



NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday 21 September 2022 at 9:00am at the CTRC Board Room, 12 Mosman Street, Charters Towers.

M Drydale
Chief Executive Officer

“254I Meetings in public unless otherwise resolved

A local government meeting is open to the public unless the local government or committee has resolved that the meeting is to be closed under section 254J.

254J Closed meetings

- 1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- 2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- 3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
 - a) the appointment, discipline or dismissal of the chief executive officer;
 - b) industrial matters affecting employees;
 - c) the local government’s budget;
 - d) rating concessions;
 - e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
 - f) matters that may directly affect the health and safety of an individual or a group of individuals;
 - g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
 - h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
 - i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- 4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in section 150ER(2), 150ES(3) or 150EU(2) of the Act will be considered, discussed, voted on or made be closed.
- 5) A resolution that a local government meeting be closed must—
 - a) state the matter mentioned in subsection (3) that is to be discussed; and
 - b) include an overview of what is to be discussed while the meeting is closed.
- 6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.”

GENERAL MEETING

TO BE HELD WEDNESDAY, 21 SEPTEMBER 2022 AT 9:00AM

CTRC BOARD ROOM, 12 MOSMAN STREET, CHARTERS TOWERS

MEETING AGENDA

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Attachment "A" - Unconfirmed Minutes of General Meeting held 17 August 2022

1. OPENING OF MEETING

2. ATTENDANCE/APOLOGIES

3. PRAYER

4. CONDOLENCES

5. DECLARATIONS OF INTEREST

6. DEPUTATIONS

7. CONFIRMATION OF MINUTES

- ❖ Minutes of General Meeting held 17 August 2022.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

9. MAYOR'S AND COUNCILLORS' REPORTS

10. MAYORAL MINUTE

11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

11.1 Trustee Lease for Lot 19 on Plan DV800729

EXECUTIVE SUMMARY

This report seeks approval to offer the first right to lease reserve land described as Lot 19 on DV800729, Parish of Sellheim located at Acaciavale Road, Breddan to the three (3) immediate adjoining owners by way of tender for a five (5) year period.

OFFICER'S RECOMMENDATION

That Council:

- ***Apply the exception under the provision of Section 236(1)(c)(iv) of the Local Government Regulation 2012 for the disposal of Lot 19 on Plan DV800729.***
- ***Resolve to offer the first right of lease for Lot 19 on Plan DV800729 to the three (3) immediate adjoining landowners by way of tender.***
- ***Offer a Trustee Lease over Lot 19 on Plan DV800729 to the successful tenderer, conditional upon the consent of the Minister and based generally on standard terms and conditions for a term of five (5) years.***
- ***Authorise the Chief Executive Officer to award the tender, execute and vary the terms and conditions of the Trustee Lease as required and making application to the Minister for consent to same (if required).***

BUDGET & RESOURCE IMPLICATIONS

No expenditure will be required on Council's part additional revenue will be generated from lease fees.

The cost of registration of the trustee lease with Titles Queensland will be the responsibility of the trustee lessee. There is no cost for preparation of a lease agreement as Council intends using the existing lease generally together with the Mandatory Standard Terms Document that is already registered with the Department of Resources (DoR).

BACKGROUND

Council is the trustee of the water reserve described as Lot 19 on Plan DV800729, locality plan attached. Previously the area was leased under a Special Lease with DoR by HT & E Lavery. The Lavery's previously owned land surrounding the parcel on 3 sides. Council has been approached by an adjoining owner expressing an interest in leasing the Lot now that Council has purchased 2 of the 3 adjoining parcels from Lavery. A Current Title Search has proven that the Special Lease was cancelled in 2011 and the land reverted back to Council as Trustee.

Given the change in adjoining owners, the location of the lease area and issues relating to stock movement and water capabilities, it is recommended to offer the first right to lease to all 3 adjoining landowners.

An inspection of the reserve area by Council's Land Protection Officer, has been undertaken and the following noted:

Reserve is 127.442 hectares, in fair condition ('B' grade land condition in accordance with Department of Agriculture and Fisheries Grazing Land Management), suitable for leasing with limited weed control required and has no water facility.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No. 7 - Assets & Infrastructure

CONSULTATION (Internal/External)

Internal: Acting Director Infrastructure Services - Glenn Petersen
Procurement & Depot Coordinator - Paul Weston
Environmental Services Coordinator - Mic Langburne
Land Protection Officer - Joseph Menneke

External: Nil

LEGAL CONSIDERATIONS

Local Government Regulation 2012

Section 236(1)(c)(iiv) states that land, or an interest in land, can be disposed of (disposal includes release of responsibility to another party) to a person who owns adjoining land if a number of conditions are met including the suitability of the parcel to be offered for public tender. Given that the land does not have a permanent water source nor a constructed road access, it is not considered suitable in its present condition to offer the parcel for public tender. However, adjoining owners who already have a permanent water facility/licence and access via their existing parcels, are well placed to utilise the land and maintain same on Council's behalf.

The tender process recommended supports sound and fair contracting principles in determining the most suitable adjoining owner and will subsequently meet the requirements of 236(1)(c)(b).

Land Act 1994

Section 57 trustee leases provides the framework for leases, trustee permits.

POLICY IMPLICATIONS

Discussions have been held with Paul Weston, Procurement Coordinator, to ensure that disposal via tender to adjoining owners aligns with both Council's Policy and legislation and confirmation of this has been provided subject to a copy of the general standard lease conditions being included in the tender request.

The Land Protection Unit have been consulted and have confirmed that the land has sufficient fodder and is suitable for lease as proposed.

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

RISK IMPLICATIONS

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

Report Prepared by: MELISSA KING Governance Officer Date: 5 August 2022	Report Authorised by: GLENN PETERSEN Acting Director Infrastructure Services
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ATTACHMENTS

- Map of Lot 19 On Plan DV800729

REFERENCE DOCUMENT

- Officer's Report Document No. 1356722
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Council Reserve

Lot 19 on Plan DV800729

19°58'57" S 146°20'6" E

19°58'57" S 146°21'25" E



20°0'11" S 146°20'6" E

20°0'11" S 146°21'25" E

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 Queensland Globe

Legend located on next page



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EXECUTIVE SUMMARY

Council commissioned a solar energy audit and power concept design study from Peak Services in November 2021. This study identified potential savings by installing solar at several Council facilities. This report provides a recommendation for Council's consideration following an open tender approach to market for the supply and installation of solar at the Highway Depot, World Theatre, and Excelsior Library.

OFFICER'S RECOMMENDATION

That Council:

- ***Award the contract for T037/22 Supply and Installation of Solar Power Systems at the Highway Depot, World Theatre and Excelsior Library, to Green Energy Technologies; and***
- ***Authorise the Chief Executive Officer to negotiate any contractual terms or variations required.***

BUDGET & RESOURCE IMPLICATIONS

There is a 2022-23 budget allocation of \$190,000.00 which is funded through Works for Queensland (W4Q), all other project costs will be funded through W4Q under budget projects.

BACKGROUND

The solar energy audit and power concept design study from Peak Services provided details of suitable locations, estimated electricity savings and payback periods.

Council decided on the following facilities for potential solar installations.

- Highway Depot
- World Theatre
- Excelsior Library

Council released public tender on the 27 June 2022 for the supply and installation of solar power systems at the three identified Council sites above.

Council received a total of 11 submissions from 8 suppliers including 3 alternate options.

All submissions were evaluated against the following criteria.

- Capability
- Relevant experience
- Methodology
- Alignment to specification
- Timely delivery of the project

COMMERCIAL IN CONFIDENCE

COMMERCIAL IN CONFIDENCE END

There were several issues identified during the tender process regarding installation specifics which warrant mention.

- Reduced use of World Theatre
- Potential height safety issues with World Theatre installation and maintenance
- Inverter systems exceeding 30 KW require additional hardware and approvals
- Structural integrity of Excelsior Library roof for proposed installation

These issues were identified when revisiting the sites and have the following impacts to the scope of works.

- Reduced use of the World Theatre
 - Readings for the tender development were taken in August 2021
 - The World Theatre operating hours were reduced in November 2021

- No quantitative work has been done to verify the changes to the cost benefit of the alternate design
- Potential height safety issues with World Theatre installation and maintenance
 - The height of the roof area identified in the specifications over the main stage is approximately 25 meters above the surrounding ground
 - Access to the main stage roof is currently not available without the use of a 30 metre EWP or specialised equipment not currently held by Council
 - Costs to elevate the equipment and materials for install and ongoing maintenance to this upper level incurs a much higher rate of costs
- Inverter systems exceeding 30 KW require additional hardware and approvals
 - The World Theatre is the only site identified to have a system to supply over 30 KW
 - The additional costs and approvals are incurred for all systems between 30KW and 100KW
 - Additional costs estimate to add approximately \$8-10,000 to install and increase sign off time
- Structural integrity of Excelsior Library roof for proposed installation
 - The main section of roof identified suitable for install does not appear to be structural
 - Estimated costs to design, construct and install a solution is \$15-20,000
 - Exclusion of this roof area may impact on the available system size suitable for the roof space

To compensate for these issues the following options have been identified.

- World Theatre – Install a 30KW inverter system with up to 40KW of panels
 - Maximises the size of the system to make use of the available roof area at the lower level
 - Reduces the inverter size to 30KW max to avoid additional fees and processing time
 - Avoids using the problematic higher roof section
- Excelsior Library – Install a minimum 25KW inverter system with 30 KW of panels
 - Expert opinion has identified with the current usage a minimum of a 25KW inverter system would be required to be a cost-effective install
 - Utilises available structural roof area at no additional cost

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No. 2 - Environmental Sustainability
- Priority No. 5 - Transparency & Accountability
- Priority No. 10 - innovation & Transformation

CONSULTATION (Internal/External)

Internal: Building Services Team Leader - Ashley Blokland
 Procurement and Depot Coordinator - Paul Weston
 Acting Director Infrastructure Services - Glenn Petersen

External: Wearepeak Energy Advisory Leader - Mike Fideli

LEGAL CONSIDERATIONS

The proposed procurement activity was carried out in accordance with the *Local Government Act 2009* and associated Regulation.

POLICY IMPLICATIONS

The proposed procurement activity was carried out in accordance with Council's procurement policy and associated procedure.

RISK IMPLICATIONS

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

Report Prepared by: KYLEE GOSS Manager Council Facilities Date: 7 September 2022	Report Authorised by: GLENN PETERSEN Acting Director Infrastructure Services
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Officer's Report Document No. 4689682
 - Multi party evaluation report Document No. 4693246
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12. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

12.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022-23 budget is presented for consideration, together with the Income Statement, Balance Sheet, and Cash Flow as at 31 August 2022.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the monthly financial report presenting the financial position as at 31 August 2022 in relation to the 2022-23 budget and including the:*
 - *Consolidated Income Statement.*
 - *Consolidated Balance Sheet.*
 - *Consolidated Cashflow Statement.*

BUDGET & RESOURCE IMPLICATIONS

A monthly report is presented to Council on its financial position and includes an analysis of actual versus budget performance at a whole of organisation level.

The report reflects that income and expenditure levels are at a reasonable level for this time of year and indicate alignment of year to date (YTD) service delivery with the 2022-23 Council Operating Plan and Budget.

