from rates and charges by:
    - o maximising income from available grants and subsidies.
    - o imposing cost-recovery fees in respect of services and activities for which it believes cost recovery is appropriate.
  - have regard to the prevailing local economic conditions, and when possible, limit increases to avoid significant price escalation in any one year.
  - offer an early payment discount to provide an incentive for the timely payment of rates and charges.
- 4.1.5 Council will levy special rates and charges to minimise the extent to which the general community subsidises the unique costs arising from the provision of local government benefits or services to particular land.
- 4.2 The principles used for recovering overdue rates and charges
- 4.2.1 Council will exercise its rate recovery powers to reduce the overall rate burden upon ratepayers while:
- making clear the obligations of ratepayers and the process used by Council in assisting them to meet their financial obligations.



- making the processes used to recover outstanding rates and utility charges clear, simple to administer, and cost effective.
- endeavouring to treat ratepayers with similar circumstances in a consistent way.
- offering concessional arrangements to ratepayers experiencing financial hardship.
- flexibly responding when necessary to events such as natural disasters or changes in the local economy.

- 4.3 The principles used for granting concessions on rates and charges, and the purposes for the concessions are:
- 4.3.1 Council will support desirable community objectives by providing concessions for certain categories of landowners, and in respect of properties used for certain purposes, when those concessions:
- reduce the financial burden of rates and charges payable by pensioners.
  - support community activities of not-for-profit organisations, encourage the economic or development of all or part of the local government area.
  - support entities that provide assistance or encouragement for arts or cultural development.
  - encourage the preservation, restoration or maintenance of land that is of cultural, environmental, historic, heritage or scientific significance to the local government area.
- 4.3.2 Council remits rates for Pensioner Concession Card Holders on the same basis as permitted by the State Government Pensioner Rate Subsidy Scheme.
- 4.3.3 In considering the application of concessions, Council will be guided by the principles of:
- equitable treatment for ratepayers with similar circumstances.
  - transparency by making clear the requirements necessary to receive concessions.
  - flexibility to allow Council to respond to local economic issues.
- 4.4 Cost-recovery methods
- 4.4.1 Council considers that in almost all instances it is both appropriate and in the community interest to apply full cost recovery to water, sewerage, and refuse and recycling utility charges. This includes obtaining a return on capital for assets used in the delivery of these services. In accordance with section 97 of the *Local Government Act 2009*, cost-recovery fees will also be set for other services and activities where Council believes it is appropriate.
- 4.4.2 A return on capital will only be charged where permissible under the *Local Government Act 2009* or *Local Government Regulation 2012*. By imposing charges that accurately reflect the full cost of the provision of services, the Council will promote efficiency in both provision and use of the services.
- 4.4.3 Council may choose to subsidise the charges from other sources (e.g., general rate revenue) when Council believes that is in the community interest.
- 4.5 Funding of new development
- 4.5.1 To the fullest extent permissible by law, Council will fund the physical and social costs of any new development by levying charges upon that development. Council considers that current legislation strikes a reasonable balance between minimising costs for new developments and managing the burden of new developments upon existing ratepayers, and promotes efficiency by and competition between developers, and achieves development at the least overall cost to the community.
- 4.5.2 Council may choose to subsidise the charges payable for the development from other sources (e.g., general rates) when Council believes that it is in the community interest to do so.

## 5. VARIATIONS

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

### ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- S0003 Revenue Statement 2022-23

# Revenue Statement

<b>NUMBER:</b>	<b>S0003</b>
<b>ACT:</b>	<b>LOCAL GOVERNMENT ACT 2009 LOCAL GOVERNMENT REGULATION 2012 MINERAL RESOURCES ACT 1989</b>
<b>POLICY TITLE:</b>	<b>REVENUE STATEMENT 2022-23</b>

## POLICY

### 1. PURPOSE AND SCOPE

- 1.1 The Revenue Statement is prepared in accordance with section 104 of the Local Government Act 2009 and sections 169 and 172 of the Local Government Regulation 2012 to accompany the 2022-23 budget, outlining revenue measures adopted in that budget.
- 1.2 The purpose of the Revenue Statement is to set out:
- The rates and charges to be levied in the financial year.
  - The concessions for rates and charges to be granted in the financial year.
  - The limitations and increases in rates and charges.
  - The criteria for cost recovery fees.

### 2. COMMENCEMENT OF POLICY

This Policy will commence from 1 July 2022. It replaces all other policies relating to the Revenue Statement (whether written or not).

### 3. APPLICATION OF POLICY

This Revenue Statement will apply to all rateable land within the Charters Towers Regional Council area for the 2022-23 financial year.

### 4. DEFINITIONS

To assist in interpretation the following definitions shall apply:

Act	<i>Local Government Act 2009</i>
Council	Charters Towers Regional Council
Department	Department of Resources
Mine	Land that is the subject of a mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i> ) or other form of tenure that was used, is used, or intended to be used: <ul style="list-style-type: none"> <li>a) as a mine (or for purposes ancillary or associated with mining such as, for example, washing down, processing, stockpiling, haulage, water storage and rehabilitation); or</li> <li>b) in conjunction with other land (the subject of a mining lease or other mine tenure) as part of an integrated mining operation.</li> </ul>
Regulation	<i>Local Government Regulation 2012</i>
Townships	Pentland, Greenvale, or Ravenswood
Integrated mining operation	Land contained in more than one mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i> ) or other form of tenure which land was used, is used, or intended to be used in an integrated manner for the purposes of mining or purposes ancillary or associated with mining such as, for example, washing down, processing, stockpiling, haulage, water storage and rehabilitation.

### 5. POLICY PROVISIONS

- 5.1 Differential General Rates
- Council has 26 categories of rateable land for 2022-23 as stated and described below. Pursuant to section 80 of the Regulation, the following Differential Rating Categories have been determined having regard to:
- Land use as determined by Council and the Department.
  - Parcels similarly valued which are used for the same or similar purpose and receive similar services.
  - Valuation.



**Category 1 – Urban Residential (<9,000sq.m)**

Properties used for residential purposes with an area less than 9,000sq.m, including all townships.

**Category 2 – Large Homesites <\$90,000 Rating Valuation**

Properties used for residential purposes on sites with an area greater than 9,000sq.m situated within 8 kilometres of the Charters Towers central business district with a rating valuation less than \$90,000.

**Category 3 – Large Homesites \$90,000 to \$199,999 Rating Valuation**

Properties used for residential purposes on sites with an area greater than 9,000sq.m situated within 8 kilometres of the Charters Towers central business district with a rating valuation between \$90,000 and \$199,999.

**Category 4 – Large Homesites \$200,000 to \$299,999 Rating Valuation**

Properties used for residential purposes on sites with an area greater than 9,000sq.m situated within 8 kilometres of the Charters Towers central business district with a rating valuation between \$200,000 and \$299,999.

**Category 5 – Large Homesites >= \$300,000 Rating Valuation**

Properties used for residential purposes on sites with an area greater than 9,000sq.m situated within 8 kilometres of the Charters Towers central business district with a rating valuation greater than or equal to \$300,000.

