



## NOTICE OF GENERAL MEETING

Dear Councillors,

Notice is hereby given of a General Meeting of the Charters Towers Regional Council to be held Wednesday, 26 October 2022 at 9:00 AM at the CTRC Board Room, 12 Mosman Street, Charters Towers.

M Drydale  
Chief Executive Officer

## GENERAL MEETING

TO BE HELD WEDNESDAY, 26 OCTOBER 2022 AT 9:00 AM

CTRC BOARD ROOM, 12 MOSMAN STREET, CHARTERS TOWERS

### MEETING AGENDA

1. Opening of Meeting
2. Attendance/Apologies
3. Prayer
4. Condolences
5. Declaration of Interest
6. Deputations
7. Confirmation of Minutes
  - 7.1. Unconfirmed Minutes from the General Meeting of Council held 21 September 2022
8. Business Arising From Previous Meeting Minutes
9. Mayor's and Councillor's Reports
10. Mayoral Minute
11. Reports For Consideration - Infrastructure Services
  - 11.1. Unconfirmed Minutes of the Miners Memorial Advisory Group Meeting held 27 September 2022
12. Reports For Consideration - Community Building
  - 12.1. MC18/63 – for a Change Application (Other change) to Development Permit for Cattle Holding Yard to include a Material Change of Use for Intensive Animal Industry (Beef Cattle Feedlot) at 5291 Flinders Highway, Reid River
13. Reports For Consideration - Organisational Services
  - 13.1. Monthly Financial Report
  - 13.2. 2022 Interim Management Report
  - 13.3. Tender Consideration Plan Insurance 2022-23 to 2026-27
14. Reports For Consideration - Human Resources
15. Reports For Consideration - Office of the Chief Executive Officer
  - 15.1. Big Rocks Weir Monthly Report (Pre-Construction)
  - 15.2. CTRC 2022-23 Operational Plan – Quarter 1 Progress Report
  - 15.3. Receival of Petition – Ravenswood Footpaths
  - 15.4. Charters Towers Airport – Transfer of Lease C in Lot 5 on RP724021
16. Confidential Reports
  - 16.1. Work Health & Safety Monthly Report
17. Close of Meeting



**CHARTERS TOWERS  
REGIONAL COUNCIL**

**MINUTES  
of the  
GENERAL MEETING  
of  
CHARTERS TOWERS REGIONAL COUNCIL  
held  
Wednesday 21 September 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 (Deputy Mayor)  
Cr AP Barr  
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  
Mrs K Goss – Manager Council Facilities  
Mr T Harrington – Chief Financial Officer  
Mr S Faber – Manager Work Health & Safety  
Mr A Blokland – Building Services Team Leader

Rev Arthur Tutin from the Uniting Church and Ps Geoff Brokeman of the Christian Outreach Centre, attended on behalf of the Ministers' Fraternal.

### Apology:

Cr S Bennetto

Resolution No.: 3447

Moved: Cr AP Barr  
Seconded: Cr JD Mathews

That the apology of Cr S Bennetto be accepted.

**CARRIED**

### Members of the Gallery:

Mr John Teague

## 3. PRAYER

Ps Geoff Brokeman delivered an opening prayer. Rev Arthur Tutin and Ps Geoff Brokeman departed the meeting at **9:03am**.

#### 4. CONDOLENCES

Condolences were offered for the following:

Jonathan Pickering  
Edward Perkinson  
Vincent Fitzgerald  
Val Diamond

#### 5. DECLARATIONS OF INTEREST

Nil.

#### 6. DEPUTATIONS

Nil.

#### 7. CONFIRMATION OF MINUTES

❖ Minutes of General Meeting held 17 August 2022.

Resolution No.: 3448

Moved: Cr KF Hastie  
Seconded: Cr JD Mathews

That the Minutes of the General Meeting held 17 August 2022 be confirmed.

**CARRIED**

#### 8. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

Nil.

<b>9. MAYOR'S AND COUNCILLORS' REPORTS</b>
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Mayor FC Beveridge reported on:

Date	Details
17/08/2022	Chaired August General Meeting
17/08/2022	Officially opened the Charters Towers State High School Library
17/08/2022	Filmed Mayoral Minute with Media Team
18/08/2022	Filmed Clean Energy Use/Plans with Media Team for Townsville Enterprise Pty Ltd
19/08/2022	Chaired Charters Towers Youth Council Meeting
19/08/2022	Media Interviews with Bull FM and 4GC Radio
19/08/2022	Meeting with Council staff and Constituent
22/08/2022	Personal Leave
-	
13/09/2022	
14/09/2022	Welcomed and participated in Charters Towers Regional Council Business Breakfast
14/09/2022	Participated in Whole of Staff Gathering Rehearsal with fellow Councillors and Council staff
14/09/2022	Met Scootaville participants near Saleyards
15/09/2022	Participated in Council's Whole of Staff Gathering
15/09/2022	Participated in Scootaville presentation at cenotaph
16/09/2022	Participated in Scootaville ride to City Hall
16/09/2022	Media interviews with Bull FM and 4GC Radio
17/09/2022	Presided over Australian Citizenship Ceremony (Citizenship Day)
17/09/2022	Participated in soccer match with fellow elected members as part of soccer club gala day
19/09/2022	Participated in Elected Member Update hosted by LGAQ (Local Government Association of Queensland) with fellow Councillors and Senior Staff
20/09/2022	Participated in Townsville Area Palliative Care Plan Working Group Meeting