BACKGROUND

This report provides commentary on actual versus budget performance, including a rates and charges revenue overview, and an update on Council cash & investments, and borrowings.

Financial Position as at 31 August 2022

The following tables provide a snapshot of key 2022-23 financial information as at 31 August 2022.

Income Statement Summary as at 31 August 2022

The Income Statement Summary separates the Disaster Recovery Funding Arrangements (DRFA) disaster funding and expenditure from normal Council operations to provide a snapshot of the actual versus budget performance for normal operations and DRFA activities.

Total recurrent revenue, excluding DRFA, as at 31 August 2022 is \$15.8 million or 37% of the 2022-23 budget.

The total recurrent expenditure, excluding DRFA, as at 31 August 2022 is \$4.7 million or 10% of the 2022-23 budget.

The table below provides a summary of key income statement information and is extracted from the 31 August 2022 Income Statement (Attachment A).

Income Statement Summary	Budget (\$'000s)	2022-23 EOM Aug 2022 (\$'000s)	Variance %	Notes
Total recurrent revenue (excl DRFA)	\$43,052	\$15,833	37%	<ul style="list-style-type: none"> Tracking in accordance with planned issue of first rate levies
Total recurrent expenses (excl DRFA)	(\$46,205)	(\$4,730)	10%	<ul style="list-style-type: none"> Salaries and materials & services are both tracking below target
Operating result (excl DRFA)	(\$3,153)	\$11,103		
DRFA revenue	\$41,000	\$4,339	10%	<ul style="list-style-type: none"> DRFA revenue recognised as CTRC work is carried out DRFA works carried out by CTRC New Accounting Standards match timing of DRFA revenue to works carried out
DRFA expenses	(\$41,000)	(\$4,339)	10%	
DRFA operating result	\$-	\$-		
Capital revenue	\$11,189	\$2,143	19%	<ul style="list-style-type: none"> Reasonable variance reflects timing of 2022-23 capital works funded projects
Net result	\$8,036	\$13,246		<ul style="list-style-type: none"> Reconciles with Balance Sheet

Note: the new Accounting Standards require that DRFA revenue is recognised in the Income Statement as the DRFA contract works are being expensed.

The table above shows the position as at 31 August 2022; operating surplus of \$11 million and a net surplus of \$13 million.

Balance Sheet Summary as at 31 August 2022

The table below provides a summary of key balance sheet information and is extracted from the Balance Sheet as at 31 August 2022 (Attachment A). The table also includes July 2022 figures for comparison of movement against the highlighted balance sheet items.

Balance Sheet Summary	Budget (\$'000s)	2022-23		Notes
		EOM August 2022 YTD (\$'000s)	July 2022 (\$'000s)	
Cash at bank	\$33,305	\$36,458	\$38,334	<ul style="list-style-type: none"> Decrease from prior month reflects minimal cash inflow YTD Septembers result will show cash inflow from 1st half-yearly rate levies
Short term investments	\$-	\$19,000	\$19,000	<ul style="list-style-type: none"> Current balance reflects CBA 3-month term deposits
Property plant & equipment	\$481,653	\$471,394	\$468,488	<ul style="list-style-type: none"> All asset types included
Receivables (Current)	\$2,453	\$16,499	\$1,613	<ul style="list-style-type: none"> Level of accounts receivable reflects issuing of 1st half-yearly rate levies, due end of September
Payables (Current)	\$2,970	\$2,300	\$2,171	<ul style="list-style-type: none"> Reasonable level of accounts payable
Accrued expenses & unearned revenue	\$1,500	\$-	\$-	<ul style="list-style-type: none"> Current year actuals are realised as part of end of year processing
Contract assets	-	\$1,887	\$1,400	<ul style="list-style-type: none"> Increase from prior month can be attributed to grant funded works undertaken prior to receiving subsidy monies
Contract liabilities	-	\$11,674	\$13,725	<ul style="list-style-type: none"> Decrease from prior month due to works being carried out against grant revenue received in advance. Most of the balance can be attributed to the DRFA 2021 work packages; \$10 m received in advance

Cash & Investments, and Borrowings as at 31 August 2022

The cash & investments, and borrowings as at 31 August 2022 are summarised below and presented with the key financial stability ratios. These ratios provide a snapshot of the management of cash and investments as well as borrowing resources.

Cash & Investments	2022-23		Notes
	Budget (\$'000s)	EOM Aug 2022 YTD (\$'000s)	
Current account		\$2,490	• Daily transaction management
Investment – CBA # 1		\$2,000	• 3 month matures 22/09/22 – rate 2.45%
Investment – CBA # 2		\$17,000	• 3 month matures 23/09/22 – rate 2.41%
Investment – QTC		\$33,968	• Daily cash fund – interest rate 2.2%
Total cash & investments	\$33,312	\$55,458	

Borrowings			
Current – QTC	\$155	\$156	• Quarterly payments payable over next 12 months
Non-current – QTC	\$493	\$651	• Payable over term– maturity date 15/06/2027
Total borrowings	\$648	\$807	• Book rate 2.67% + Admin fee 0.12%

The YTD 2022-23 financial stability ratios reflect strong cash resources available to fund operations.

Financial Stability Ratios	Target	2022-23 Budget	EOM August 22 YTD	July 2022 YTD	Notes
Current ratio	>1.1	4.60	4.27	3.13	• Above target
Cash cover ratio	>1.1	3.99	3.13	2.89	• Above target
Cash capacity in months (excludes externally restricted cash)	>3 months	5.10	6.70	6.67	• Cash available to fund well over 3 months of operations

1. Current ratio

This is our ability to pay our bills. Measures the extent to which Council has liquid assets available to meet short term financial obligations.
Current assets ÷ current liabilities

2. Cash cover ratio

This is our ability to pay our bills with cash at bank. Measures the extent to which Council's cash at bank can meet short term financial obligations.
Cash at bank ÷ current liabilities

3. Cash capacity in months

An indication as to the number of months available cash would cover operating cash outflows.
(Cash at bank – externally restricted cash) ÷ (annual cash operating costs ÷ months per year)

Rates & Charges Summary

2022-23 1st half yearly rates notices have now been issued

Rates & Charges Summary	2022-23 Budget (\$'000s)	EOM August 2022 YTD (\$'000s)	Notes
General rates	\$14,810	\$7,920	<ul style="list-style-type: none"> 1st half-yearly rate notices were issued in August 2022 2022-23 excess water is not recognised until end of financial year transactions are finalised
Waste management	\$1,432	\$746	
Water	\$7,017	\$2,916	
Sewerage	\$3,855	\$2,025	
Total rates & charges	\$27,114	\$13,607	

2022-23 Rating Calendar:

- 1st half-yearly rates levies were issued in August 2022.
- 2nd half-yearly rates levies due for issue in February 2023.
- Water meter reads are undertaken annually during the last week of May and the first week of June.

The table below provides key rates and charges Balance Sheet information.

Rates & Charges Debtors	EOM Aug 2022 YTD (\$'000s)	% of rates debtors	% of rates revenue	Notes
Rates debtors				
• Current (2022-23 rates)	\$13,518	90%	99%	<ul style="list-style-type: none"> 1st half yearly rates notices issued, due end of Sept 2022 Minor decrease from prior month due to levy payments applied Very minimal movement from prior month Very minor movement from prior month
• Overdue (2021-22 rates)	\$671	5%	<1%	
• Overdue (2020-21 rates)	\$268	2%	<1%	
• Overdue (pre-2020-21 rates)	\$402	3%	<1%	
Total rates debtors	\$14,859	100%		

Prepaid Rates & Charges

Prepaid rates (current liabilities)	\$673	<ul style="list-style-type: none"> Rates paid in advance, mostly via periodic planned payments. Decrease of \$1.3m since July due to allocation of prepaid rates against 1st half-yearly levy
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LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No. 5 - Transparency & Accountability

CONSULTATION (Internal/External)

Internal: Financial Services Coordinator; Belinda Blokland

External: N/A

LEGAL CONSIDERATIONS

Section 204 of the *Local Government Regulation (2012)* requires that Council prepare a financial report that is tabled monthly at Council's General Meeting. The financial report must state the progress made in relation to the budget for the period of the financial year up to a day, as near as practicable, to the end of the month before the meeting is held.

POLICY IMPLICATIONS

The report aligns with the adopted 2022-23 budget policies including the Investment Policy, Debt Policy, Revenue Policy, and Revenue Statement.

RISK IMPLICATIONS

Risks are mitigated as follows:

- Forward financial planning continues to be a high priority, and the Long-Term Financial Model is actively referenced and updated with key changes throughout the year.
- Large Asset Classes and Projects are actively monitored throughout each fortnight. Fortnightly positions captured via reporting in the case of Roads and Plant, and monthly reports in respect to Water, Sewerage and Buildings. Monitoring and reporting incorporate both actuals and commitments, enabling early detection of concerning variations to budget or possible trends.

Report Prepared by: BELINDA BLOKLAND Financial Services Coordinator Date: 6 September 2022	Report Authorised by: TED HARRINGTON Chief Financial Officer
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ATTACHMENTS

- Attachment A: Council's position as at 31 August 2022 including:
 - Consolidated Income Statement
 - Consolidated Balance Sheet
 - Consolidated Cashflow Statement

REFERENCE DOCUMENT

- Officer's Report Document No. 4689615
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STATEMENT OF COMPREHENSIVE INCOME
For the Period Ending
31 August 2022



	2022/2023 Original Adopted Budget	2022/2023 Actuals YTD	2022/2023 Percentage Position 17%
REVENUE			
Recurrent Revenue			
Nett Rate Levies & Charges			
General Levies	14,809,636	7,919,730	53%
Waste Management Levies	1,431,332	745,912	52%
Water Allocation Levies	6,655,734	2,915,803	44%
Sewerage Levies	3,855,010	2,025,644	53%
Excess Water Levies	361,901	-	0%
Total Nett Rate Levies & Charges	27,113,613	13,607,089	
Fees & Charges			
Water Fees & charges	89,000	-	0%
Sewerage Fees & charges	10,000	-	0%
Other Fees & charges	4,615,760	838,196	18%
Total Fees & Charges	4,714,760	838,196	
Other Income Received			
Interest received (includes rates & community loans)	333,000	141,676	43%
Sales	300,000	23,876	8%
Contract Income - RMPC, RPC, PW	2,733,000	348,242	13%
Other recurrent income	159,900	49,108	31%
Total Other Income Received	3,525,900	562,902	
Operating Grants & Subsidies			
Operating Grants & Subsidies	7,698,524	825,308	11%
Non Capital Flood Event Grants	41,000,000	4,339,497	11%
Total Operating Grants & Subsidies	48,698,524	5,164,805	
TOTAL Recurrent Revenue	84,052,797	20,172,992	24%
Capital revenue			
Capital grants, subsidies, contributions & donations			
Capital Grants & Subsidies	10,931,845	2,139,001	20%
Gain on Sale of Assets	257,000	4,427	2%
Total Capital Revenue	11,188,845	2,143,428	
TOTAL INCOME	95,241,642	22,316,420	23%
EXPENSES			
Recurrent expenses			
Materials, Services & Maintenance	(15,356,548)	(1,666,885)	11%
Flood Event Materials, Services & Maintenance (DRFA)	(40,700,000)	(4,265,380)	10%
Employee Benefits	(21,475,508)	(3,039,612)	14%
Flood Event Employee Benefits (DRFA)	(300,000)	(74,117)	25%
Audit Fees	(170,000)	(16,767)	10%
Finance Costs	(64,500)	(7,142)	11%
Depreciation & amortisation	(9,139,784)	-	0%
TOTAL Recurrent Expenses	(87,206,340)	(9,069,903)	10%
TOTAL EXPENSES	(87,206,340)	(9,069,903)	10%
NET RESULT	8,035,302	13,246,517	
OPERATING RESULT (excludes capital income)	(3,153,543)	11,103,089	