**Category 6 – Rural Residential properties >8kms from Charters Towers central business district**

Properties used for rural residential purposes situated beyond 8 kilometres from the Charters Towers central business district, including all townships.

**Category 7 – Multi-unit Residential 2 flats**

Properties used for the purpose of multiple residential units, maximum of 2 flats, including properties situated in townships.

**Category 8 – Multi-unit Residential 3-4 flats**

Properties used for the purpose of multiple residential units, 3-4 flats, including properties situated in townships.

**Category 9 – Multi-unit Residential >= 5 flats**

Properties used for the purpose of multiple residential units, 5 flats or greater, including properties situated in townships.

**Category 10 – Commercial Retail and Business <8kms from Charters Towers central business district**

Properties zoned or used in part or in full for commercial, retail or business purposes situated within 8 kilometres of the Charters Towers central business district.

**Category 11 – Industrial, Transport & Storage Category <8kms from Charters Towers central business district**

Properties used for industrial, transport or storage purposes situated within 8 kilometres of the Charters Towers central business district.

**Category 12 – Noxious or Hazardous Industries**

Properties used for noxious or hazardous industry purposes.

**Category 13 – Drive-in Shopping > 1,500sq.m gross floor area**

Properties used for a drive-in shopping centre, or a single shop or retail business, having a gross floor area greater than 1,500sq.m and onsite car parking spaces.

**Category 14 – Other Commercial/Industrial land**

Properties used for other commercial or industrial purposes situated greater than 8 kilometres from the Charters Towers central business district, including properties situated in townships.

**Category 15 – Rural Agricultural**

Properties situated beyond 8 kilometres from the Charters Towers central business district used primarily for agricultural purposes.

**Category 16 – Mines >200 employees and/or contractors**

Land which is:

- (a) a mining lease issued pursuant to the *Mineral Resources Act 1989* which forms part of a Mine with more than 200 employees and/or contractors, or
- (b) used, in whole or in part, for the purpose of a Mine with more than 200 employees and/or contractors.

**Category 17 – Mines – 101 to 200 employees and/or contractors**

Land which is:

- a) a mining lease issued pursuant to the *Mineral Resources Act 1989* which forms part of a Mine with between 101 and 200 employees and/or contractors, or
- b) used, in whole or in part, for the purpose of a Mine with between 101 and 200 employees and/or contractors.

**Category 18 – Mines – 50 to 100 employees and/or contractors**

Land which is:

- a) a mining lease issued pursuant to the *Mineral Resources Act 1989* which forms part of a Mine with between 50 and 100 employees and/or contractors, or
- b) used, in whole or in part, for the purpose of a Mine with between 50 and 100 employees and/or contractors.

**Category 19 – Mines – 25 to 49 employees and/or contractors**

Land which is:

- a) a mining lease issued pursuant to the *Mineral Resources Act 1989* which forms part of a Mine with between 25 and 49 employees and/or contractors, or
- b) used, in whole or in part, for the purpose of a Mine with between 25 and 49 employees and/or contractors.

**Category 20 – Other Mine/quarry or extractive land use – less than 25 employees and/or contractors**

Land which is:

- a) which is a mining lease issued pursuant to the *Mineral Resources Act 1989* with a rateable valuation greater than \$14,999, which forms part of a Mine with less than 25 employees and/or contractors, or
- b) has a rateable valuation greater than \$14,999 that is used or is capable of being used in whole or in part, for the purpose of a Mine or quarry with less than 25 employees and/or contractors.

**Category 21 – Other Mine/quarry or extractive land use (not falling within Category 16 to 20)**

Land which is:

- a) a mining lease issued pursuant to the *Mineral Resources Act 1989*, and does not fall into Categories 16 to 20, or
- b) used or is capable of being used, in whole or in part, for the purpose of a Mine or quarry and does not fall into Categories 16 to 20.

**Category 22 – Water storage**

Land used for the purposes of, or associated with, water storage, delivery, and drainage, including land used for associated recreational purposes at water storage sites.

**Category 23 – Special Uses**

Properties with uses for non-residential purposes outside of commercial categories such as sporting or other special uses or community groups.

**Category 24 – Workforce Accommodation <200**

Land used or intended for use, in whole or in part, and whether predominantly or not, for Workforce Accommodation containing up to one hundred and ninety-nine (199) accommodation rooms, suites and/or caravan sites.

**Category 25 – Workforce Accommodation 200 or more**

Land used or intended for use, in whole or in part, and whether predominantly or not, for Workforce Accommodation containing two hundred (200) or greater accommodation rooms, suites and/or caravan sites.

**Category 26 – Other**

Properties which do not fall into categories 1 to 25.

The following Differential Rates have been made for 2022-23:

CAT	DESCRIPTION	RATE IN DOLLAR	MINIMUM
1	Urban Residential <9000 sq metres	\$0.02748	\$1,122
2	Large Homesites (>9000 sq metres) within 8 kms CBD: < \$90,000 RV	\$0.02525	\$1,290
3	Large Homesites (>9000 sq metres) within 8 kms CBD: \$90,000 to 199,999 RV	\$0.01754	\$2,272

CAT	DESCRIPTION	RATE IN DOLLAR	MINIMUM
4	Large Homesites (>9000 sq metres) within 8 kms CBD: \$200,000 to \$299,999 RV	\$0.01153	\$3,508
5	Large Homesites (>9000 sq metres) within 8 kms CBD: >/= \$300,000 RV	\$0.00942	\$3,457
6	Rural Residential > 8 kms from CBD	\$0.01009	\$1,122
7	Multi-unit Residential: 2 Flats	\$0.02733	\$1,411
8	Multi-unit Residential: 3-4 Flats	\$0.02882	\$2,064
9	Multi-unit Residential: >/= 5 Flats	\$0.03002	\$3,441
10	Commercial Retail & Business within 8kms of CBD	\$0.04574	\$2,355
11	Industrial, Transport & Storage within 8 kms of CBD	\$0.03059	\$2,126
12	Noxious or Hazardous Industries	\$0.03516	\$2,126
13	Drive-in Shopping Centre >1,500 sq metres gross floor area	\$0.06901	\$14,162
14	Other Commercial/Industrial land	\$0.07078	\$1,297
15	Rural Agricultural	\$0.00568	\$1,132
16	Mines > 200 employees and/or contractors	\$0.88488	\$25,285
17	Mines 101 to 200 employees and/or contractors	\$0.88488	\$18,964
18	Mines 50 to 100 employees and/or contractors	\$0.43009	\$6,323
19	Mines 25 to 49 employees and/or contractors	\$0.32706	\$4,324
20	Mine/Quarry <25 employees and/or contractors & RV =/> \$15,000	\$0.13125	\$1,899
21	Other mine or quarry or extractive land use not in category 16 to 20	\$0.12483	\$1,318
22	Water storage	\$0.07078	\$1,297
23	Special Uses	\$0.03169	\$1,079
24	Workforce Accommodation <200	\$0.88488	\$18,964
25	Workforce Accommodation 200 or more	\$0.88488	\$25,285
26	Other – Not in categories 1-25	\$0.01968	\$1,079