Deputy Mayor GJ Lohmann reported on:

Date	Details
17/08/2022	General Meeting and workshop Workshop Official opening of library at Charters Towers State High School Our Town Association and Selectability meeting
18/08/2022	Community Advisory Network Meeting
20/08/2022	Charters Towers Women of the Outback Shed AGM
21/08/2022	Eisteddfod volunteering
23/08/2022	CEO update Media - Radio 4CA Meeting with Townsville Health & Hospital Service Site meeting for Miners Memorial Working Group
24/08/2022	LDCC Project Team meeting Eisteddfod volunteering
25/08/2022	Meeting with Towers Arts executive and tour Meeting with CFO – pensioner discounts 777Block development matters meeting
26/08/2022	Taste of the Towers Official Opening Judge at Taste of the Towers
27/08/2022	History and Heritage Fair
28/08/2022	Prospect Community Day stall
29/08/2022	Media - West FM Radio Constituent meeting Media – Rush Festival competition winner
30/08/2022	CEO update Inland Freight Route Investment Strategy (IFRIS) - Consultation Workshop Legends of League launch

31/08/2022	Councillor ELT meeting and workshop Filming of Our World documentary Meeting to finalise THHS function invitee list
1/09/2022	RQCOM Olympics Forum
2/09/2022	Site meeting with constituent regarding drainage and trees Official Opening of Mitre 10 store
3/09/2022	Mitre 10 Open Day
4/09/2022	Welcome of Lexus Melbourne Cup Tour Great Houses Tour Cowboys Leagues Club presentation event
5/09/2022	CEO update Presentation to participants of Spirits of the Night
6/09/2022	Media – ABC Radio
7/09/2022	Meeting with CFO regarding excess water rates Media- Flying Fox video at Lissner Park Meeting with constituents regarding cemetery
8/09/2022	Media - Radio MMM Discussions with developer about Greenvale issues Big Rocks Steering Committee meeting Media – ABC Radio Meeting with constituent about excess water rates Friends of the Theatre meeting
10/09/2022	Beccy Cole & Adam Harvey Concert
11/09/2022	Towers Hill Fun Run/Walk Service of Prayer & Reflection for Her Majesty The Queen
12/09/2022	Meeting with CEO and Hon. Bob Katter, Member for Kennedy
13/09/2022	Homestead & Pentland Community meetings
14/09/2022	Business breakfast Mayoral briefing Whole of Council Staff Gathering rehearsal
15/09/2022	Whole of Council Staff Gathering
17/09/2022	Australian Citizenship Ceremony
19/09/2022	Elected Member Update

Cr AP Barr reported on:

Date	Details
17/08/2022	General Meeting & Councillor Workshops
31/08/2022	Fortnightly Councillors and ELT Workshop
13/09/2022	Homestead & Pentland Community Meeting
19/09/2022	Elected Member Update

Cr S Bennetto reported on:

Date	Details
26/08/2022	Taste of the Towers
31/08/2022	Fortnightly Councillor & ELT Workshop
1/09/2022	NQ Sportstar Award Meeting
4/09/2022	Welcoming the Melbourne Cup Tour
9/09/2022	NQSF Strategic Planning Workshop
12/09/2022	Charters Towers Language Speaking Competition
13/09/2022	Homestead & Pentland Community Meetings
14/09/2022	Business Breakfast WOSG rehearsal
15/09/2022	WOSG Awards
19/09/2022	Elected Member Update Training

Cr KF Hastie reported on:

Date	Details
17/08/2022	General Council Meetings Workshops
18/08/2022	Filming of Catch Up Video Move It programme - basketball
23/08/2022	Site Meeting – Miners Memorial Move It programme - basketball
24/08/2022	Ride to School Day
26/08/2022	Taste of the Towers Judging
30/08/2022	Meeting to launch Legends of League
31/08/2022	Fortnightly Workshops Filming “Our World”
1/09/2022	Presentation Move It break up
3/09/2022	Dalrymple Country Music Festival
4/09/2022	Welcoming the Melbourne Cup to CT
7/09/2022	Ride to School Day
13/09/2022	Homestead/Pentland community meetings
13/09/2022	Move it Programme - Touch
14/09/2022	Business Breakfast WOSG rehearsal
15/09/2022	WOSG – World Theatre
17/09/2022	Australian Citizenship Ceremony Soccer Gala Day/soccer game Miners’ presentation night
19/09/2022	EMU workshop

Cr JD Mathews reported on:

Date	Details
23/08/2022	Site Meeting for Miners Memorial
27/08/2022	History & Heritage Fair
28/08/2022	Prospect Community Markets
31/08/2022	Councillors & ELT Workshop Filming for Friday catch-up video
3/09/2022	Charity Ball & welcoming the Melbourne Cup Tour
4/09/2022	Welcoming the Melbourne Cup Touring Party
13/09/2022	Homestead & Pentland Community Meetings
14/09/2022	Business Breakfast WOSG rehearsal
15/09/2022	WOSG Awards
19/09/2022	Elected Member Update Training

Cr BP Robertson reported on:

Date	Details
17/08/2022	General Meeting of Council & Workshops
23/08/2022	Review of Miners Memorial
24/08/2022	Fat & Store Sale
31/08/2022	Councillor & ELT Workshop
19/09/2022	Elected Member Update

## 10. MAYORAL MINUTE

Nil.