STATEMENT OF FINANCIAL POSITION
For the Period Ending
31 August 2022



	2022/2023 Original Adopted Budget	2022/2023 Actuals YTD
CURRENT ASSETS		
Cash at Bank & On-Call Investments	33,305,438	36,458,191
Short Term Investments	-	19,000,000
Cash Floats	6,100	6,100
Trade and Other Receivables	2,452,557	16,498,917
Contract Assets	-	1,887,177
Inventories	674,715	792,074
Accrued revenue & prepayments	1,942,490	925,035
TOTAL CURRENT ASSETS	38,381,300	75,567,494
NON-CURRENT ASSETS		
Property, plant and equipment	481,653,666	471,393,654
TOTAL NON-CURRENT ASSETS	481,653,666	471,393,654
TOTAL ASSETS	520,034,966	546,961,148
CURRENT LIABILITIES		
Trade and other Payables	2,969,720	2,300,171
Contract Liabilities	-	11,674,057
Borrowings	154,542	156,287
Annual & LSL Provisions	3,718,585	3,563,653
Accrued Expenses & Unearned Revenue	1,500,000	-
TOTAL CURRENT LIABILITIES	8,342,847	17,694,167
NON-CURRENT LIABILITIES		
Borrowings	493,102	650,341
Non Current LSL Provision	1,672,308	1,737,169
TOTAL NON-CURRENT LIABILITIES	2,165,410	2,387,510
TOTAL LIABILITIES	10,508,257	20,081,677
NET ASSETS	509,526,709	526,879,471
COMMUNITY EQUITY		
Council Capital	351,859,485	319,636,056
Asset Revaluation Reserve	124,361,786	131,471,150
Retained Surplus/(Deficiency)	-	13,246,517
Cash Reserves	33,305,438	62,525,748
TOTAL COMMUNITY EQUITY	509,526,709	526,879,471

STATEMENT OF CASHFLOW
For the Period Ending
31 August 2022



	2022/2023 Original Adopted Budget	2022/2023 Actuals YTD
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from customers	34,895,273	(3,764,975)
Payments to suppliers & employees benefits	(78,424,546)	(9,563,041)
	<u>(43,529,273)</u>	<u>(13,328,016)</u>
Interest Received	333,000	141,676
Non capital grants & contributions	7,698,524	825,308
Non capital NDRRA Event Grants	41,000,000	4,339,497
Borrowing costs	(24,000)	(3,763)
Net Cash inflow (outflow) from operating activities	<u>5,478,251</u>	<u>(8,025,298)</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Payments for property, plant & equipment		
Payments for property, plant & equipment	(19,193,974)	(1,189,451)
Proceeds from sale of property, plant & equipment	257,000	4,427
Capital grants, subsidies, contributions	10,931,845	2,139,001
Net cash inflow (outflow) from investing activities	<u>(8,005,129)</u>	<u>953,977</u>
CASH FLOW FROM FINANCING ACTIVITIES		
Repayment of External Loan Borrowings	(153,290)	3,763
Net cash flow from financial activities	<u>(153,290)</u>	<u>3,763</u>
NET INCREASE (DECREASE) IN CASH	<u>(2,680,168)</u>	<u>(7,067,558)</u>
Opening Cash		
Beginning of Reporting Period - Cash at Bank	35,985,606	62,525,748
Beginning of Reporting Period - Cash Floats	6,500	6,100
Cash at beginning of reporting period	<u>35,992,106</u>	<u>62,531,848</u>
Closing Cash		
End of Reporting Period - Cash at Bank	33,305,438	55,458,191
End of Reporting Period - Cash Floats	6,500	6,100
Cash at end of reporting period	<u>33,311,938</u>	<u>55,464,291</u>
Cash Movement		
Net Increase/(Decrease) in Cash at Bank	(2,680,168)	(7,067,558)
Net Increase/(Decrease) in Cash Floats	-	-
NET INCREASE (DECREASE) IN CASH	<u>(2,680,168)</u>	<u>(7,067,558)</u>

EXECUTIVE SUMMARY

A meeting of the Audit and Risk Committee was held on 11 August 2022. A report and the unconfirmed minutes of that meeting are tabled for Council's information.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive and note the report and the unconfirmed minutes of the CTRC Audit & Risk Committee meeting held on 11 August 2022.***

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

In accordance with Section 211 of the *Local Government Regulation 2012*, a report is tabled for Council on matters reviewed at its Audit & Risk Committee meeting held on 11 August 2022.

The Audit & Risk Committee (the Committee) unconfirmed minutes are tabled for Council's information, with the matters covered as per the Annual Work Plan, under the following subject headings:

- External Audit.
- Internal Audit.
- Financial Compliance and Internal Controls.
- People, Performance, and Work Health & Safety.
- Governance and Risk Management.
- Audit & Risk Committee Governance Matters.

Advisors from the Queensland Audit Office (QAO), Council's External Auditor, and Council's Internal Auditor were in attendance. The QAO advised the Committee that CTRC's External Audit Plan key milestones to date have been met and to anticipate the Interim Management Letter shortly after the Committee meeting.

Internal Auditors provided the Committee with a progress update on the Internal Audit Plan (2021-22 and 2022-23), Risk Appetite Statement, and Internal Audit Report on computer systems Penetration Testing completed as part of the 2021-22 Internal Audit Plan. The Committee agreed to receive and note the Internal Audit status update which included an overview of 2021-22 and upcoming Internal Audits scheduled for 2022-23.

Other matters considered by the Committee and recommended for adoption by Council, include the:

- Annual Self-Assessment on the Committee's effectiveness.

The Annual Self-Assessment identified a few areas of improvement to ensure the Committee is across its duties and responsibilities and monitoring Council's governance function effectively.

As per the Annual Work Plan adopted for 2022, the following Committee meetings are scheduled:

- Meeting 1 – 10 March 2022 – rescheduled to and held, 30 March 2022
- Meeting 2 – 9 June 2022
- Meeting 3 – 11 August 2022
- Meeting 4 – 13 October 2022

With these matters considered, it is recommended that Council receive and note the Audit & Risk Committee Report for the meeting held 11 August 2022 as documented through the tabled unconfirmed minutes.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2021-2025

- Priority No. 6 - Governance & Structures

The CTRC Audit & Risk Committee's responsibilities include monitoring and reviewing CTRC's corporate governance practices to ensure compliance, plus effective and efficient service improvements across the organisation.

CONSULTATION (Internal/External)

Internal: Chief Executive Officer & I/Director Corporate & Community Services - Martin Drydale
Director Infrastructure Services - John Teague
Audit & Risk Committee members present

External: Advisors present at the Audit & Risk Committee meeting held 11 August 2022

LEGAL CONSIDERATIONS

The requirements of the Audit & Risk Committee function are set out in Section 105 of the *Local Government Act 2009*, and Subdivision 2, Section 208-211 of the *Local Government Regulation 2012*.

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

POLICY IMPLICATIONS

This report complies with the requirements of the Audit & Risk Committee Policy (S0038) and Terms of Reference (D0062) to present meeting outcomes to Council.

There are consequently no policy considerations that warrant the recommendation being declined.

RISK IMPLICATIONS

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

Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services Date: 8 September 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

COMMERCIAL IN CONFIDENCE

- Unconfirmed CTRC Audit & Risk Committee meeting minutes, 11 August 2022

END COMMERCIAL IN CONFIDENCE

REFERENCE DOCUMENT

- CTRC Audit & Risk Committee meeting agenda for 11 August 2022, Document No. 4629276
- D0062, Audit & Risk Committee Terms of Reference, Document No. 1251606
- Audit & Risk Committee 2022 Annual Work Plan, Document No. 4568954
- Officer's Report Document No. 4691171

EXECUTIVE SUMMARY

As required by the Charters Towers Youth Council Terms of Reference, Council is presented with the unconfirmed Minutes of the Youth Council meeting held 19 August 2022.

OFFICER'S RECOMMENDATION

That Council:

- **Receive and note this report and the minutes of the Charters Towers Youth Council meeting held 19 August 2022.**

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

As part of their commitment, Youth Councillors attend one induction workshop and four (4) official meetings during the year with one meeting held each school term. The third meeting of the Charters Towers Youth Council (CTYC) was held on Friday, 19 August 2022.

This meeting included a guided tour of the Water Treatment Plant and designation of portfolios to each Youth Councillor.

As required by the CTYC Terms of Reference, minutes of the CTYC meetings are provided for noting by Council.

The next meeting of the Youth Council is scheduled for 4 November 2022.

LINK TO CORPORATE PLAN

CTRC Corporate Plan 2021-2025

- Priority No. 3 - Social Cohesion
- Priority No. 5 - Transparency & Accountability

CONSULTATION (Internal/External)

Internal: Mayor, Frank Beveridge
Portfolio Councillor - Sonia Bennetto
Chief Executive Officer - Martin Drydale
Manager Community Services - Hayley Thompson
Executive Assistant to the CEO - Amy Russell

External: Charters Towers Youth Councillors

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: JASMINE ORWE EA to Director Corporate & Community Services Date: 5 September 2022	Report Authorised by: HAYLEY THOMPSON Manager Community Services
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ATTACHMENTS

- Attachment 1 - Unconfirmed minutes – Youth Council meeting held 19 August 2022

REFERENCE DOCUMENT

- 2022 Charters Towers Youth Council Terms of Reference
 - Officer's Report Document No. 4689740
-



CHARTERS TOWERS YOUTH COUNCIL MEETING MINUTES

GOLD & BEEF ROOMS

FRIDAY 19 AUGUST 2022 AT 11AM

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2. ATTENDANCE.....	3
2.1. Attendance.....	3
2.2. Apologies.....	3
3. ORDER OF BUSINESS.....	3
3.1. Declarations of Interest.....	3
3.2. Minutes of the last meeting	3
3.3. Business Arising	3
4. GENERAL BUSINESS.....	3
4.1. Overview of General Meeting of Council – Mayor, Frank Beveridge	3
4.2. Mission Australia Youth Survey – Hayley Thompson, Manager Community Services ...	4
4.3. Business Breakfast Invitation – Hayley Thompson, Manager Community Services	4
5. NEXT MEETING & CLOSE.....	4
6. CLOSE OF MEETING.....	4

1. MAYORAL WELCOME

2. ATTENDANCE

2.1. Attendance

Members

Cr Frank Beveridge, Mayor (Chair)
Cr Sonia Bennetto, Portfolio Councillor
Farah Caddy, Youth Councillor
Annaliese Koch, Youth Councillor
Jessica Rose, Youth Councillor
Ronald Denton, Youth Councillor
Taryn Woodard, Youth Councillor
Kye Smollet, Youth Councillor
Jared Stoll, Youth Councillor
Layla Gossage, Youth Councillor

Council Officers

Martin Drydale, Chief Executive Officer
Hayley Thompson, Manager Community Services
Amy Russell, Executive Assistant to the CEO (A/Secretary)

2.2. Apologies

Jasmine Orwe, Executive Assistant (Secretary)

3. ORDER OF BUSINESS

3.1. Declarations of Interest

There were no declarations of interest.