#### Limitation on Increase in Rates

Pursuant to section 116 of the *Regulation*, in relation to properties categorised in the Differential Rating Categories listed below, Council has resolved that the general rates levied will be limited to an amount no more than an amount equal to the amount of general rate levied for the previous financial year (year ending 30 June 2022) increased by 15%:

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

This is subject to the following conditions:

- Capping will apply only to general rates;
- Capping will apply only to land categorised in the differential rating categories listed above;
- Capping is not available retrospectively and will only apply from the beginning of a financial year; and
- If ownership of the land to which capping applies is transferred in the period after 1 July of any year, then capping will cease to apply for the following year (eg. If rates-capped land is sold during 2022-23, capping will not apply in 2023-24 but will apply in 2024-25 if Council resolves to apply a rates cap for that year (unless the land is sold again after 1 July 2021)).

#### 5.2 Utility Rating Group Definitions

##### Group 31 – Charters Towers Reserve – Residential

A parcel of land contained completely within the Town Reserve area of Charters Towers, which is not zoned commercial and is either vacant or used for residential purposes.

##### Group 32 – Charters Towers Reserve – Non-Residential

A parcel of land contained completely within the Town Reserve area of Charters Towers, which is zoned commercial and vacant, or used for non residential purposes.



**Group 34 – Within 8 km radius of CBD Charters Towers: Residential**

A parcel of residential land, not within Utility Group 31, located partly or completely within an eight (8) kilometre radius of the CBD in Charters Towers.

**Group 35 – Within 8 km radius of CBD Charters Towers: Non-Residential**

A parcel of non-residential land, not within Utility Group 32, located partly or completely within an eight (8) kilometre radius of the CBD in Charters Towers.

**Group 36 – No Longer in use****Group 37 – No Longer in use****Group 38 – Townships – Pentland, Ravenswood & Greenvale**

Township – a parcel of land contained partly or completely within the defined Township Reserves of Pentland, Ravenswood, or Greenvale.

**Group 39 – Outside 8 km radius of the GPO – All others not in Group 38**

All other parcels of land contained within the region of Charters Towers and not contained within any other Utility Group.

## 5.3 Utility Groups 31 and 32

## 5.3.1 Sewerage Charges – Utility Groups 31 &amp; 32

A Sewerage Charge will be levied in accordance with the Sewerage Charge Schedule, on each surveyed parcel of land, vacant and occupied, that Council has or is able to provide with sewerage services. The charge may also be levied on those areas where construction of the service infrastructure has commenced but access is not yet available to the sewerage service.

The sewerage charge will be set to recover all annual operating costs associated with the provision of sewerage and wastewater services provided by Council. These costs include loan interest, asset depreciation and the cost of ongoing maintenance and operation of the system, including treatment plant operations.

**The adopted Sewerage Charges Schedule is as follows:**

- (1) Surveyed parcel of vacant land = 4 units.
- (2) 1 pedestal or urinal = 4 units. (Base Charge).
- (3) Residential Properties, including residential lots under the Body Corporate and Community Management Act, such as a house or strata title unit, shall be levied a base sewerage charge per dwelling and shall be entitled to unlimited pedestals.
- (4) Residential properties consisting of flats or units, covered by a single title, shall be levied a sewerage charge on a per pedestal basis.
- (5) Non-Residential connected to the Sewerage system:
  - i. The first 5 pedestals or urinals = 4 units per pedestal.
  - ii. From 6 to 15 pedestals or urinals = 2 units per pedestal.
  - iii. From 16 or over pedestals or urinals = 1 unit per pedestal.

The Sewerage Charges per unit to be made and levied for the rating period 1 July 2022 to 30 June 2023 are specified in the below table.

UTILITY GROUP	GROUP DESCRIPTION	ANNUAL CHARGE PER UNIT For Sewerage
31	Charters Towers Reserve - Residential	\$232
32	Charters Towers Reserve - Non-Residential	\$232

## 5.3.2 Waste Collection Charges – Utility Groups 31 &amp; 32

A Waste Collection Charge will be levied in accordance with the Waste Collection Schedule on each parcel of land or structure occupied or capable of being occupied for which Council is prepared to provide a waste collection service. Where there is more than one structure on land capable of separate occupation a charge will be made for each structure.

For domestic and non-residential users, the charge will be for a weekly collection of a 240-litre mobile bin. Charges will be made for additional collections per week from domestic or non-residential properties, referred to in the fees as Extra Waste Collection, or additional bins can be provided and collected at the weekly collection.

If any collection of industrial and bulk waste is required by Council, this will be charged based on volume and frequency of collection in accordance with market rates.

No refund of any charges in respect of a regular service duly made and levied in respect of a year or part thereof shall be made or given by Council for the reason that premises are unoccupied.

The costs incurred in the operation and maintenance of all waste management functions provided by Council, will primarily be funded by waste collection charges. The charges, together with the Landfill Management levy will fund the acquisition, operation and maintenance of Council's Landfill and recycling activities, the collection of waste from street side rubbish bins, the removal of dead animals and abandoned motor vehicles and environment protection activities related to waste generally

A unit charge covers the provision of one 240 litre mobile bin in accordance with the following Schedule:

WASTE COLLECTION SCHEDULE			UNITS	MIN	MAX
a.	Dwellings		1	1	
b.	Multiple Dwellings	Per unit/dwelling	1	1	
c.	Accommodation Units	Per 2 pedestals	1	2	10
d.	Motels, Caravan Parks, Hotel/Motels	Per 2 pedestals	1	2	20
e.	Hotel and Taverns	Per 2 pedestals	1	1	
f.	Clubs, Community Groups/Churches	Per 2 pedestals	1	1	2
g.	Education	Per 2 pedestals	1	1	20
h.	Childcare	Per 2 pedestals	1	1	4
i.	Hospitals, Nursing Home & Place of Retirement	Per 2 pedestals	1	1	20
j.	Non-residential Premises, Shops	Per shop/premise, whichever is greater	1		
k.	Supermarket (Gross floor area >800 sq.m)	Per pedestal	1	6	
l.	Other non-residential		1	1	

The Waste Collection Charges per unit be made and levied by the Council for the rating period 1 July 2022 to 30 June 2023 are specified in the table below.

UTILITY GROUP	GROUP DESCRIPTION	ANNUAL CHARGE PER UNIT For Bin Collection	LANDFILL USAGE
31	Charters Towers Reserve - Residential	\$219	Fees apply
32	Charters Towers Reserve - Non-residential	\$258*	Fees apply

\*Includes the Queensland Waste Levy annual charge of \$37 per bin collected in accordance with the *Waste Reduction and Recycling Act 2011*

### 5.3.3 Landfill Management Levy – Utility Groups 31 & 32

The Landfill Management Levy is broken into two components being Provision and Use. In Utility Groups 31 and 32, the levy assumes that properties will use the Stublely Street Landfill where a 'user pay policy' has been implemented.