## 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).*

Resolution No.: 3449

Moved: Cr KF Hastie  
Seconded: Cr BP Robertson

##### *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).*

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 1356722

#### **ATTENDANCE**

Mrs K Goss, Manager Council Facilities & Mr A Blokland, Building Services Team Leader entered the meeting at **9:08am**.

Mr T Harrington, Chief Financial Officer entered the meeting at **9:09am**.



**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.***

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Resolution No.: 3450

Moved: Cr GJ Lohmann  
Seconded: Cr AP Barr

***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.***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4693246

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**ATTENDANCE**

Mrs H Thompson, Manager Community Services entered the meeting at **9:15am**.

Mrs K Goss, Manager Council Facilities and Mr A Blokland, Building Services Team Leader departed the meeting at **9:18am**.

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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.*

Resolution No.: 3451

Moved: Cr JD Mathews

Seconded: Cr AP Barr

##### *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.*

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 4689615

#### **ATTENDANCE**

Mr T Harrington, Chief Financial Officer departed the meeting at **9:20am**.



## 12.2 Unconfirmed minutes – CTRC Audit & Risk Committee

### 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.*

Resolution No.: 3452

Moved: Cr BP Robertson

Seconded: Cr KF Hastie

#### *That Council:*

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

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 4691171

## 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 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.*

Resolution No.: 3453

Moved: Cr GJ Lohmann

Seconded: Cr AP Barr

#### *That Council:*

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

**CARRIED**

### REFERENCE DOCUMENT

- Officer's Report Document No. 4689740

### ATTENDANCE

Mrs H Thompson, Manager Community Services departed the meeting at **9:27am**.

## 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.***

Resolution No.: 3454

Moved: Cr GJ Lohmann  
Seconded: Cr JD Mathews

***That Council:***

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

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 4688781

### 13.2 STRAT0090 Community Engagement Strategy 2022-2026

#### 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.***

Resolution No.: 3455

Moved: Cr GJ Lohmann  
Seconded: Cr KF Hastie

***That Council:***

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

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 4693456

### 13.3 Organisational Values

#### **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.***

Resolution No.: 3456

Moved: Cr BP Robertson

Seconded: Cr GJ Lohmann

***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.***

**CARRIED**

#### **REFERENCE DOCUMENT**

- Officer's Report Document No. 4693459

**14. CONFIDENTIAL REPORTS**

**CLOSE OF MEETING**

Resolution No.: 3457

Moved: Cr KF Hastie  
Seconded: Cr GJ Lohmann

That in accordance with Chapter 8, Part 2 of the *Local Government Regulation 2012*, the General Meeting be closed to the public at **9:43am** for discussion of the following matters:

- b) industrial matters affecting employees; (Item 14.2)
- f) matters that may directly affect the health and safety of an individual or a group of individuals; (Item 14.1)

**CARRIED**

**OPENING OF MEETING**

Resolution No.: 3458

Moved: Cr AP Barr  
Seconded: Cr GJ Lohmann

That the meeting be opened at for the taking of resolutions.

**CARRIED**

**ATTENDANCE**

Mr S Faber, Manager Work Health & Safety entered the meeting at **9:43am** and departed the meeting at **9:48am**.

## CORPORATE & COMMUNITY SERVICES

### 14.1 Work Health and 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 August 2022.***

Resolution No.: 3459

Moved: Cr AP Barr

Seconded: Cr GJ Lohmann

*That Council:*

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

**CARRIED**

#### REFERENCE DOCUMENT

- Officer's Report Document No. 4687347

## OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 14.2 Organisational Restructure

#### EXECUTIVE SUMMARY

Council is presented with the proposed redesign and restructure of the Charters Towers Regional Council Organisational Structure.

#### OFFICER'S RECOMMENDATION

*That Council,*

- ***Endorse the revised Charters Towers Regional Council Organisational Structure, effective from Tuesday, 4 October 2022, as per below:***

- ***Office of the Chief Executive Officer***
- ***Infrastructure Services***
- ***Human Resources***
- ***Organisational Services***
- ***Community Building***

Resolution No.: 3460

Moved: Cr BP Robertson

Seconded: Cr KF Hastie

***That Council,***

➤ ***Endorse the revised Charters Towers Regional Council Organisational Structure, effective from Tuesday, 4 October 2022, as per below:***

- ***Office of the Chief Executive Officer***
- ***Infrastructure Services***
- ***Human Resources***
- ***Organisational Services***
- ***Community Building***

**CARRIED**

**REFERENCE DOCUMENT**

- Officer's Report Document No. 4693983

**15. CLOSE OF MEETING**

There being no further business, the General Meeting closed at **10:00am**.

CONFIRMED BY COUNCIL AT THE GENERAL MEETING HELD ON 26 OCTOBER 2022.