3.2. Minutes of the last meeting

Minutes of Youth Council Meeting held 21 June 2022.

Moved: Taryn Woodard

Seconded: Jared Stoll

That the Minutes of the Youth Council Meeting held 21 June 2022 be confirmed.

CARRIED

3.3. Business Arising

Members provided feedback from the recent Youth Festival:

- The Pump Track workshop was a great experience that catered for all ages
- Rock climbing was a highlight
- Would like to see the live entertainment a bigger part of future events
- Encourage more Youth Councillors to attend

4. GENERAL BUSINESS

4.1. Overview of General Meeting of Council – Mayor, Frank Beveridge

Mayor Beveridge provided members an update from the August General Meeting of Council. Members are encouraged to review agendas and minutes to be up to date with Council decisions.

4.2. Mission Australia Youth Survey – Hayley Thompson, Manager Community Services

The survey was discussed with members and a copy provided for all members to take back to their peers to complete.

4.3. Business Breakfast Invitation – Hayley Thompson, Manager Community Services

Council will be hosting their first Business Breakfast in September. Members are invited to attend this event and RSVP to Hayley Thompson by 7 September 2022.

4.4 Youth Councillors webpage

The Youth Councillors page is now live on Council's website. Members are requested to provide a brief bio to Council to include on the page. An example will be sent to members from Hayley Thompson.

4.5 Youth Councillor Portfolios

Members were asked to review the Councillor Portfolios and assign a Youth Councillor to each portfolio. This will allow members to have a responsibility area. Members are requested to put some questions together for the next meeting and Managers from each portfolio will be invited to attend and provide responses/updates to the relevant Youth Councillor/s.

(See 'Attachment A')

5. NEXT MEETING & CLOSE

9am, Friday, 4 November 2022.

6. CLOSE OF MEETING

There being no further business the meeting was closed at 11:15am.

ATTACHMENT A
Youth Councillor Portfolios

ENVIRONMENTAL SERVICES	ROADS & OPEN SPACES OPERATIONS FACILITIES PLANNING & DEVELOPMENT	FACILITIES & MAJOR PROJECTS ORGANISATIONAL SERVICES COMMUNITY SERVICES	PLANNING & DEVELOPMENT COMMUNITY SERVICES	COMMUNITY SERVICES ORGANISATIONAL SERVICES	ORGANISATIONAL SERVICES COMMUNITY SERVICES
Jessica Rose	Jared Stoll & Layla Gossage	Ron Denton & Kye Smollet	Farah Caddy	Taryn Woodard	Annaliese Koch
PORTFOLIO <ul style="list-style-type: none"> • Water resources • Waste Management • Refuse Tips • Cemeteries • Land Management • Biosecurity Plan 	PORTFOLIO <ul style="list-style-type: none"> • Road Safety • RMPC • Sealed and unsealed road maintenance • Parks • Verge Maintenance • Saleyards • Equestrian Centre • Ranger services • Animal control 	PORTFOLIO <ul style="list-style-type: none"> • Pools • Water Park • Pump Track & Skate Park • Council owned housing • Facilities maintenance and management • Audit & Risk • Sport and recreation 	PORTFOLIO <ul style="list-style-type: none"> • Regional economic development • Town planning • Building control & plumbing • Housing Strategy • Tourism • VIC 	PORTFOLIO <ul style="list-style-type: none"> • Arts & Culture • Library • World Theatre • Community centres • Health • Disaster Management 	PORTFOLIO <ul style="list-style-type: none"> • Governance • ICT • Finance • Human Resources • Corporate Planning & Performance • Procurement • Media & Comms • Education

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

13.1 Big Rocks Weir Monthly Report (Pre-Construction)

EXECUTIVE SUMMARY

The Big Rocks Weir Monthly Report (Pre-Construction) for August 2022 is presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the Big Rocks Weir Monthly Report (Pre-Construction) for August 2022.*

BUDGET & RESOURCE IMPLICATIONS

Refer to attached monthly report.

BACKGROUND

Council is the proponent for the Big Rocks Weir Project.

A funding deed has been executed which provides funding to conduct the pre-construction elements of the project such that the detailed design can be produced. An Environmental Impact Statement has been submitted to the State Government, and a decision from the State is required before proceeding to construction.

The monthly report for Big Rocks Weir is attached.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No. 2 - Environmental Sustainability

CONSULTATION (Internal/External)

Internal: Chief Executive Officer – Martin Drydale
A/Director Infrastructure Services – Glenn Petersen

External: Big Rocks Weir Project Steering Committee
GHD (as Councils Design Engineers)
Department of Regional Development, Manufacturing and Water

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

MEDIA/COMMUNICATION

There are no media/communications required in respect to this recommendation.

Report Prepared by: MARK HARVEY Water Projects Manager Date: 2 September 2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- Big Rocks Weir Monthly Report (Pre-Construction) – August 2022 Document No. 4687246
CONFIDENTIAL

REFERENCE DOCUMENT

- Officer's Report Document No. 4688781
-

EXECUTIVE SUMMARY

This Community Engagement Strategy 2022–2026 outlines Council’s approach for connecting with the community, including, who we engage with, when and how we engage, the decision-making process, evaluation and reporting, and responsibilities and budget.

OFFICER’S RECOMMENDATION

That Council:

- ***Endorse STRAT0090 Community Engagement Strategy 2022-2026, as tabled.***

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

Council made a commitment through the 2022-23 Operational Plan to continue to develop a community engagement framework that guides Council’s engagement with the community to inform Council decisions.

The Strategy will guide Council on best practices for community engagement. The overall goal of this strategy to ensure Council is involving, engaging, listening and open and transparent with the community when developing policies, programs, or activities (other than routine administrative matters).

Council’s approach to community engagement is based upon well-established principles developed by state and local government agencies across Australia. These are:

Building relationships

We act in an honest, open, and respectful way to build strong relationships, partnerships, and trust with our stakeholders. We encourage effective and ongoing partnerships with the community to provide meaningful opportunities for participation in decision-making.

Right to be involved

We believe that our stakeholders have a right to be involved in the decision that affect them. All communication should outline that feedback is invited and no-one is prohibited from participating.

Clarity of purpose

Our engagement is well-planned with a clearly defined purpose and stages for community input. We are clear about why, how, and what we are engaging about. If the community is affected by a decision, they should be consulted.

Accessible and inclusive

We actively seek views representative of the community, and we provide a range of engagement activities to ensure that the broadest possible range of stakeholders can participate. Barriers to engagement are identified and measures are put in place to help to reduce or overcome these.

Timely and coordinated

We engage early on and provide enough time for stakeholders to provide input so that views can be genuinely considered. We collaborate across Council to ensure our engagement activities are coordinated.

Tailored

We use a range of engagement and communication methods that suit the purpose and type of project or issue we are consulting on. We consider the impact of the proposed project, complexity, risk, timing, and the range of stakeholders involved. Information should be in plain language, easily accessible, and in a form that makes it easy for people to participate.

Transparent

We make our decisions in an open and transparent way and provide feedback to our stakeholders in order to explain our decisions and let them know how their input has been considered.

Learning from practice

We evaluate our engagement activities and learn from the feedback that has been provided to us.

This Community Engagement Strategy outlines our approach to engaging with the Charters Towers Region community and other stakeholders. It provides transparency and clarity for all so that they can understand their role in the decision-making process. This Strategy outlines who, when, and how we will undertake engagement on our plans and policies with the level of community involvement varying depending on the project or issue and the potential impact of the project or issue on the community.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2025

- Priority No 5 – Transparency & Accountability

CONSULTATION (Internal/External)

Internal: Councillors
Chief Executive Officer – Martin Drydale
A/Director Infrastructure Services – Glenn Petersen
Manager Community Services – Hayley Thompson
Manager Planning & Development – Paul Want
Marketing & Communications Team

External: Nil

LEGAL CONSIDERATIONS

All consultation should be reviewed against relevant legislation.

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

There is significant reputational risk if Council does not appropriately engage with the community.

Report Prepared by: AMY RUSSELL EA to the CEO Date: 12/09/2022	Report Authorised by: MARTIN DRYDALE Chief Executive Officer
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ATTACHMENTS

- STRAT0090 Community Engagement Strategy 2022-2026 Document No. 4635959

REFERENCE DOCUMENT

- Officer's Report Document No. 4693456
-



CHARTERS TOWERS
REGIONAL COUNCIL

COMMUNITY ENGAGEMENT STRATEGY 2022-2026

MESSAGE FROM THE MAYOR

This Community Engagement Strategy 2022–2026 outlines Council’s approach for connecting with the community, including, who we engage with, when and how we engage, the decision-making process, evaluation and reporting, and responsibilities and budget.

The delivery of this Strategy is a commitment of Council to ensure we involve, listen, and be transparent with the community when developing any policies, programs, or activities.

Community engagement is becoming increasingly important and expected, and it will be essential for us to be able to provide meaningful engagement on important topics and projects in the future.

This Strategy will provide us with guidance on what tools, techniques, and methods of engagement will be most appropriate, how to identify and dissect stakeholders, and how to design engagement activities that meet each stakeholder’s requirements for involvement.

The guiding principles shared in this Strategy are informed by the International Association of Public Participation (IAP2) methodologies. IAP2 has developed a set of tools to promote community involvement and engagement that are highly regarded as best practice and is becoming more and more prevalent in local government.

Implementing this Strategy is the shared responsibility of Council and key stakeholders, including staff, contractors and consultants. We recognise the key to successful engagement is in our productive and collaborative partnerships — with stakeholders, but especially with our community.

Cr Frank Beveridge
Mayor – Charters Towers Regional Council

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OUR COMMUNITY ENGAGEMENT GOALS AND OBJECTIVES

Overarching Goal

To involve, engage, listen, and be transparent with all our community when developing any policies, programs, or activities (other than routine administrative matters). The outcomes of community engagement support Council's efforts to:

- Identify community objectives.
- Prioritise what Council delivers with its available resources.
- Identify acceptable service levels.
- Monitor community satisfaction.

Objective 1

To provide a best-practice, consistent, and considered approach to engagement that is meaningful and appropriate for our diverse communities of all ages and abilities.

Objective 2

Foster an open and collaborative approach to community engagement across the organisation.

Objective 3

Develop strategies to increase participation across the whole community.

Objective 4

Implement cost-effective engagement strategies and ensure the best use of limited resources across the organisation.

Objective 5

Explore contemporary engagement methods with a view to improving and extending Council's engagement activities.