UTILITY GROUP	PROVISION	USE	ANNUAL LEVY
31	\$32.50	Pay per use	\$32.50
32	\$32.50	Pay per use	\$32.50

### 5.3.4 Regional Water Charges

The basis of the water charge is:

**Residential:** Ratepayers can choose between the Allocation Tariff or Two Part Tariff  
**Non-Residential:** Two Part Tariff only

**Allocation Tariff** is an annual fixed charge combining an access charge with an annual allowance of water use and is levied per unit per parcel as set out in the Water Charges Schedule.

#### Two Part Tariff

First Part:	Flat Charge covering Access or Availability (levied in advance)
Second Part:	Charge per kilolitre Used (levied in the year following meter read).

Residential Properties can choose annually between tariffs. A defined timeframe will be advertised each year, following water meter readings, during which time a request to transfer to the other tariff can be submitted online, or via a hardcopy Transfer Form. Transfer requests will not be accepted outside of the defined advertised 'Transfer Period'.

All such charges levied shall be used to cover the cost of constructing the water supply facilities, including the payment of loan interest, asset depreciation and the costs associated with the operation, maintenance, and management of the water supply system.

The charges are also made on a specified basis set out in the Special Water Unit Charges Schedule (Annexure A) in respect of any land or other structure, building, individual shop, or place on land to which water is supplied that is not rateable under the Act.

**Multiple Dwellings** shall be levied as set out in the Water Charges Schedule. In cases where the consumption by individual lots and the common property cannot be individually measured, consumption charges will be levied on a per lot basis in accordance with the *Body Corporate and Community Management Act 1997*. It will be necessary for Council to apportion the consumption of the scheme land in accordance with the schedule of lot entitlements in the Contribution Schedule contained in the Community Management Statement.

**Meter Readings** – Water Meters are read on an annual basis. See 5.5.6 for more details.

**Stopped Meter** – Should a meter be found to have stopped, usage for the current year will be levied as averaged across the previous three years.

**Undetected Leak** – In the case where there is an undetected leak within the property boundaries, assessment will come under the guidelines within Council's Concealed Leak Policy, and subject to approval, the associated method of charging will apply.

#### WATER CHARGES – Utility Groups 31 & 32

A Water Charge will be levied in accordance with the Water Charges Schedule, on each surveyed parcel of land, both vacant and occupied, that Council has or is able to provide with a water service. 'Able to provide' means the property is within 100 metres of a water main. The charge may also be levied on those areas where construction of the service infrastructure has commenced but access is not yet available to the water service.

#### WATER CHARGES – Utility Groups 34 to 39

##### Group 34 – 35 – Within 8km of the CBD of Charters Towers & not in Groups 31-32

Water charges apply to all parcels to which supply is provided.

##### Group 38 – Ravenswood

Water charges apply to all parcels to which supply is provided.

##### Group 38 – Greenvale and Pentland

Water charges apply on availability of water as per the defined water areas.

See Annexure B "Greenvale Water Area" & "Pentland Water Area".

#### ANNUAL WATER LEVIES ACROSS THE REGION

The Water Rates and Charges to be made and levied by the Council for properties in all Utility Groups for the rating period 1 July 2022 to 30 June 2023 are specified in the below Water Charges Schedule. The Water Unit Schedule specifies the units applied per surveyed parcel of land for each land use, excluding properties referred to in items j) to m) of the schedule. For those properties, the units are specified in the attached Special Water Unit Charges Schedule (Annexure A).

#### Water Charges Schedule Across The Region

WATER UNIT SCHEDULE ACROSS THE REGION (per parcel)		UNITS
a.	All Vacant Land Not Connected	4



WATER UNIT SCHEDULE ACROSS THE REGION (per parcel)		UNITS
<b>Residential</b>		
b.	Dwelling	4
c.	Multiple Dwelling Single Parcel – 1st unit/flat	4
	- all remaining units/flats	2
d.	Multiple Dwellings Separate Parcels (Per unit)	2
e.	Multiple Dwellings:(Per unit) Exempt general rate levies under the LG Act	4
<b>Non-Residential</b>		
f.	Community Clubs & Organisations	4
g.	Clubs – Private	6
h.	Commercial and Industry	6
i.	Religious Organisation	4
<b>As per Special Water Unit Schedule (Annexure A)</b>		
j.	Schools/ Education	
k.	State Government	
l.	State Government Corporations	
m.	Special Allocations (all other properties specified in Annexure A)	

#### Water Allocation Tariff (Residential Only)

UTILITY GROUP	CATEGORY	ANNUAL ALLOWANCE PER UNIT	ANNUAL CHARGE PER UNIT	EXCESS WATER CHARGE PER KILOLITRE*	
				Used in 2021/2022	Used in 2022/2023
31	Residential	187.5 kilolitres	\$297	\$1.74	\$1.83
34	Residential	187.5 kilolitres	\$297	\$1.74	\$1.83
38 - Greenvale	Residential	187.5 kilolitres	\$327	\$1.74	\$1.83
38 - Pentland	Residential	187.5 kilolitres	\$250	\$1.74	\$1.83
38 - Ravenswood	Residential	187.5 kilolitres	\$264	\$1.74	\$1.83

\* to be charged per kilolitre or part thereof over the applicable annual allowance per unit

#### Water Two Part Tariff

UTILITY GROUP	CATEGORY	ANNUAL ALLOWANCE PER UNIT	ANNUAL CHARGE PER UNIT FOR WATER	EXCESS THRESHOLD PER UNIT	EXCESS WATER CHARGE PER KILOLITRE*
31	Residential	\$184	\$1.02	187.5kl	\$1.83
32	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
32	Non-Residential	\$207	Connection – No Meter – Access & Usage		
34	Residential	\$185	\$1.02	187.5kl	\$1.83
35	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
38 - Greenvale	Residential	\$185	\$1.02	187.5kl	\$1.83
38 - Pentland	Residential	\$185	\$1.02	187.5kl	\$1.83
38 - Ravenswood	Residential	\$185	\$1.02	187.5kl	\$1.83
38 - Greenvale	Non-Residential	\$162	\$1.02	187.5kl	\$1.83

UTILITY GROUP	CATEGORY	ANNUAL ALLOWANCE PER UNIT	ANNUAL CHARGE PER UNIT FOR WATER	EXCESS THRESHOLD PER UNIT	EXCESS WATER CHARGE PER KILOLITRE*
38 - Pentland	Non-Residential	\$162	\$1.02	187.5kl	\$1.83
38 - Ravenswood	Non-Residential	\$162	\$1.02	187.5kl	\$1.83

\* to be charged per kilolitre or part thereof over the applicable annual allowance per unit

#### VACANT – Water Available – Not Connected

All Groups	Vacant	\$186
------------	--------	-------

#### Water Supplies

##### Charters Towers

Council reticulates treated water via infrastructure fully installed and owned by Council. Water is sourced from the Burdekin River, pumped to the treatment plant and then reticulated from the storage reservoir on Towers Hill. Some locations are reticulated prior via water travelling to the reservoir.