Mayor

Date

## **EXECUTIVE SUMMARY**

Unconfirmed minutes of the Miners Memorial Advisory Group Meeting held 27 September 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 September 2022.*

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## **BUDGET & RESOURCE IMPLICATIONS**

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

## **BACKGROUND**

The second meeting of the Miners Memorial Advisory Group saw attendance of representatives from Council, the community, Department of Resources, Civil/Structural Design, Architects, and Interpretive Sign Design.

The group reviewed the interpretive concept plan prepared by The Interpretive Design Company. The next steps will include selection of 5-7 key messages to be applied across the whole site and inclusion of 300 names. The next meeting of the committee will be held once the second draft of the interpretive concept plan is available.

## **LINK TO CORPORATE PLAN**

Corporate Plan 2021 - 2025

Priority No 1 - Economic Prosperity

Priority No 2 - Environmental Sustainability

Priority No 5 - Transparency & Accountability

Priority No 7 - Assets & Infrastructure

## **CONSULTATION**

Internal: Acting Director Infrastructure Services - Glenn Petersen  
Miners Memorial Advisory Group Members

External: Miners Memorial Advisory Group Members

## **LEGAL CONSIDERATIONS**

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

## **POLICY IMPLICATION**

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.

## **ATTACHMENTS**

1. Miners Memorial Advisory Group Minutes 27 September 2022

## **REFERENCE DOCUMENT**

Nil

<b>1.0</b>	<b>Opening of Meeting</b>		
	The meeting was opened by Mayor Beveridge at 9:01am.		
<b>2.0</b>	<b>Attendance &amp; Apologies</b>		
	<b>Attendance</b>		
	Charters Towers Regional Council	Mayor (Chair)	Cr Frank Beveridge
		Portfolio Councillor (Tourism)	Cr Julie Mathews
		Chief Executive Officer	Mr Martin Drydale
		Acting Director Infrastructure Services	Mr Glenn Petersen
		Manager Council Facilities	Ms Kylee Goss
		Manager Operations	Mr Rag Vasudeva
		Manager Community Services	Ms Hayley Thompson
		Executive Assistant to the Director	Ms Kelie Standfast
		Infrastructure Services (Minute taker)	
	Community Member	2 x Representatives	Mr Malcolm Macdonald Mr Bob Read
	Department of Resources Architect	1 x Representative	Ms Amanda Stone (proxy)
	Civil/Structural Designer	1 x Representative	Mr Colin Quinn
	Interpretive Sign Designer	2 x Representatives	Mr Geoff Smart (proxy) Mr Peter O'Brien Ms Dee Rogers
	<b>Apologies</b>		
	Mr Ross Thomas		
	Mr Jon Larrazabal		
	Mr Brett Langtree		
<b>3.0</b>	<b>Declarations of Interest</b>		
	Nil.		
<b>4.0</b>	<b>Items</b>		
<b>4.1</b>	Review of Interpretive Concept Plan & Agreement <i>Mayor Beveridge</i>		
	Peter O'Brien of The Interpretive Design Company provided an overview of the concept plan.		
	The group agreed that the site should be a Memorial/Tribute whereby stories are told as opposed to the history of the area, "Tell well not tell all".		
	During discussions the following points were raised by the group:		
	<ul style="list-style-type: none"> <li>• There is room at the site should history wish to be elaborated upon.</li> <li>• Poppet head footing structures are unknown due to the difficulty of the site therefore signage shapes will need to be determined post construction. Content can be finalised and then wait until structure is built before shape of signage is decided upon.</li> <li>• Signage can be larger than shown on page 11 of the concept document.</li> <li>• Poem on the Death of John Gough could be a recording.</li> <li>• 4 children died in the area, from ages just under 2 to 13 years old.</li> <li>• Script writing may be difficult to decipher by younger generation.</li> <li>• Hard to determine what content to include without knowing how many panels.</li> <li>• Site to include an uplifting tribute as to what the miners provided to the area whilst dealing with the harrowing conditions.</li> <li>• Council style guide colours could be considered.</li> <li>• If layered signage is used, ensure there will not be any sharp edges.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Direction and layout of the signage to be considered in line with weather conditions i.e., summer, winter.</li> <li>• Could number the panels so that the public know which way to go.</li> <li>• Panels could be placed off the walking pathway.</li> <li>• Less words the better, use QR codes.</li> <li>• CORten is a great product.</li> <li>• 300 names of people who have died Could be incorporated sympathetically and easily.</li> <li>• Equipment not to be included as part of the Miners Memorial, however, could potentially go in the background.</li> <li>• Structures expected to be like what is presented in the concept document. Structures will be CORten product.</li> <li>• Allocation of topic for each structure.</li> <li>• Big platform around shaft seen as the most important structure.</li> <li>• Wyndham No. 3 Mine had a number of deaths. Tie people into where they are standing.</li> </ul> <p><b>Next Steps</b> 5-7 key messages to be selected over the whole site in a non-sequential way. Design ideas for inclusion of 300 names to be proposed. Final walk around to determine size of panels once the poppet heads are constructed.</p>
<b>5.0</b>	<b>Close of Meeting</b>
	The meeting was closed at 10:01am.
<b>6.0</b>	<b>Next Meeting</b>
	Following receipt of second draft of concept plan.