Objective 6

Monitor and evaluate how community engagement is being conducted and integrated into decision-making.

WHAT IS COMMUNITY ENGAGEMENT?

Community engagement, also known as ‘public participation’, is about involving the community and others in decision-making and it is at the very core of the democratic process in local government in Queensland. Community input and participation is crucial for building a better Region where people want to live, work, and visit.

Charters Towers Regional Council (Council) has an organisation-wide commitment to engaging with our communities that matter in a transparent, open, and accountable way.

Why Is Community Engagement Important?

Council recognises that people have a right to be informed and to have a say on the projects and issues that are important to them, or which have an impact on their daily lives. Community engagement helps Council to better understand the community’s views and values and enables it to make more informed decisions and deliver better services.

Why Do We Need a Strategy?

This Community Engagement Strategy outlines our approach to engaging with the Charters Towers community and other stakeholders. It provides transparency and clarity for all so that they can understand their role in the decision-making process. This Strategy outlines who, when, and how we will undertake engagement on our plans and policies with the level of community involvement varying depending on the project or issue and the potential impact of the project or issue on the community.

OUR ENGAGEMENT PRINCIPLES

Council’s approach to community engagement is based upon well-established principles developed by state and local government agencies across Australia. These are:

Building relationships

We act in an honest, open, and respectful way to build strong relationships, partnerships, and trust with our stakeholders. We encourage effective and ongoing partnerships with the community to provide meaningful opportunities for participation in decision-making.

Right to be involved

We believe that our stakeholders have a right to be involved in the decision that affect them. All communication should outline that feedback is invited and no-one is prohibited from participating.

Clarity of purpose

Our engagement is well-planned with a clearly defined purpose and stages for community input. We are clear about why, how, and what we are engaging about. If the community is affected by a decision, they should be consulted.

Accessible and inclusive

We actively seek views representative of the community, and we provide a range of engagement activities to ensure that the broadest possible range of stakeholders can participate. Barriers to engagement are identified and measures are put in place to help to reduce or overcome these.

Timely and coordinated

We engage early on and provide enough time for stakeholders to provide input so that views can be genuinely considered. We collaborate across Council to ensure our engagement activities are coordinated.

Tailored

We use a range of engagement and communication methods that suit the purpose and type of project or issue we are consulting on. We consider the impact of the proposed project, complexity, risk, timing, and the range of stakeholders involved. Information should be in plain language, easily accessible, and in a form that makes it easy for people to participate.

Transparent

We make our decisions in an open and transparent way and provide feedback to our stakeholders in order to explain our decisions and let them know how their input has been considered.

Learning from practice

We evaluate our engagement activities and learn from the feedback that has been provided to us.

ENGAGING OUR COMMUNITY

If Council is to effectively engage, we must have a clear picture of who we are engaging with. The diversity of our community highlights that a 'one size fits all' engagement approach will not work and that we must constantly employ a range of engagement methods.

Charters Towers Regional Profile

The Charters Towers LGA covers a land area of 68,580 km² (the land area of the State of Tasmania is 90,760 km² by comparison), has a population of 11,676, and a population density of just 0.17 persons per km².

Total Population

The population base has been relatively stable since 2006 (11,729), however population decline has been evident after reaching a peak in 2012 (12,434,) reducing to 11,676 in 2021 (a decline of 748 persons or 6%). The median age is 40 years which is slightly higher compared to the Regional Queensland average of 39 years.

Age Profile

In 2016, 26.9% of the population was 17 years and under (compared to 23.2% for Regional Queensland) primarily driven by the prevalence of boarding schools in Charters Towers. The working age population (18 to 59) totaled 48.1% compared to the Regional Queensland average of 53.7% and is declining meaning that Council has fewer working age residents to recruit from. Over 60s represent 25.0% of the population which is higher than the Regional Queensland average (23.0%) and is increasing.

Diversity

In 2016, 83.3% of the population were born in Australia, with 5.5% born overseas (11.1% preferred not to state). The top 3 countries represented by those born overseas was the United Kingdom, New Zealand, and the Philippines resulting in 87.7% of the population speaking English at home (10.0% preferred not to state).

Education Levels

Only 8.6% of the population has a university qualification compared with the Regional Queensland average (14.0%), with 19.9% of the population holding a trade qualification (compared to 23.1% for Regional Queensland). 52.1% of the population aged over 15 years has no qualification.

Working Population

The participation rate percentage of the population in the labour force is low (54%) compared to the Regional Queensland average (59%).

We recognise the traditional owners of our land

We seek to address the legacy of our past and ensure a better quality of life for our Aboriginal and Torres Strait Islander community. The percentage of Aboriginal and Torres Strait Islander as a percentage of the total population is 8.9% which is high compared to the Regional Queensland average of 5.4%.

WHO DO WE ENGAGE WITH?

Our Stakeholders

A vital component of the community engagement process includes identifying and gaining an understanding of the key stakeholders who will be impacted by or who have an interest in a decision.

Our engagement aims to reach everyone in the community to ensure a range of views are heard.

Internal and external committees

Council has several committees made up of staff, Councillors, as well as external community members and they meet on issues relevant to specific topic areas. The committees include but are not limited to:

- The Regional Arts Development Fund (RADF) Committee
- The Dalrymple Saleyards Master Plan Advisory Committee
- Tourism Advisory Committee
- Miners Memorial Advisory Group
- 150 Year Celebrations Working Group

External

The list of external stakeholders is long and varied. Stakeholder groups who may be identified in a community engagement process include but are not limited to:

- Chamber of Commerce
- Local Schools
- Sporting organisations
- Disability services
- Age Care providers
- Local businesses
- QLD Health
- Local State Member

INCLUSIVE PARTICIPATION

Council recognises that we have not identified or engaged with all stakeholder communities in the past and that some communities are harder to reach than others, as they may have barriers to participation such as experience, language, and accessibility. Council is committed to providing opportunities for these communities to participate and have a say by:

- Translating resources and information where necessary
- Avoiding technical jargon and using language which is easy to understand
- Providing information in accessible formats
- Ensuring a variety of engagement methods are available
- Ensuring venues are accessible

Aboriginal and Torres Strait Islanders

Council recognises the Gudjala peoples as First Australians, peoples of the oldest living culture in the world. We are committed to working with Traditional Owners on matters of land, water, language, culture, and cultural heritage. Council is working to embed indigenous issues and interests through the organisation. We want to ensure that the voices of the Gudjala peoples are included in this process and that our relationships with our Aboriginal and Torres Strait Islander communities are meaningful.

Young People

Council is committed to building a Region that is welcoming and inclusive of young people. We provide opportunities for young people to become active citizens through our Youth Council but recognise that further work is needed through co-design initiatives, online engagement, and more face-to-face engagement activities.

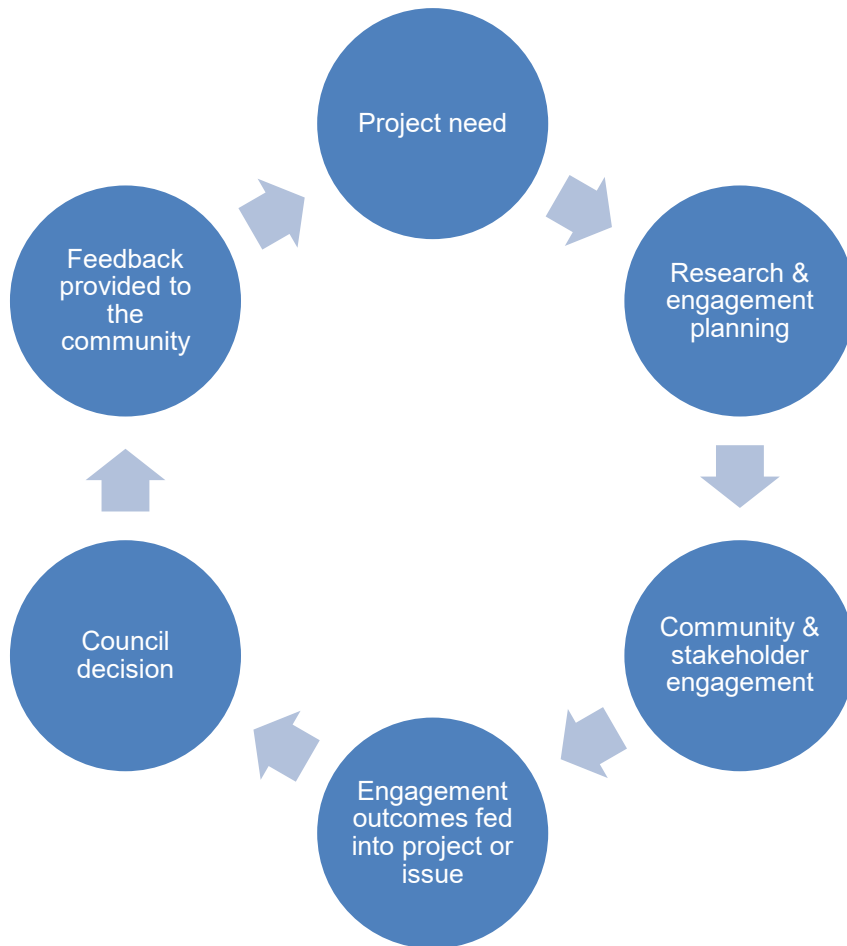
Vulnerable People

We have vulnerable people that live, work, and visit the Region including low-income households, social housing tenants, people with disabilities, and people experiencing homelessness. Council has not currently identified any groups representing the Region's Lesbian, Gay, Bisexual, Transgender, Queer, Intersex (LGBTQI) community but will endeavour to develop this knowledge over time.

DECISION-MAKING PROCESS

This Strategy will guide the way engagement is planned and undertaken.

Planning for engagement considers a range of factors including identifying who the project or issue will impact, how much impact the project or issue will have, and how interested the community is in the project or issue. The requirements for public participation will also be considered, for example, minimum or maximum timeframes, to ensure that there is enough time available for the community to have a say. Council's process for commencing engagement is shown below:



HOW WE ENGAGE

Levels of Participation

Our engagement approach can vary depending on the need and impact of the project or issue. There are some legislative requirements which govern the minimum level of engagement for some services provide by Council

The IAP2 (International Association of Public Participation) Spectrum (www.iap2.org.au) shows that differing levels of participation are legitimate depending on the goals, timeframes, resources, and levels of concern in the decision to be made. The IAP2 model is recommended in the local government sector for the preparation of Community Engagement Strategies.

Importantly, the Spectrum defines the public's role in any community engagement program and sets out the promise being made to the public at each level of participation. The levels of public participation are:

Inform

Usually means that a decision has been made or an action is needed, so the community and stakeholders are provided with information.

Consult

The community can provide feedback on the issues, options, and decisions.

Involve

The community's concerns and feedback are reflected in decision-making.

Collaborate

The community and Council partner in decision-making towards a common goal.

Empower

The community and stakeholders have final decision-making power.

Council provides a range of ways for the community and stakeholders to participate in the decision-making process, these are outlined in Table 1.