##### Pentland

Council reticulates treated water to a defined area of Pentland Township from ground water bores.

##### Greenvale

Council reticulates treated water to the whole of the Greenvale Township by way of a mains reticulation system originally installed by Queensland Nickel Ltd. As this infrastructure is now owned by Council, the maintenance and replacement of these assets lies with Council to fund.

##### Ravenswood

Ravenswood water supply is originally sourced from the Burdekin River by the Ravenswood Gold Mine (the Mine). Water is pumped to a "turkey nest" dam before the Mine provides treated water to the township. Council is responsible for the maintenance of these assets, and currently pays the Mine to operate and provide the service.

#### 5.3.5 Utility Rating Groups 34 to 39

##### 5.3.5.1 Waste Collection Charges – Utility Groups 34 to 39

The Waste Collection Charges for each property to be made and levied by the Council for the rating period 1 July 2022 to 30 June 2023 are specified below. One unit covers a weekly collection of one 240 litre mobile bin for a twelve-month period.

UTILITY GROUP	ANNUAL CHARGE PER ONE UNIT	WHEN CHARGE TO APPLY
34	\$219	A dwelling to which a collection service is practically available, as determined by Council, from the date of provision of service.
35	\$258*	A non residential premise to which a collection service is practically available, as determined by Council, from the date of provision of service.
38 - Greenvale	\$290	A land parcel with a dwelling within the defined Greenvale Garbage Area (see Annexure C "Greenvale Garbage Area").
38 - Pentland	\$290	A land parcel with a dwelling within the defined Pentland Garbage Area (see Annexure C "Pentland Garbage Area") to which a collection service is practically available, as determined by Council, from the date of provision of service.
38 - Ravenswood	\$290	A land parcel with a dwelling within the defined Ravenswood Garbage Area (see Annexure C "Ravenswood Garbage Area") with a dwelling to which a collection service is practically available, as determined by Council, from the date of provision of service.
39 - Hervey Range	\$290	A land parcel with a dwelling within the defined Hervey Range Garbage Area (see Annexure C "Hervey Range Garbage Area") as from date of provision of service.

UTILITY GROUP	ANNUAL CHARGE PER ONE UNIT	WHEN CHARGE TO APPLY
39 - Balfes Creek	\$290	A land parcel with a dwelling within the defined Balfes Creek Garbage Area (see Annexure C "Balfes Creek Garbage Area") as from date of provision of service.
39 - Homestead	\$290	A land parcel with a dwelling within the defined Homestead Garbage Area (see Annexure C "Homestead Garbage Area") as from date of provision of service.
39 - Mingela	\$290	A land parcel with a dwelling within the defined Mingela Garbage Area (see Annexure C "Mingela Garbage Area") as from date of provision of service.
39 - Sellheim	\$290	A land parcel with a dwelling within the defined Sellheim Garbage Area (see Annexure C "Sellheim Garbage Area") with a dwelling to which a collection service is practically available, as determined by Council, from date of provision of service.
39 - Reid River	\$290	A land parcel with a dwelling within the defined Reid River Garbage Area (see Annexure C "Reid River Garbage Area") with a dwelling to which a collection service is practically available, as determined by Council, from date of provision of service.

\* Includes the Queensland Waste Levy annual charge of \$37 per bin collected in accordance with the *Waste Reduction and Recycling Act 2011*

Pro rata charges will be levied where services are commenced, or made available, during the financial year. A service is defined as the collection of one domestic bin per week per domicile.

Waste Collection Charges for Non-residential Services in Groups 36 to 39 will be levied \$315 per annum.

#### 5.3.5.2 Units to be Used – Sewerage – Utility Groups 34 to 39

The following schedule of units applies to Sewerage utility charges for the relevant utility groups, per surveyed parcel of land.

LAND USE	NO. OF UNITS
<b>Sewerage Utility Groups 34 to 39</b>	
Vacant Land	2
Dwellings	2
Accommodation Units and Flats – per unit/flat	2
Business premises	2
Café	3
Dwelling combined with business premises	3
School	6
Hotel	10
Hall	2
Church	2
Caravan Park	8
Racecourse	2
Rodeo Grounds	2
Sports Club	2
Motel	10
Shopping Centre – per shop/business within the centre	2
Service Station	3



LAND USE	NO. OF UNITS
Industrial – Light and Heavy	3
Golf Course	2
Police Station and Residence	4
Not otherwise defined	4
<b>Specific</b>	
Greenvale Swimming Pool	4
Greenvale Fire and Ambulance	4
State Emergency Service Facilities	4

The Sewerage Charges per unit to be made and levied for the rating period 1 July 2022 to 30 June 2023 are specified in the below table.

UTILITY GROUP	ANNUAL CHARGE PER UNIT (Refer Utility Units Table)	WHEN CHARGE TO APPLY
38 - Greenvale	\$346 per annum	Upon connection to mains
38 - Ravenswood	\$346 per annum	Upon connection to mains

Pro rata charges will be levied where services are commenced, during the financial year.

#### 5.3.5.3 Landfill Management Levy – Utility Groups 34 to 39

The following levies are based on their associated assumption 1 to 5 and the two generic assumptions 6 & 7:

- All properties within Utility Groups 34 to 35 – the closest landfill is Stubley Street, Charters Towers.
- All properties within Utility Group 38 – the closest landfill is either Greenvale, Pentland or Ravenswood.
- Properties within Utility Group 39 that have a waste collection service – the closest landfill is either Greenvale, Pentland or Ravenswood.
- Despite assumption 3, certain properties within Utility Group 39 that have a waste collection service are located closest to the Stubley Street Landfill.
- Properties within Utility Group 39 that do not have a waste collection service and whose owner/occupiers manage their own landfills on their property, will not be levied a landfill management levy.
- The Stubley Street Landfill has a 'user pay policy'.
- The Greenvale, Pentland or Ravenswood landfills do not have a 'user pay policy'.

Where assumption 4) above applies, and a property within Utility Group 39 is located closer to the Stubley Street Landfill, and therefore incurs 'user pay fees' when using the landfill, a reduced landfill management levy will apply on application and subsequent approval.

ASSUMPTION	PROVISION	USE	ANNUAL LEVY
1	\$33.00	Pay per use	\$33.00
2	\$33.00	\$16.80	\$49.80
3	\$33.00	\$16.80	\$49.80
4	\$33.00	\$0	\$33.00
5	\$0	\$0	\$0

#### 5.4 Concessions on Rates and Charges

Concessions will be determined on an annual basis on the adoption of each budget and will reflect Council's desire to continue to assist Pensioners with their rates payments, while also assisting Sporting/Cultural and Welfare Groups with their rates payments.