**ACTION ITEMS**

Meeting Date	Item No.	Action	Update
27/07/2022	4	<del>Concept document ALL to prepare document to bring the intent of the site together cohesively for the groups agreement.</del>	Completed and distributed for review.
27/09/2022	1	<b>Concept document – 2<sup>nd</sup> draft</b> Peter O'Brien and Dee Rogers preparation of 2 <sup>nd</sup> draft including condensing concept text to 5-7 key messages and inclusion of 300 names.	



# Charters Towers **MINERS MEMORIAL WALK**

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## Interpretive Concept Plan

12 September 2022



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# Introduction

This concept plan has been prepared for the Charters Towers Regional Council. It aims to:

- Identify opportunities for enriching visitor experiences at the Miner's Memorial through interpretive signage and artwork
- Identify themes and key messages for interpretive locations
- Set out orientation and materials for interpretive signage and artwork
- Suggest design elements for on-site signage that is complimentary to the site and existing infrastructure
- Suggest construction methods for signage that is durable, resistant to vandalism and complimentary to the nature of the site

We consider it important to have a distinctive and engaging 'look and feel' for the Memorial and, once established, it will provide a clear and unified approach in style and materials ensuring consistency and a clearly recognisable identity for the site.

## Project intent

Provoke interest in the interpretation with engaging design.

Relate to the visitor and their life experiences so that they are able to connect with the place.

Use universal values such as tragedy, love, hate, greed and anger to deliver the message.

Reveal the meaning of place through carefully selected key messages.

Promote reflection.

Decide on an overarching theme.

What sub-themes support the overarching theme?

Relate the human stories.

Avoid another history lesson.

## Who will visit?

- family members and community - reflective, remembrance
- the experience seeker – curious
- the explorer – wants to understand
- the facilitator – parent, grandparent, friend, carer, teacher
- the professional/hobbyist – may become a resource, volunteer
- the spiritual re-charger – R&R, feels the cultural experience without the need to learn the facts
- social groups – a day out, another place to visit
- students -excursions - opportunity for face to face interpretation

# Design intent

- to create a special place for remembrance ... a reflective space for friends and family associated with the mines
- provide a sense of arrival and anticipation to place
- tasteful, considered and powerful
- strong story elements based on universal values to engage visitors
- restrained branding with minimal palette and materials

# Palette

- tone of voice
- colour
- typography
- materials
- imagery

Tone of voice

Tone of voice is simple, clear, respectful, active

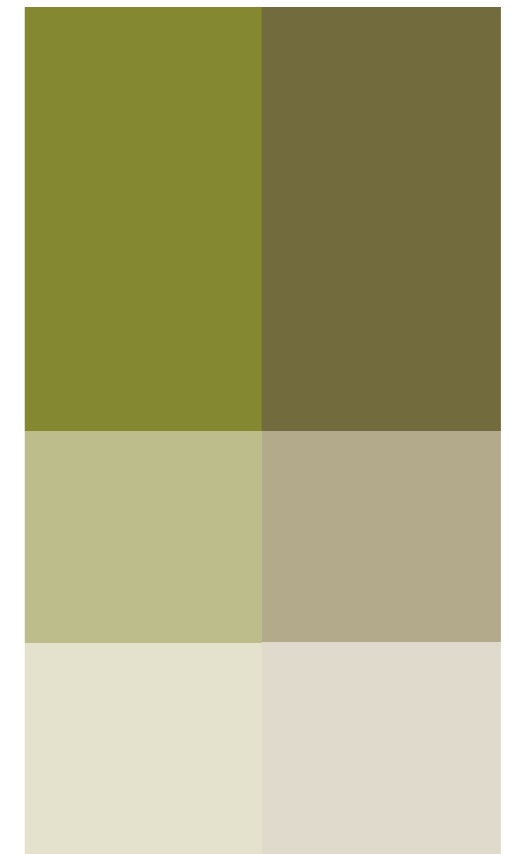
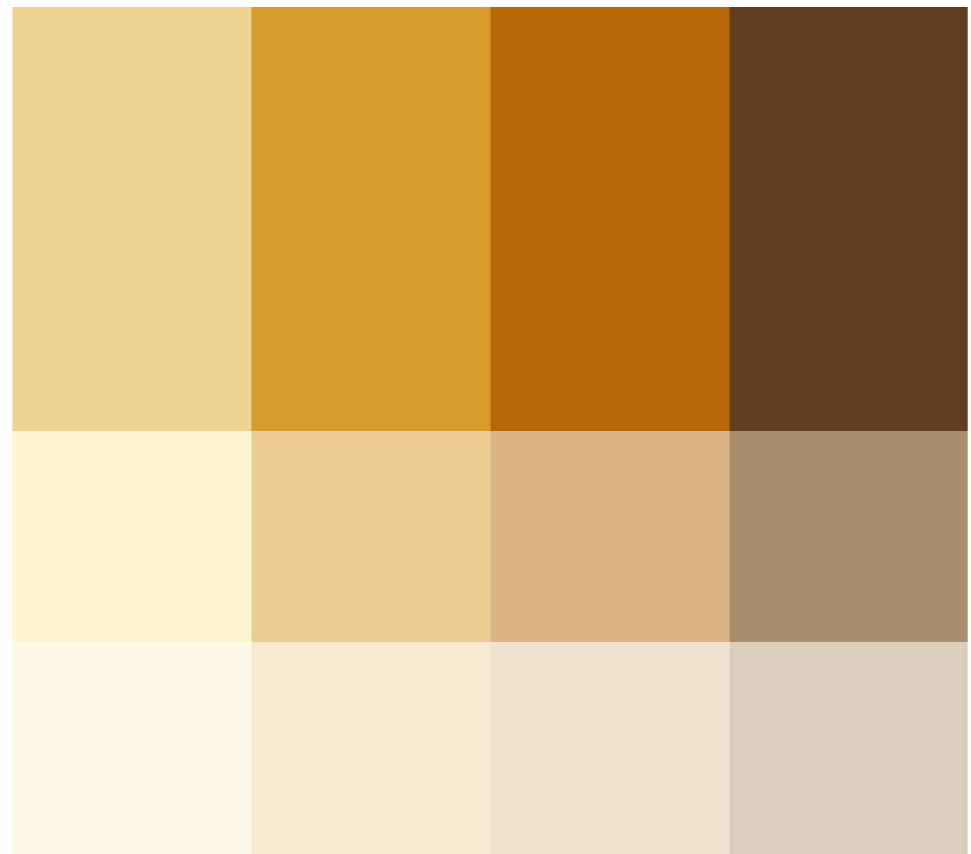
**Mining has claimed more than 300 lives over the years at Charters Towers... tragedies that are a key part of the city's mining history.**