Table 1. Community Engagement Options

Participation Level	Channel	In Practice
Inform	Website and social media	Provide information via social media channels such as Facebook, Instagram, and Council's website/s
	Advertisements, signs, letters, and notices	A letter, sign, advertisement, or notice may: <ul style="list-style-type: none"> • Invite the community to participate in engagement • Describe the matter, project, or issue • Outline how people can get more information • Advise how to make a comment or be involved • Outline the timeframe for consultation
	Administration Centre & Excelsior Library	Information is made available for public exhibitions
	Translated communication materials	Materials are translated to align with key projects and demographics
Consult & Involve	Have Your Say Platform	A place for the community to share their ideas, have active conversations, and help shape plans, policies, and projects.
	Youth Council	The Youth Council is an opportunity for young people to engage directly with Council to discuss and provide feedback on Council plans and activities that are relevant to young people.

Participation Level	Channel	In Practice
	Community meetings and workshops	Meetings and workshops to provide an opportunity to work through an issue to gather feedback on aspects of a project or policy
	Council Meetings	Members of the community can participate in Council's General Meeting process prior to a decision being made as outlined in Council's Standing Orders. This can include speaking at a public forum, making submissions and petitions or as an observer at Council Meetings.
	Public exhibitions and submissions	Council's public exhibition process seeks written community and stakeholder feedback on a plan, policy, or project.
	Surveys	Using market research software for telephone, online, and offline surveys optimised for mobile phones and language translations. Hardcopy surveys to be available to access at the Administration Centre and Excelsior Library.
	Drop-in sessions and pop-up stalls	Provide a face-to-face opportunity for the community to attend a drop-in session or a pop-up stall often held as part of a wider event to gather information and provide feedback on an issue or project/ policy related decision.
Collaborate & Empower	Advisory Committees	These Committees are made up of various members of our community and Councillors who advise the Council on their views, needs, and interests in the Region. Committee members are selected because of their experience or skill in the area relating to that Committee interest.
	Deliberative processes such as Town Hall style meetings and citizen juries	Deliberative forums are used for in-depth consideration of an issue by a cross section of the community to provide well informed feedback on how a decision should be made.
	Community and stakeholder reference groups	Groups of community and stakeholder representatives that meet with staff, Councillors, or others to work through an issue, determine a decision for a project, policy, or plan and provide advice on the decision.

WHEN WE ENGAGE

Table 2 explains how we will engage with the community about plans and strategies, as well as other work we do, so the community knows what to expect.

Planning related projects have specific public exhibition timeframes which must be met, and these are also outlined below.

Table 2. Engagement Timeframes

When	Engagement Level	How	What	Exhibition Period
Council plans and Strategies	Consult	Ask for community views about Council plans and strategies. In addition to minimum statutory provisions, take all reasonable steps to ensure stakeholders are advised of the opportunity for feedback.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	28 days.
Council's long-term plans - Corporate Plan - Community Engagement Strategy - Economic Development Strategy	Involve	Involve the community to ensure priorities are reflected in the decision. Provide a range of opportunities and channels for the community to share their views.	Directly reflect community concerns and aspirations in the finalised plan.	28 days.
Council's Annual Operational Plan and Budget	Involve	Involve the community to ensure priorities are reflected in the decision. Provide a range of opportunities and channels for the community to share their views.	Directly reflect community concerns and aspirations in the finalised plan.	28 days.
Maintenance and renewal capital works	Inform	Share balanced information on current activities and plans. Take all reasonable steps to ensure stakeholders are advised of Council's projects.	Communicate updates to keep the community informed.	We will let you know at least 7 days in advance of work.
New capital works and place making	Involve	Involve the community to ensure priorities are reflected in the decision. Provide a range of opportunities and channels for the community to share their views.	Directly reflect community concerns and aspirations in the finalised plan.	We will provide at least 14 days' notice for any engagement opportunities.
Council's key land use planning instruments - Regional Town Plan	Consult	Ask for community views about Council plans and strategies. In addition to minimum statutory provisions, take all	Recognise community views and concerns and ensure these are reflected as inputs	A minimum of 28 days.

When	Engagement Level	How	What	Exhibition Period
- Voluntary Planning Agreements - Local Government Infrastructure Plan		reasonable steps to ensure stakeholders are advised of the opportunity for feedback. The extent of notification will be determined based on a series of considerations including the scale, complexity, nature and potential impact of the planning proposal or instrument.	into Council's final decision.	
Planning Scheme amendment proposals – major	Involve	Involve the community to ensure priorities are reflected in the decision. Provide a range of opportunities and channels for the community to share their views. The extent of notification will be determined based on a series of considerations including the scale, complexity, nature and potential impact of the planning proposal or instrument.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision. Reasons for decision are provided in the Council Report and website.	A minimum of 40 days.
Development Applications Other than for accepted or code assessable development	Consult	Ask for community views about Council plans and strategies. In addition to minimum statutory provisions, take all reasonable steps to ensure stakeholders are advised of the opportunity for feedback.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision. Ensure Council's statement of reasons for decision is published.	Governed by statutory timeframe requirements - usually 15 business days but could be greater if involving a variation request or prescribed by the <i>Planning Regulation 2017</i> .
Application for a change of the development Permit	Consult	Ask for community views about Council plans and strategies. In addition to minimum statutory provisions, take all reasonable steps to ensure stakeholders are advised of the opportunity for feedback.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision. Ensure Council's statement of reasons for decision is published.	Governed by statutory timeframe requirements - usually 15 business days but could be greater if involving a variation request or prescribed by the <i>Planning Regulation 2017</i>

When	Engagement Level	How	What	Exhibition Period
Other Council key policies	Consult	Ask for community views about Council plans and strategies. In addition to minimum statutory provisions, take all reasonable steps to ensure stakeholders are advised of the opportunity for feedback.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	28 days.

EVALUATION AND REPORTING

Monitoring and reviewing Council's engagement activities is essential in order to identify areas for improvement and to realise our goals and objectives more efficiently. Council will use a range of evaluation and reporting methods to assess and communicate its community engagement progress including:

- Undertaking annual audits to check progress against the objectives identified in this Strategy.
- Reviewing the strategy, policy, and toolkit every four years.
- Undertaking a community satisfaction survey every two years and reporting on the outcomes.
- Reviewing participation levels in engagement activities
- Reviewing verbal and written feedback from stakeholders on the effectiveness of engagement activities.
- The number of staff trained in the IAP2 framework.
- Quarterly Executive Leadership Team reporting to improve the visibility of engagement delivery.

RESPONSIBILITIES AND BUDGET

Community engagement across Council is supported by the Media and Communications Team, providing advice on resources, engagement design, and engagement planning.

A dedicated budget for community engagement activities relating to key Corporate Planning documents and the Community satisfaction Survey sits with the Office of the CEO.

All other community engagement activities are to be funded by the relevant Council Department.

EXECUTIVE SUMMARY

Tabled are the proposed Charters Towers Regional Council organisational values, as recommended through the Staff Reference Group and employee consultation.

OFFICER'S RECOMMENDATION

That Council:

- ***Endorse the new Charters Towers Regional Council organisational values as set out below:***

**Community Focused
Team
Respectful
Consistent**

A Community Focused Team, who are Respectful and Consistent.

BUDGET & RESOURCE IMPLICATIONS

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

BACKGROUND

Charters Towers Regional Council's Staff Reference Group was formed this year and was asked to put together a priority list of items for review. One item that was recommended to be a high priority for review was the organisational values. Staff felt they had limited input into the current organisational values that were adopted by Council at the September 2020 General Meeting.

It was recommended an acronym should be considered for ease of remembering the values.

The Staff Reference Group went back to work groups to discuss the current values and come back to members with a few recommended acronyms. Following a review of workgroup feedback, it was agreed the CTCRC acronym be put out to the wider organisation for feedback via a survey in August.

A total of 35 responses were received with various words linked to each letter of the acronym. Following a review of all survey results, two final recommendations were put out to the vote in September with 56 responses received.

Based on the survey results from employees, the revised values are proposed as follows:

**Community Focused
Team
Respectful
Consistent**

A Community Focused Team, who are Respectful and Consistent.

Following the endorsement of the proposed organizational values, all publications referencing the current values will be updated. The new values will also be displayed in customer service areas, meeting rooms and staff facilities.

LINK TO CORPORATE PLAN

Corporate Plan 2021-2015
Priority No. 5 - Transparency & Accountability
Priority No. 8 - Customer Service
Priority No. 9 - Our People

CONSULTATION (Internal/External)

Internal: Staff Reference Group
Charters Towers Regional Council workforce

External: Nil

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Report Prepared by: Amy Russell EA to the CEO Date: 16 September 2022	Report Authorised by: Martin Drydale CHIEF EXECUTIVE OFFICER
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ATTACHMENTS

- Nil

REFERENCE

- Response to the Staff Survey re: Organisational Values
 - Staff Survey re: Organisational Values
 - Officer's Report Document No. 4693459
-

14. REPORTS FOR CONSIDERATION - CONFIDENTIAL

CLOSE OF MEETING FOR CONFIDENTIAL REPORTS

In accordance with the *Local Government Regulation 2012 254J*, (f) matters that may directly affect the health and safety of an individual or a group of individuals; the meeting will be closed to discuss the following confidential report:

Item 14.1 Work Health & Safety Report

In accordance with the *Local Government Regulation 2012 254J*, (b) industrial matters affecting employees; the meeting will be closed to discuss the following confidential reports:

Item 14.2 Organisational Restructure

CORPORATE & COMMUNITY SERVICES

14.1 Work Health and Safety Report

OFFICE OF THE CHIEF EXECUTIVE OFFICER

14.2 Organisational Restructure

THE MEETING WILL BE OPENED FOR THE TAKING OF RESOLUTIONS.

15. CLOSE OF MEETING



CHARTERS TOWERS
REGIONAL COUNCIL

MINUTES
of the
GENERAL MEETING
of
CHARTERS TOWERS REGIONAL COUNCIL
held
Wednesday 17 AUGUST 2022
Commencing at 9:00am



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1. OPENING OF MEETING

The Meeting was opened at 9:00am by Mayor FC Beveridge/

2. ATTENDANCE/APOLOGIES

Councillors:
Cr FC Beveridge (Mayor)
Cr GJ Lohmann
Cr AP Barr
Cr S Bennetto
Cr KF Hastie
Cr JD Mathews
Cr BP Robertson

Officers:
Mr M Drydale - Chief Executive Officer
Mr G Petersen - A/Director Infrastructure Services
Mrs A Russell – Executive Assistant to the Chief Executive Officer
Mr T Harrington – Chief Financial Officer
Mrs H Thompson – Manager Community Services
Mr P Want – Manager Development and Planning
Mr M Harvey – Water Projects Manager
Ms M Lavelle-Maloney – Tourism, Trade & Investment Advisor

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

Apologies:

3. PRAYER

Members of the Gallery
Nil
Members of the Gallery opening prayer. Rev Tutin departed the meeting at **9:02am**.
Nil

4. CONDOLENCES

Condolences were offered for the following:
Joan West
Olive Pugh
Dulcie Coffison

5. DECLARATIONS OF INTEREST

Nil.

6. DEPUTATIONS

Nil

7. CONFIRMATION OF MINUTES

- ❖ Minutes of General Meeting held 20 July 2022.