##### 5.4.1 Pensioner Rebates

To qualify for the following rebates all of the following conditions must apply:

- 5.4.1.1 The applicant must be the holder of a Pensioner Concession Card or Repatriation Health Card for all Conditions (Gold Card) issued by the Commonwealth Department of Social Services or the Commonwealth Department of Veterans Affairs. Holders of Health Care Cards (Department of Social Services) are not eligible under this scheme, as these cards are issued for a limited specified period of time only; and
- 5.4.1.2 The applicant must be the owner (either solely or jointly) of property in the Charters Towers Region which is his/her principal place of residence and the property shall not be utilised for non-residential activities, including home-based occupations; and
- 5.4.1.3 The applicant must have either solely or jointly with a co-owner, the legal responsibility for payment of rates and charges as defined herein which are levied in respect of the said property by Council; and
- 5.4.1.4 The applicant must be approved to receive the State Government pensioner rates subsidy; and
- 5.4.1.5 Such concession of rates will only apply if the applicant/s remains a pensioner/s and also retains ownership of the property in respect of which concession is sought, for the whole of the financial year.

#### 5.4.2 Council Rebate

Policies for pensioner rate accounts across the region are as follows:

- 5.4.2.1 Discount on pensioner rate accounts is calculated on the nett levy, after state and council concessions and subsidies are applied.
- 5.4.2.2 Council pensioner rebates are limited to pensioners who pay their rate account in full by the discount date of each levy.
- 5.4.2.3 The Council Pensioner Remission is calculated on the general rate only, to a maximum of 27% of the general rate levy applicable to the rating category designated, capped at \$178.00 if levied half yearly and \$356.00 if levied once per year.

#### 5.4.3 State Government Subsidy

In accordance with the Queensland Government Pensioner Rate Subsidy Scheme, as existing at the time of rating, a Pensioner Subsidy of 100%, capped at the State Government's approved maximum of an anticipated \$200 per annum, will be allowed on General rates as levied for residential properties.

Pensioners wishing to apply for subsidy are required to initially complete the necessary application form. Council will then confirm ongoing eligibility on a yearly basis, via reconciliation with the records held by the State Government.

#### 5.4.4 Sporting/Cultural/Welfare Groups Concessions

Pursuant to the Act, Council will continue to provide financial assistance to approved Sporting, Cultural and Welfare Groups as budgeted, with the basis of concession being as follows; subject to nett rates and charges, after concession applied, being paid in full by the due date as printed on the rates notice:

- 5.4.4.1 50% of the General Rate; 50% of the Sewerage Charge; Nil concession on Water Charges unless otherwise determined by Council and 50% of the calculated Excess Water Charge when an organisation has an approved Water Management Plan, subject to a defined period, if required.

#### 5.4.5 Concealed Leak Concession

Council may grant a rebate to allow financial relief from water consumption charges that have arisen as a result of a proven concealed water leak in accordance with its Concealed Leak Policy to ratepayers who meet the eligibility criteria set out in the policy.

#### 5.5 Other Rates, Charges and Rating Matters

##### 5.5.1 Issue of Rates Notices

Council will issue Half Yearly Rates Notices:

1. In July/August (1st levy) for the billing period 1 July to 31 December; and
2. In January/February (2nd levy) for the billing period 1 January to 30 June.

The 1st levy rate notice will include excess water levies incurred across the previous twelve-month period.

The 1st levy rate notice will also be accompanied by hardcopies of the Rates & Charges booklet and other standard inclusions. Property owners are requested to retain this booklet for reference. Copies will be available on Council's website.

- 5.5.2 Interest on Arrears  
Pursuant to the *Act*, rates and charges which are unpaid as of the due date, bear interest at the approved rate of 8.17%, being the maximum interest rate, in accordance with the Regulation; unless interest free instalment arrangements are approved in accordance with the terms stated within this document.
- 5.5.3 Discount on Rates and Charges  
Pursuant to the *Act*, a discount of 6% is granted on gross rates and charges (less Council and State pensioner rebates and subsidies, rate arrears, interest and fire levies), to any persons liable to pay the rates and charges levied, provided payment is made within the approved thirty (30) day discount period. To receive the benefit of discount, payment in full must be received by Council on or before the due date.
- 5.5.4 Fire Levy and/or Emergency Management, Fire & Rescue Levy  
Local Governments are a collection agency only for the State Government Emergency Management, Fire & Rescue Levy on improved and vacant land. All levies collected by local governments throughout Queensland are forwarded on to the State Government. Premises are levied in accordance with the approved schedule, as issued annually, by the Department of Fire and Emergency Services.
- 5.5.5 Rate Instalment Arrangements  
Pursuant to the *Act*, Council may approve a conditional Rate Instalment Arrangement to pay a rate account by weekly, fortnightly, or monthly instalments. As part of each application approval, the agreed 'Method of Payment' will be determined. To qualify for an interest free arrangement, applications must be received on or before the due date of the rates notice unless an 'Ongoing Periodic Authority' is in place, noted on signed arrangement paperwork. Rate accounts containing arrears shall incur interest.
- 5.5.6 Water Meter Readings  
Water Meter Readings will be undertaken annually, with the aim of commencing in June each year.
- In accordance with s102 of the Regulation, adoption of this policy confirms "a meter is taken to have been read during the period that starts 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read".
- Example—  
In calculating utility charges for a period ending on 31 May, if a meter is read on 13 June, the meter reading is taken to be the meter reading on 31 May.*
- Where water is connected, Water Notices showing usage against allocation between 1 June and 31 May will be issued annually, with the first half yearly rates notice issued each financial year.
- The 1st half yearly rates notice will be issued in July/August and will contain excess water levies across the previous 12-month period plus 50% of the allocation water levy for the current financial year.
- The 2nd half yearly rates notice will be issued in January/February and will only contain the remaining 50% of the allocation water levy for the current financial year.
- Please refer to 5.3.4 for details on the levying of the Two Part Tariff.
- 5.5.7 Water Meter Reading Averaging  
A Meter Replacement program takes place annually. The program is aimed at replacing all water meters when 5,000 kilolitres has passed through them, or when the meter reaches nine years of age, whichever comes first. This program has resulted in stopped or slowed meters becoming less common.
- However, faults do still occur, and when they do it is important that it does not result in lost revenue, or inequities whereby property owners do not pay for the water they use. To avoid this, averaging water usage is required.
- In the instance where a water meter is found to have stopped, usage on the meter will be averaged based on daily consumption across the previous three full years
- 5.5.8 Excess Water  
Excess water charges are applied per water meter connected to a property, on the basis of all water used in excess of the annual allowance applicable to the Utility Group allocated to the property, or under the Two-Part Tariff, applicable for usage which exceeds the 1st tier threshold.



## 5.6 Schedule of Fees and Charges

In accordance with section 97 of the *Act*, cost-recovery fees will be determined on an annual basis. Initially, Council will determine them in the General Meeting of Council the month prior to the annual statutory budget meeting and will reflect Council's commitment to establishing criteria to decide the amount of all Cost Recovery Fees and Commercial Charges. Fees and charges will be updated throughout the year as necessary.