# Palette

## Colour

Colour palette based on mining, mining materials and surrounding landscape.

A limited colour palette is recommended with only one or two colours being used on any one design with background graphics and fabrication materials providing contrasts.





## Typography

### Heading font

BreveSlabText-Bold

- with 100 em tracking
- uppercase

### Subheading Font

BreveSlabText-SemiBold

- no tracking
- mixed case

### Body font

Sans serif font

Helvetica or Myriad Pro or similar

### Expressive highlight font

Northwell Alt

# HEADING FONT

## SUB HEADING FONT.....

Body text a nice contemporary clean serif font. Sa do-  
 lupta volupta turecum et labor si blantisi dolorem ipsae  
 vendebitis aut quatium, odi tem voluptatur, qui bla  
 sinum quost, omnis quam, quis quam, culpa parum am,  
 ea enimum quiderum et derum faccaes tincient, sin-  
 venimus remperrum, ent, id maion ratur mod quiden-  
 dus ent volupta tibearibea ne ex et ipsaniamet modi do-  
 luptat aut rem repra ipienim velento int debitemquosa  
 ped quiatibus voles aliquie peditibus endebit eni berum  
 nus digent aut ulpa suntem fugitector apellautatur sum  
 repro blandam fuga.

.....

*Script for expressive highlights*

**A B C D E F G H I J**  
**K L M N O P Q R S**  
**T U V W X Y Z**  
**1 2 3 4 5 6 7 8 9 0**

A B C D E F G H I J K L M N  
 O P Q R S T U V W X Y Z  
 a b c d e f g h i j k l m n  
 o p q r s t u v w x y z  
 1 2 3 4 5 6 7 8 9 0

*a b c d e f g h i j k l m n o p q r s t u v w x y z*  
*1 2 3 4 5 6 7 8 9 0*



# Palette

## Materials + finishes

- CORten
- Stainless steel
- Printed panels

## Bespoke polygon poppet head panels

Each poppet head will hold panels designed to fit within the angled spaces created by the support posts

Printed panel stand-offs (1mm with 3mm backing plate) installed on a 3-6mm CORten steel backing plate.

Full colour print with anti-graffiti and anti-gouge over-laminate (fully replaceable).

The CORten backing will be etched or laser cut with graphics derived from images.

Layered CORten



Stainless steel cutout



Direct print to steel



CORten cutout



CORten cutout



CORten cutout





# Palette

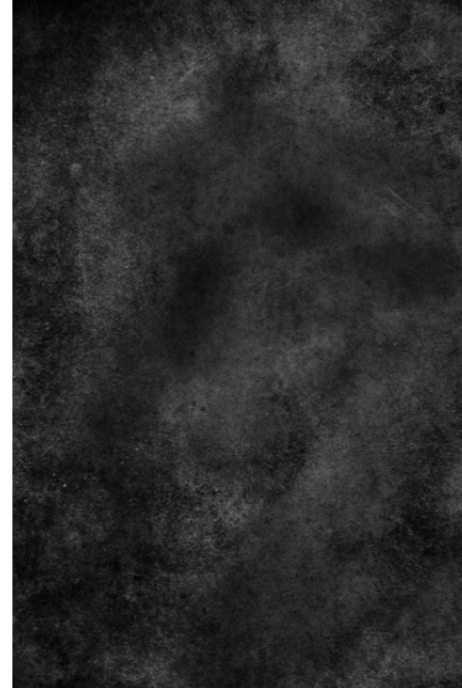
## Imagery

- Backgrounds - grunge, low colour, sombre
- Historic people centric photography
- Historic illustrations
- Graphics developed from content and stories that can be used as branding