Resolution No.: 3429

Moved: Cr AP Barr
Seconded: Cr JD Mathews

That the Minutes of the General Meeting held 20 July 2022 be confirmed.

CARRIED

8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil.

9. MAYOR'S AND COUNCILLORS' REPORTS

Mayor FC Beveridge reported on:

Date	Details
20/07/2022	Chaired July General Meeting
20/07/2022	Attended Councilor Workshops
20/07/2022	Mayoral Minute Filming with Council's Media Team
20/07/2022	Presided at Australian Citizenship Ceremony
20/07/2022	Attended Australian Defence Force Public Display
20/07/2022	Media Interview with Australian Defence Force
21/07/2022	RDA Chair duties
21/07/2022	Video with Media Team regarding graffiti and vandalism on new assets
21/07/2022	Meeting with constituent
22/07/2022	RDA Chair duties
22/07/2022	Meeting with constituent
25/07/2022 – 28/07/2022	Attendance and participation at LGAQ Bush Council's Convention with Council's Chief Executive Officer, at Barcaldine
29/07/2022	Meeting with Deputy Mayor
29/07/2022	Meeting with member of Ministers' Fraternal
30/07/2022 – 05/08/2022	On leave
06/08/2022	Attended Spirits of the Night at the Pioneer Cemetery
08/08/2022	Attended NQROC Meeting with Council's Chief Executive Officer
08/08/2022	RDA Chair duties
09/08/2022	RDA Chair duties
10/08/2022	Attended Farewell Function for Council's Director Infrastructure Services
10/08/2022	Attended meeting with external stakeholder company in respect to renewable energy
10/08/2022	Weekly meeting with Chief Executive Officer
10/08/2022	Meeting with Media team – Business Breakfast voice overs
10/08/2022	Meeting with constituent

11/08/2022	Attended Audit and Risk Committee Meeting
11/08/2022	Attended luncheon with Councillors and Senior Council Staff
11/08/2022	Meeting with Deputy Mayor
11/08/2022	Attended Chamber of Commerce Dinner
12/08/2022	Meeting with external stakeholder and senior staff regarding economic development
12/08/2022	Meeting with CEO and EA to Mayor to discuss Official Visit
12/08/2022	Meeting with Emergency Services personnel
12/08/2022	Meeting with Australian Defence Force and luncheon
12/08/2022	Meeting with CEO and Member for Traeger
12/08/2022	Meeting with constituent and EA to Mayor to discuss future sporting opportunity in Charters Towers
13/08/2022	Attended Fun Palace at the Excelsior Library
15/08/2022	Weekly Meeting with Chief Executive Officer
16/08/2022	Chaired Ravenswood Community Meeting

Deputy Mayor GJ Lohmann reported on:

Date	Details
20/07/2022	General Meeting and workshop
22/07/2022	Disaster District Management Group meeting - Ingham
27/07/2022	Miners Memorial Advisory Group meeting Shortlisting for Director Infrastructure Services
1/08/2022	Filming for Rush Festival Launch
3/08/2022	Consumer Advisory Council meeting – Townsville Selection panel for Director Infrastructure Services Council Catchup video filming
5/08/2022	Meeting with Selectability regarding Suicide Prevention Strategy
6/08/2022	Spirits of the Night event at Old Pioneer Cemetery
7/08/2022	CWA markets
10/08/2022	Constituent meeting Morning tea for retiring Director IS
11/08/2022	Lunch with retiring Director IS
13/08/2022	Fun Palace at Excelsior Library

Cr AP Barr reported on:

Date	Details
20/07/2022	General Meeting of Council and Workshops Australian Citizenship Ceremony Australian Defence Force Public Display
25/07/2022	Charters Towers Show opening
11/08/2022	Farwell for Director Infrastructure Services
16/08/2022	Ravenswood Community Meeting

Cr S Bennetto reported on:

Date	Details
20/07/2022	Council Catch Up recording ADF open day – Courthouse
22/07/2022	NQSF Board meeting
25/07/2022	Charters Towers Show
29/07/2022	Richmond Hill SS NAIDOC Parade
1/08/2022	Tourism Advisory committee meeting Rush Festival filming
4/08/2022	NQ Sportstar Awards meeting
5/08/2022	Spirits of the Night
11/08/2022	Audit & Risk meeting Farewell for John Teague
15/08/2022	Work experience acknowledgement – Columba CC

Cr KF Hastie reported on:

Date	Details
20/07/2022	General Meeting & Workshops Aust Citizenship Ceremony Aust Defence Force Public Display
24/07/2022 – 14/08/2022	Leave
15/08/2022	Filming for the Friday Catch-up film
16/08/2022	Ravenswood Community Meeting

Cr JD Mathews reported on:

Date	Details
20/07/2022	General Meeting and Workshops
25/07/2022	Attended the TPA & M Annual Show
27/07/2022	Miner's Memorial Advisory Committee
30/07/2022	CWA AGM
1.08.2022	Tourism Advisory Committee

Cr BP Robertson reported on:

Date	Details
20/07/2022	General Meeting of Council and Workshops Australian Citizenship Ceremony

10. MAYORAL MINUTE

Nil.

11. REPORTS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

11.1 Unconfirmed Minutes of the Miners Memorial Advisory Group Meeting held 27 July 2022

EXECUTIVE SUMMARY

Unconfirmed minutes of the Miners Memorial Advisory Group Meeting held 27 July 2022 are presented to Council to note.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the unconfirmed minutes of the Miners Memorial Advisory Group Meeting held 27 July 2022.*

Resolution No.: 3430

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council

- **Receive the unconfirmed minutes of the Miners Memorial Advisory Group Meeting held 27 July 2022.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4676920

ATTENDANCE

Mr T Harrington, Chief Financial Officer entered the meeting at **9:08am**.

Mrs H Thompson, Manager Community Services entered the meeting at **9:08am**.

12. REPORTS FOR CONSIDERATION – CORPORATE & COMMUNITY SERVICES

12.1 Monthly Financial Report

EXECUTIVE SUMMARY

Council's monthly financial report in relation to the 2022-23 budget is presented for consideration, together with the Income Statement, Balance Sheet, and Cash Flow as at 31 July 2022.

OFFICER'S RECOMMENDATION

That Council:

- *Receive the monthly financial report presenting the financial position as at 31 July 2022 in relation to the 2022-23 budget and including the:*

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

Resolution No.: 3431

Moved: Cr KF Hastie
Seconded: Cr BP Robertson

That Council:

- **Receive the monthly financial report presenting the financial position as at 31 July 2022 in relation to the 2022-23 budget and including the:**
 - **Consolidated Income Statement.**
 - **Consolidated Balance Sheet.**
 - **Consolidated Cashflow Statement.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4675330

12.2 Amendments to the 2022-23 Fees and Charges Schedule

EXECUTIVE SUMMARY

Council's approval is sought for an amendment to the current 2022-23 Fees and Charges Schedule.

OFFICER'S RECOMMENDATION

That Council:

- **Amend the 2022-23 Fees and Charges Schedule as per Section 97 of the Local Government Act 2009 as tabled:**

Description	Current Fee	Proposed Fee	Justification
Charitable Recyclers (State Government fee exemption may apply upon successful application)	\$93.50/t (\$15.00 minimum)	\$96.80/t (\$15.00 minimum)	Fee revision to ensure costs cover Qld Govt Waste Levy + GST

Resolution No.: 3432

Moved: Cr KF Hastie
Seconded: Cr JD Mathews

That Council:

- **Amend the 2022-23 Fees and Charges Schedule as per Section 97 of the Local Government Act 2009 as tabled:**

Description	Current Fee	Proposed Fee	Justification
Charitable Recyclers (State Government fee exemption may apply upon successful application)	\$93.50/t (\$15.00 minimum)	\$96.80/t (\$15.00 minimum)	Fee revision to ensure costs cover Qld Govt Waste Levy + GST

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4676722

ATTENDANCE

Mr T Harrington, Chief Financial Officer departed the meeting at **9:16am**.

12.3 Charters Towers Youth Council meeting minutes

EXECUTIVE SUMMARY

As required by the Charters Towers Youth Council Terms of Reference, Council is presented with the unconfirmed Minutes of the last two (2) meetings of the Youth Council.

OFFICER'S RECOMMENDATION

That Council:

- ***Receive and note this report and the minutes of the Charters Towers Youth Council meetings held 13 May 2022 and 21 June 2022.***

Resolution No.: 3433

Moved: Cr S Bennetto
Seconded: Cr GJ Lohmann

That Council:

- ***Receive and note this report and the minutes of the Charters Towers Youth Council meetings held 13 May 2022 and 21 June 2022.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4677605

ATTENDANCE

Mrs H Thompson, Manager Community Services departed the meeting at **9:18am**.

Mr M Harvey, Water Projects Manager entered the meeting at **9:19am**.

12.4 MCU2022/0002 – for a Development Permit for Material Change of Use for Extension to Tourist Park and Non-resident workforce accommodation

EXECUTIVE SUMMARY

Council has received Development Application MCU2022/0002 seeking a Development Permit for Material Change of Use Extension to Tourist Park and Non-resident workforce accommodation at Redbank Drive and 4 and 6 Kylee Court, Greenvale, more formally described as Lots 134, 136, and 137 on RP895223.

The proposal triggered Impact Assessment in accordance with the Charters Towers Regional Town Plan Version 2 (the Town Plan) and no properly made submissions were received. Together with Council, the Applicant undertook a community information session in Greenvale to ensure the community was briefed on the impacts and benefits of the development proposal.

This proposal is for stage 1 of a multi-staged proposal for Non-resident workforce accommodation over the site. This proposal is for an additional 99 “accommodation rooms” and the subsequent proposed development application (MCU2022/0003) which does not form part of this report, proposes accommodation for an additional 100 workers.

Assessment of the proposal has been undertaken against the North Queensland Regional Plan 2020, the applicable State Planning Policies, and the entirety of the Town Plan. The Application can demonstrate compliance with the Performance Outcomes of the applicable codes and the relevant Strategic Outcomes of the Town Plan. As such, the proposal is recommended for approval subject to reasonable and relevant conditions.

OFFICER’S RECOMMENDATION

That Council:

- ***Approve Development Application MCU2022/0002 for Extension to Tourist Park and Non-Resident workforce accommodation made by Moore Developments Pty Ltd on land at Redbank Drive and 4 and 6 Kylee Court, Greenvale, more formally known as Lots 134, 136, & 137 on RP895223. The approval is subject to reasonable and relevant conditions and supported by a statement of reasons.***

Resolution No.: 3434

Moved: Cr GJ Lohmann

Seconded: Cr JD Mathews

That Council:

- ***Approve Development Application MCU2022/0002 for Extension to Tourist Park and Non-Resident workforce accommodation made by Moore Developments Pty Ltd on land at Redbank Drive and 4 and 6 Kylee Court, Greenvale, more formally known as Lots 134, 136, & 137 on RP895223. The approval is subject to reasonable and relevant conditions and supported by a statement of reasons.***

CARRIED

REFERENCE DOCUMENT

- Officer’s Report Document No. 4676866

EXECUTIVE SUMMARY

Council is in receipt of Development Application MCU2022/0003 seeking a Development Permit for Material Change of Use Non-resident workforce accommodation at 6 Kylee Court, Greenvale, more formally described as 137 on RP895223.