### 5.6.1 Criteria for Identifying Cost-Recovery Fees

5.6.1.1 Council's cost-recovery fees relate to an action in respect of:

- a) an application for the issue or renewal of a licence, permit, registration, or other approval under a Local Government Act; or
- b) recording a change of ownership of land;
- c) giving information kept under a Local Government Act;
- d) seizing property or animals under a Local Government Act;
- e) the performance of another responsibility imposed on the local government under the *Building Act* or the *Plumbing and Drainage Act*.

5.6.1.2 A cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged.

### 5.6.2 Criteria for Deciding Business Activity Fees

Council has the power to conduct business activities and make business activity fees for services and facilities it provides on this basis. Business activity fees are made where Council provides a service and the other party to the transaction can choose whether or not to avail itself of the service. Business activity fees are a class of charge which are purely commercial in application and are usually subject to the Commonwealth's Goods and Services Tax. Business activity fees are accordingly determined having regard to these factors and Council's competitive neutrality obligations, as identified in the *Act* and *Regulation*.

## 6. VARIATIONS

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

### ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *S0002 Revenue Policy 2022-23*

# Councillors' Discretionary Fund

**NUMBER:** S0052/OCEO

**ACT:** LOCAL GOVERNMENT ACT 2009  
LOCAL GOVERNMENT REGULATION 2012

**POLICY TITLE:** COUNCILLORS' DISCRETIONARY FUND POLICY

## POLICY

### 1. PURPOSE AND SCOPE

- 1.1 The purpose of this Policy is to ensure a fair, equitable and transparent framework applies in relation to the allocation of monies from the Councillors' Discretionary Funds for community purposes that benefit the community of the Charters Towers Region.
- 1.2 Pursuant to section 202(1) of the *Local Government Regulation 2012*, a Councillor may use any councillor discretionary funds in the following ways:
- for capital works for the local government that are for a community purpose;
  - to a community organisation for a community purpose; and
  - for another community purpose.

Section 202(2) of the *Local Government Regulation 2012* states a Councillors may make an allocation under subsection (1)(a) only if –

- before the allocation is made, it is approved by –
  - if the Councillor is the Mayor – the Deputy Mayor and the Chief Executive Officer; or
  - otherwise – the Mayor and the Chief Executive Officer; and
- the amount stated in the availability notice under section 201B(4)(d)(i) is not exceeded if the allocation is made.

Section 202(3) of the *Local Government Regulation 2012* states a Councillor may make an allocation under subsection (1)(b) only if –

- the funds are allocated
  - to a community organization that has applied for the funds in the way stated in the availability notice under section 201B(4); and
  - in a way that is consistent with the local government's community grants policy; and
- the amount stated in the availability notice under section 201B(4)(d)(ii) is not exceeded if the allocation is made. Section 202(4) of the *Local Government Regulation 2012* states a Councillor may make an allocation under subsection (1)(c) only if the amount stated in the availability notice under section 201B(4)(d)(ii) is not exceeded if the allocation is made.

### 2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 1 July 2022. It replaces all other policies relating to Councillors' Discretionary Funds (whether written or not).

### 3. APPLICATION OF POLICY

- 3.1 This Policy applies to Councillors and employees of the Charters Towers Regional Council and directs the application of Councillors' Discretionary Funds as determined by Councillors for community purposes within the Charters Towers Region.

### 4. DEFINITIONS

Community Organisations	(a) an entity that carries on activities for a public purpose; or (b) another entity whose primary object is not directed at making a profit.
-------------------------	--

Discretionary Funds	Are funds in the local government's operating fund that are budgeted for use by a Councillor at the Councillor's discretion for a community purpose.
---------------------	--

### 5. POLICY PROVISIONS

This Policy is to provide a framework for the allocation of funds from any Councillor Discretionary Fund pursuant to the *Local Government Act 2009* and the *Local Government Regulation 2012*.

- 5.1 Each year the Council may determine what funds shall be set aside in each new budget for the purpose of meeting requests for financial assistance from community organisations as decided upon by the Mayor and Councillors.

- 5.2 Section 201B (3) 201B (3) of the *Local Government Regulation 2012* states the amount of discretionary funds a local government budgets for allocation by each councillor in a financial year must be the same for all councillors.
- 5.3 Separate expenditure accounts shall be established for the Mayor and each Councillor within the budget for this purpose and funds will be allocated to each expenditure account in accordance with the Council's Annual Budget.
- 5.4 Councillors can combine a joint contribution for allocating funds to the one organisation (e.g. \$1000 is requested from one organisation and four Councillors wish to contribute to this request. The amount is divided by four and \$250 is used from each Councillors discretionary funds).
- 5.5 Section 202 of the *Local Government Regulation 2012* prescribes the requirements that Councils must follow in administering Councillors discretionary funds.
- 5.6 In accordance with clause 3 of this policy, the Mayor and each Councillor is authorised to recommend funding allocation not exceeding the annual allocation adopted by Council in its annual budget, subject to the eligibility criteria in paragraph 5.9.
- 5.7 Section 202 of the *Local Government Regulation 2012* states a councillor must not allocate discretionary funds starting from 1 January in the year a quadrennial election is to be held. However, discretionary funds allocated before 1 January may be distributed during the caretaker period.
- 5.8 Following the quadrennial local government election the remaining councillor discretionary funds will be made pro-rata and equally reallocated to the newly elected mayor and councillors until the new financial year when the full discretionary fund allocation will be reinstated.
- 5.9 The following eligibility criteria will apply to all requests:
- a) Funding must be allocated in accordance with the *Local Government Act 2009, Local Government Regulation 2012*;
  - b) Not-for-profit organisations must be community based and provide services and activities of benefit to the Charters Towers Region;
  - c) Not-for-profit organisations operating gaming machines will not be eligible for financial assistance;
  - d) Political parties are ineligible for funding;
  - e) Government agencies will not be eligible for financial assistance with the exception of local Schools in the Charters Towers Region and Parents and Citizens Associations;
  - f) Applicants shall have no outstanding debt or funding acquittals with Council (including rates);
  - g) Council's funding involvement and support must be appropriately acknowledged with opportunities provided for Council publicity and participation at key activities.
- 5.10 Having satisfied themselves that a request complies with paragraph 5.9 above, the Mayor and Councillors shall be authorised to recommend allocations from their individual Discretionary Fund as set out below:
- a) The Discretionary Fund requests shall be by way of a "Councillors Discretionary Fund Authority Form" (F0237/OCEO – refer Attachment 1), completed by the Councillor and referred to the Chief Executive Officer who will be responsible for:
    - i. assessing the application against this policy and Council's STRAT 0002 Community Grants Policy; and
    - ii. where appropriate, authorising the processing of the Councillor's recommended allocation.
- 5.11 In accordance with section 202A of the *Local Government Regulation 2012*, the Chief Executive Officer will maintain a record of all allocations approved under the Mayor and Councillors' Discretionary Fund and will publish on Council's website within 7 business days the amount and purpose of any allocation and where an amount has been allocated to a community organisation, the name of that community organisation (refer Attachment 2 & 3).
- 5.12 In accordance with section 189 of the *Local Government Regulation 2012*, the Chief Executive Officer will keep a record of Grants to Community organisations under the Councillor Discretionary Fund and ensure that the details of expenditure are included in Council's Annual Report. This record will also be displayed on Council's website.
6. **VARIATIONS**
- 6.1 CTRC reserves the right to vary, replace or terminate this Policy from time to time.