Background graphics - rock



Background graphics - grunge



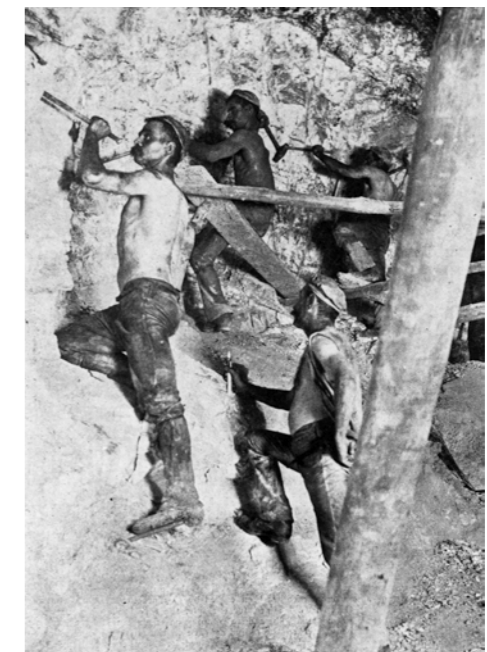
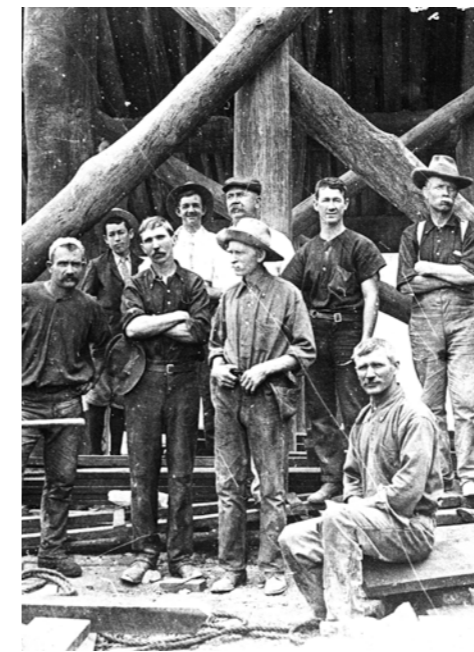
Photography