The proposal triggered Impact Assessment in accordance with the Charters Towers Regional Town Plan Version 2 (the Town Plan) and no properly made submissions were received. Together with Council, the Applicant undertook a community information session in Greenvale to ensure the community was briefed on the impacts and benefits of the development proposal.

This proposal is Stage 2 of a multi-staged proposal for Non-resident workforce accommodation over the site. This proposal is for an additional 100 persons accommodated in 25 x 4-bedroom demountable accommodation buildings in addition to associated kitchen and dining facilities, site office, laundry, and outdoor seating and recreation areas for use by residents.

Stage 1 (MCU2022/0002), which is currently under assessment but does not form part of this report, proposes accommodation for an additional 99 workers immediately adjacent to this site and access to that development is proposed through Lot 137.

Assessment of the proposal has been undertaken against the North Queensland Regional Plan 2020, the applicable State Planning Policies, and the entirety of the Town Plan. The Application can demonstrate compliance with the Performance Outcomes of the applicable codes and the relevant Strategic Outcomes of the Town Plan. As such, the proposal is recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION***That Council:***

- ***Approve Development Application MCU2022/0003 for Non-resident workforce accommodation made by Moore Developments Pty Ltd on land at 6 Kylee Court, Greenvale, more formally known as Lot 137 on RP895223. The approval is subject to reasonable and relevant conditions and supported by the Statement of reasons.***

Resolution No.: 3435

Moved: Cr AP Barr

Seconded: Cr JD Mathews

That Council:

- ***Approve Development Application MCU2022/0003 for Non-resident workforce accommodation made by Moore Developments Pty Ltd on land at 6 Kylee Court, Greenvale, more formally known as Lot 137 on RP895223. The approval is subject to reasonable and relevant conditions and supported by the Statement of reasons.***

CARRIED**REFERENCE DOCUMENT**

- Officer's Report Document No. 4676876

EXECUTIVE SUMMARY

This report seeks approval for a Trustee Lease over Lot 519 on Plan CT1824 with Training Employment Support Services (TESS) for a three (3) year period.

OFFICER'S RECOMMENDATION***That Council:***

- ***Apply the exception under the provisions of Section 236(1)(b)(ii) of the Local Government Regulation 2012 for the disposal of Lot 519 on Plan CT1824.***
- ***Offer a Trustee Lease over Lot 519 on Plan CT1824 to Training Employment Support Services (TESS) conditional upon consent of the Minister and based generally on standard terms and conditions for a term of three (3) years.***
- ***Set initial rent payable at the existing peppercorn rate of \$1.00 for this community organisation.***
- ***Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required and making application to the Minister for consent to same (if required).***

Resolution No.: 3436

Moved: Cr KF Hastie

Seconded: Cr S Bennetto

That Council:

- ***Apply the exception under the provisions of Section 236(1)(b)(ii) of the Local Government Regulation 2012 for the disposal of Lot 519 on Plan CT1824.***
- ***Offer a Trustee Lease over Lot 519 on Plan CT1824 to Training Employment Support Services (TESS) conditional upon consent of the Minister and based generally on standard terms and conditions for a term of three (3) years.***
- ***Set initial rent payable at the existing peppercorn rate of \$1.00 for this community organisation.***
- ***Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required and making application to the Minister for consent to same (if required).***

The Motion was lost, and an amended motion was recommended.

AMENDED RECOMMENDATION

An amended recommendation was tabled:

- *Apply the exception under the provisions of Section 236(1)(b)(ii) of the Local Government Regulation 2012 for the disposal of Lot 519 on Plan CT1824.*
- *Offer a Trustee Lease over Lot 519 on Plan CT1824 to Training Employment Support Services (TESS) conditional upon consent of the Minister and based generally on standard terms and conditions for a term of three (3) years with the option to review the terms and conditions after a twelve (12) month period.*
- *Set initial rent payable at the existing peppercorn rate of \$1.00 for a three (3) month period and thereafter payment of reasonable commercial rental charges to be negotiated by the Chief Executive Officer.*
- *Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required and making application to the Minister for consent to same (if required).*

Resolution No.: 3437

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

That Council:

- ***Apply the exception under the provisions of Section 236(1)(b)(ii) of the Local Government Regulation 2012 for the disposal of Lot 519 on Plan CT1824.***
- ***Offer a Trustee Lease over Lot 519 on Plan CT1824 to Training Employment Support Services (TESS) conditional upon consent of the Minister and based generally on standard terms and conditions for a term of three (3) years with the option to review the terms and conditions after a twelve (12) month period.***
- ***Set initial rent payable at the existing peppercorn rate of \$1.00 for a three (3) month period and thereafter payment of reasonable commercial rental charges to be negotiated by the Chief Executive Officer.***
- ***Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Trustee Lease as required and making application to the Minister for consent to same (if required).***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4676067

REPORTS FOR CONSIDERATION – OFFICE OF THE CHIEF EXECUTIVE OFFICER

13.1 Big Rocks Weir Monthly Report (Pre-Construction)

EXECUTIVE SUMMARY

The Big Rocks Weir Monthly Report (Pre-Construction) for July 2022 is presented to Council for consideration.

OFFICER'S RECOMMENDATION

That Council:

- **Receive the Big Rocks Weir Monthly Report (Pre-Construction) for July 2022.**

Resolution No.: 3438

Moved: Cr AP Barr

Seconded: Cr S Bennetto

That Council:

- **Receive the Big Rocks Weir Monthly Report (Pre-Construction) for July 2022.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4678599

ATTENDANCE

Ms M Lavelle-Maloney, Tourism Trade & Investment Advisor entered the meeting at **10:04am**

Mr M Harvey, Water Projects Manager departed the meeting at **10:07am**

13.2 Unconfirmed Minutes of a Tourism Advisory Committee Meeting held 1 August 2022

EXECUTIVE SUMMARY

The unconfirmed Minutes of a Meeting of the Charters Towers Tourism Advisory Committee held on 1 August 2022 are tabled for Council's information.

OFFICER'S RECOMMENDATION

That Council:

- **Note the Unconfirmed Minutes of the Tourism Advisory Committee Meeting held on 1 August 2022.**

Resolution No.: 3439

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

That Council:

- **Note the Unconfirmed Minutes of the Tourism Advisory Committee Meeting held on 1 August 2022.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4676183

13.3 Smart Precinct Final Report

EXECUTIVE SUMMARY

The Contractual Agreement between Smart Precinct NQ and Charters Towers Regional Council to deliver a pilot business support program to Charters Towers businesses was completed on July 31st. The attached report contains information pertaining to agreed Contractual Key Performance Indicators (KPIs).

OFFICER'S RECOMMENDATION

That Council:

- ***Note the report on the business support services provided to Charters Towers businesses by Smart Precinct NQ.***

Resolution No.: 3440

Moved: Cr BP Robertson

Seconded: Cr JD Mathews

That Council:

- ***Note the report on the business support services provided to Charters Towers businesses by Smart Precinct NQ.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4678304

ATTENDANCE

Ms M Lavelle-Maloney, Tourism, Trade & Investment Advisor departed the meeting at **10:17am**.

The meeting adjourned for morning tea and a meeting with the Department of Defence at **10:18am**.

The meeting resumed at **10:41am**.

Mr S Faber, Manager Work Health & Safety entered the meeting at **10:41am**.

13.4 2023 General Meetings of Council

EXECUTIVE SUMMARY

Council's consideration of the 2023 schedule of meetings and workshops is requested with the proposed dates set out in the attachment to this report.

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

OFFICER'S RECOMMENDATION:

That Council:

- ***Adopt the dates on which its General Meetings will be held in 2023 in accordance with the dates submitted.***
- ***Resolve that the meetings be held in the Board Room at Council's Administration Centre, 12 Mosman Street.***
- ***Publish the General Meeting dates in accordance with S277 of the Local Government Regulation 2012.***

Resolution No.: 3441

Moved: Cr GJ Lohmann
Seconded: Cr KF Hastie

That Council:

- ***Adopt the dates on which its General Meetings will be held in 2023 in accordance with the dates submitted.***
- ***Resolve that the meetings be held in the Board Room at Council's Administration Centre, 12 Mosman Street.***
- ***Publish the General Meeting dates in accordance with S277 of the Local Government Regulation 2012.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4678168

13.5 Consideration to change October General Meeting date

EXECUTIVE SUMMARY

The Local Government Association of Queensland's 2022 Conference is to be held in Cairns from Monday 17 to Wednesday 19 October 2022. This coincides with Council's October General Meeting date of Wednesday 19 October 2022

OFFICER'S RECOMMENDATION

That Council:

- ***Re-schedule the October 2022 General Meeting from Wednesday 19 October 2022 to Wednesday 26 October 2022.***

Resolution No.: 3442

Moved: Cr BP Robertson
Seconded: Cr GJ Lohmann

That Council:

- ***Re-schedule the October 2022 General Meeting from Wednesday 19 October 2022 to Wednesday 26 October 2022.***

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4678171

13.6 S0043 Councillor's Portfolio System and Protocols

EXECUTIVE SUMMARY

At a recent Councillor Workshop, a review of the Councillor's Portfolio System and Protocols was undertaken to determine if there was a better alignment of Councillor portfolios to the functional organisational structure.

OFFICER'S RECOMMENDATION

That Council:

- **Endorse S0043/OCEO Councillors' Portfolio System and Protocols as tabled.**

Resolution No.: 3443

Moved: Cr KF Hastie
Seconded: Cr GJ Lohmann

That Council:

- **Endorse S0043/OCEO Councillors' Portfolio System and Protocols as tabled.**

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4678173

14. CONFIDENTIAL REPORTS

CLOSE OF MEETING

Resolution No.: 3444

Moved: Cr AP Barr
Seconded: Cr KF Hastie

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the General Meeting be closed to the public at **10:46am** for discussion of the following matters:

- f) matters that may directly affect the health and safety of an individual or a group of individuals;

CARRIED

OPENING OF MEETING

Resolution No.: 3445

Moved: Cr JD Mathews
Seconded: Cr GJ Lohmann

That the meeting be opened at **10:51am** for the taking of resolutions.

CARRIED

CORPORATE & COMMUNITY SERVICES

14.1 Work Health & Safety Report

EXECUTIVE SUMMARY

The Work Health and Safety Report is presented to Council for consideration. This report includes risk management activities, health and safety initiatives, training, injuries, and WorkCover claims information.

OFFICER'S RECOMMENDATION

That Council:

- *Note the monthly Work Health and Safety report for July 2022.*

Resolution No.: 3446

Moved: Cr KF Hastie
Seconded: Cr BP Robertson

That Council:

- *Note the monthly Work Health and Safety report for July 2022.*

CARRIED

REFERENCE DOCUMENT

- Officer's Report Document No. 4675483

ATTENDANCE

Mr S Faber, Manager Work, Health & Safety departed the meeting at **10:53am**.

15. CLOSE OF MEETING

There being no further business, the General Meeting closed at **10:53am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 21 SEPTEMBER 2022.

Mayor

Date