#### ASSOCIATED DOCUMENTS

- Local Government Act 2009
- Local Government Regulation 2012
- F0237/OCEO Councillors' Discretionary Fund Authority Form



## COUNCILLORS' DISCRETIONARY FUND AUTHORITY FORM

### THIS SECTION TO BE COMPLETED BY COUNCILLOR:

Donation Requested by:

Mayor FC Beveridge \_\_\_\_\_  
 Cr S Bennetto \_\_\_\_\_  
 Cr GJ Lohmann \_\_\_\_\_  
 Cr AP Barr \_\_\_\_\_

Cr KF Hastie \_\_\_\_\_  
 Cr BP Robertson \_\_\_\_\_  
 Cr JD Mathews \_\_\_\_\_

Date of request: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

(A written request from the Community Organisation is to be attached to this form.)

Amount of Donation \$ Amount \_\_\_\_\_

Is GST applicable Yes  No  Amount of GST \$ Amount \_\_\_\_\_

Donation to be made payable to: Organisation \_\_\_\_\_

By  EFT (please provide bank details) BSB: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

Cheque – payable to: \_\_\_\_\_

Authorised by Chief Executive Officer (Signature): \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY ACTIONING OFFICER:

Discretionary Funds - Job Number Allocation:

Councillor		Job Number (please tick)
Mayor FC Beveridge	(\$2000)	4000915 <input type="checkbox"/>
Cr GJ Lohmann	(\$2000)	4000917 <input type="checkbox"/>
Cr AP Barr	(\$2000)	4000942 <input type="checkbox"/>
Cr KF Hastie	(\$2000)	4000918 <input type="checkbox"/>
S Bennetto	(\$2000)	4000916 <input type="checkbox"/>
Cr JD Mathews	(\$2000)	4000919 <input type="checkbox"/>
Cr BP Robertson	(\$2000)	4000943 <input type="checkbox"/>

Community Organisation notified of donation:

ECM Doc #: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Publication of Donation: (refer LGR 2012 s202,3(a) & (b) and (8):

Council noticeboard: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Website: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Upon completion:

- Original form and supporting documentation to be registered in ECM.
- Copy of form to accompany the purchase requisition covering the donation (together with a copy of the Council Resolution if applicable).
- Copy of form to be provided to relevant Councillor, upon request.

# NOTICE TO COMMUNITY REGARDING THE AVAILABILITY OF COUNCILLORS' DISCRETIONARY FUNDS

In accordance with *Local Government Regulation 2012 S202 (2)*, Charters Towers Regional Council has established Councillor Discretionary Funds in support of community purposes and meeting requests for financial assistance from community organisations.

The amounts as set out below have been allocated for each Councillor's Discretionary Fund.

Community organisations which are eligible under the CTCRC Councillors' Discretionary Funds Policy may make an application directly to a Councillor for funding. To apply, please contact the Councillor directly by email or telephone as set out below:

NAME	AMOUNT	EMAIL	PHONE
Mayor Frank Beveridge	\$2000	frank.beveridge@charterstowers.qld.gov.au	0458 754 589
Deputy Mayor Graham Lohmann	\$2000	graham.lohmann@charterstowers.qld.gov.au	0427 966 908
Councillor Alan Barr	\$2000	alan.barr@charterstowers.qld.gov.au	0418 737 213
Councillor Sonia Bennetto	\$2000	sonia.bennetto@charterstowers.qld.gov.au	0421 239 461
Councillor Kate Hastie	\$2000	kate.hastie@charterstowers.qld.gov.au	0403 625 271
Councillor Julie Mathews	\$2000	julie.mathews@charterstowers.qld.gov.au	0418 723 951
Councillor Bernie Robertson	\$2000	bernie.robertson@charterstowers.qld.gov.au	0438 172 990

In accordance with Section 202A of the *Local Government Regulation 2012*, Council will as soon as practicable after an amount has been allocated and paid from a councillor's discretionary funds, publish a notice stating:

- a) the amount and purpose of the allocation; and
- b) where an amount has been allocated to a community organisation, the name of that community organisation.

For further information, please refer to the following documents (published on Council's website, or available on request).

- Statutory Policy No S0052/OCEO - Councillors' Discretionary Funds
- Record of Councillors' Discretionary Funds

## [YEAR] COUNCILLOR DISCRETIONARY FUND RECORD AS AT [DATE]

In accordance with Section 202(7) of the *Local Government Regulation 2012*,  
the following discretionary funds have been allocated by each Councillor  
(Please note: Amounts listed exclude GST where applicable):

Mayor:

DATE	ORGANISATION	PURPOSE	DONATION AMOUNT	TOTAL ALLOCATION	BALANCE REMAINING
					TBA

Deputy Mayor:

DATE	ORGANISATION	PURPOSE	DONATION AMOUNT	TOTAL ALLOCATION	BALANCE REMAINING
					TBA

Councillor:

DATE	ORGANISATION	PURPOSE	DONATION AMOUNT	TOTAL ALLOCATION	BALANCE REMAINING
					TBA

Councillor:

DATE	ORGANISATION	PURPOSE	DONATION AMOUNT	TOTAL ALLOCATION	BALANCE REMAINING
					TBA

Councillor:

DATE	ORGANISATION	PURPOSE	DONATION AMOUNT	TOTAL ALLOCATION	BALANCE REMAINING
					TBA

Councillor:

DATE	ORGANISATION	PURPOSE	DONATION AMOUNT	TOTAL ALLOCATION	BALANCE REMAINING
					TBA

Councillor:

DATE	ORGANISATION	PURPOSE	DONATION AMOUNT	TOTAL ALLOCATION	BALANCE REMAINING
					TBA



**Disclaimer:**

While every reasonable effort has been made to ensure current and accurate information is contained within this document, the Charters Towers Regional Council cannot guarantee the reliability of all information contained, and assumes no liability or responsibility for an error or omission in the content.

Information is provided as at the time of publication and may have changed since publication. The Charters Towers Regional Council will not be liable for any loss or damage suffered or incurred by any person arising from the use or reliance on the information contained within this document.



PO Box 189 Charters Towers Qld 4820

**ADMINISTRATION:** 12 Mosman Street

Charters Towers Qld 4820 Australia

**PH.** (07) 4761 5300 | **F.** (07) 4761 5344

**E.** [mail@charterstowers.qld.gov.au](mailto:mail@charterstowers.qld.gov.au)

**ABN.** 67 731 313 583

[www.charterstowers.qld.gov.au](http://www.charterstowers.qld.gov.au)