Background graphics - rust / cORten

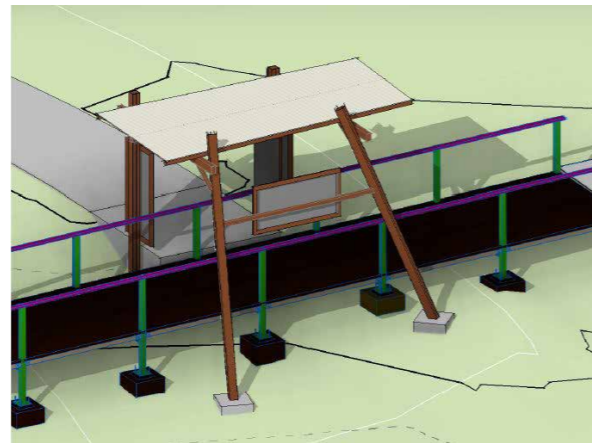


Background diagonals -referencing Poppet Head





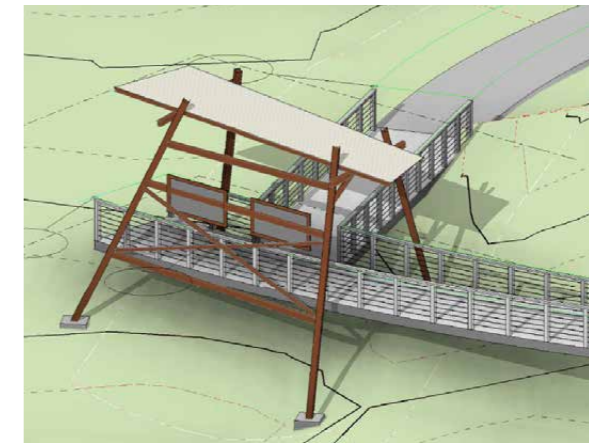
# Locations for interpretation



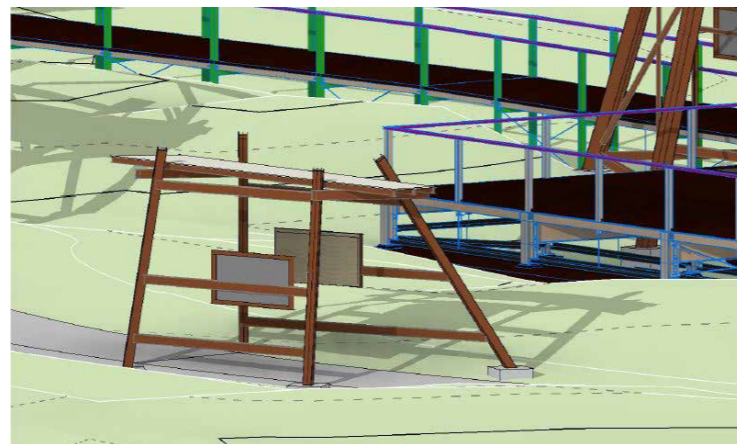
Structure 1



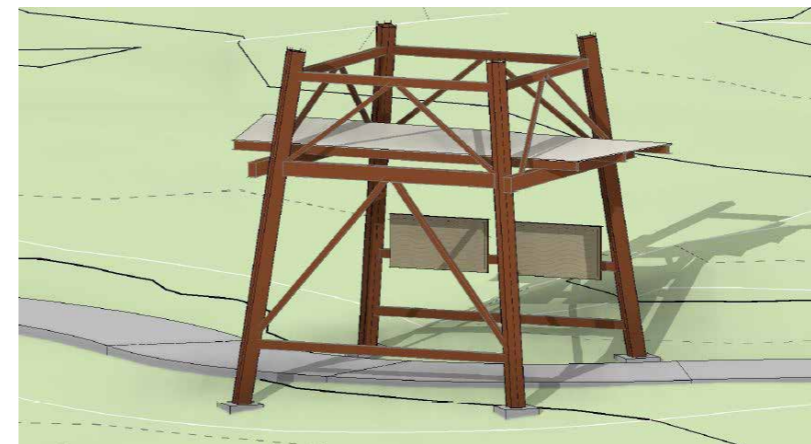
Structure 2



Structure 3



Structure 4



Structure 5

## Charters Towers Miners Memorial Walk

### The entry

The main theme should be delivered at the 'beginning' – this is the strongest location for impact and retention. The initial messages presented to the visitor should provoke further investigation of the site.

### The walk

Walking around the site the visitor should encounter sub-themes that hold specific stories, preferably with human interest. They should be given the opportunity to understand the deeper cultural connections and references of the place without being confronted with detail.

**Panels should hold 250 words or less.**

### The space and mood

- avoid using heritage items around the memorial
- consider landscaping the area to provide enclosed, quiet spaces for sitting and reflection
- consider gabions displaying mine artefacts if possible
- restraint
- tasteful
- universal values
- focus on the visitor experience
- consider an overarching theme and key messages
- concentrate on the personal stories

### Themes, key messages and content

#### The overarching theme (suggestions only)

The conditions under which men worked was highly injurious to them.

Mining is a dangerous occupation and miners had a tendency to special pulmonary diseases.

There were small syndicates with little capital and less concern for the miners.

Mining practices were crude and regulations insufficient to protect the miners.

Other??

#### Key messages (suggestions only)

The first miners and quarrying stone for implements.

Men played a dominant role in mining but women and children played a significant role and should be acknowledged..

Following the quartz reef underground.

There was a lot of dust and poor ventilation.

Caked in dust and gasping for air.

Many victims of typhoid were in fact casualties of the mines.

Vertical shafts and underlies were unsafe.

In many mines hoisting equipment was primitive and dangerous.

Safety cages were unknown in early Charters Towers mines.

Centipede or Jacob's ladders may have been the only way in and out.

When modern winding gear was introduced it was rarely maintained rendering shafts unsafe.

Many companies failed to lodge plans of mines.

Low managerial standards led to low safety standards.

Poor facilities below ground led to poor hygiene.

Early legislation was incapable of controlling the operations of the Charters Towers field.

Death and injury figures from 1890 to 1910, were consistently higher, in proportion to the number of miners employed, than for the colony in general.

Sanitary control was futile in the town when thousands of men moved daily between the mines and their homes.

Over time legislation led to improved mine safety.

Women also died from miner's phthisis.

The Charters Towers field made advances in milling and mining practices that contributed to the technology of the mining industry.

Advancements in technology made mines more safe.

Advancements in technology led to improved rescue capability.

Other??

## The content

Michael Brumby has supplied resource text, however some word counts are too high for interpretive signage and need to be edited to improve readability.

Further, the intent of the project is to present the human interest not the historic detail.

Michale's word counts

Poppet head 1 - 372 on one panel (desired content 250 words or less)

Poppet head 2 - 1029 over 2 panels (desired content 500 words or less)

Poppet head 3 - 634 over 2 panels (desired content 500 words or less)

\*\*Poppet head 4 - 286 over 2 panels

\*\*Poppet head 5 - 206 on one panel

\*\* These poppet heads have acceptable word counts.

## Key phrases

...in darkness and dust

...they toiled far underground in dark and cramped conditions.

...boys followed fathers and grandfathers.

...many were killed or seriously injured

...down, down along the sloping reefs

...6 million ounces won...xxx lives lost...

...there were fatalities from related diseases – miner's phthisis

... more deaths from pulmonary disease than accident

...miners had a "tendency to special pulmonary diseases."

...Charters Towers Battalion – silk handkerchief

...consider the women and children

...1891-1910 – 55 deaths and 219 injuries in the winzes and passes of mines – 33% of all casualties

"Hard grano-diorite traversed by fault and joint planes (called 'heads' by the miners) which made parts of the ground unstable."

"The lodes were wide and both the direction and angle of dip were unpredictable."

...mining practices leading the death and injury

...poor hygiene

...insufficient rainfall with wells dug polluted by cesspits

...poor facilities below ground

..."bad... fouled... and offensive"

...first mines safety regulations were brought down in 1881.

...up to 110 degrees at the deepest levels

...as late as 1912, when there were twenty shafts between 1,500 and 3,000

...small syndicates, little capital

...underlies were popular

...vertical shafts not uncommon

Gold rushes changed the face of Australian society and reshaped the landscape.

“Gold created cities, industries, a nation.”

(David Goodman 2001)

They humped their dreams and swags to the fields of gold.

“Gold mobilised people - bond or free – to travel the globe, driven them to lie and cheat, to suffer and speculate, to move mountains and reshape the landscape.”

(David Goodman 2001)

Uncertainty and anxiety were symptoms of the yellow fever.

They fought the earth for the coloured prize.

Other??

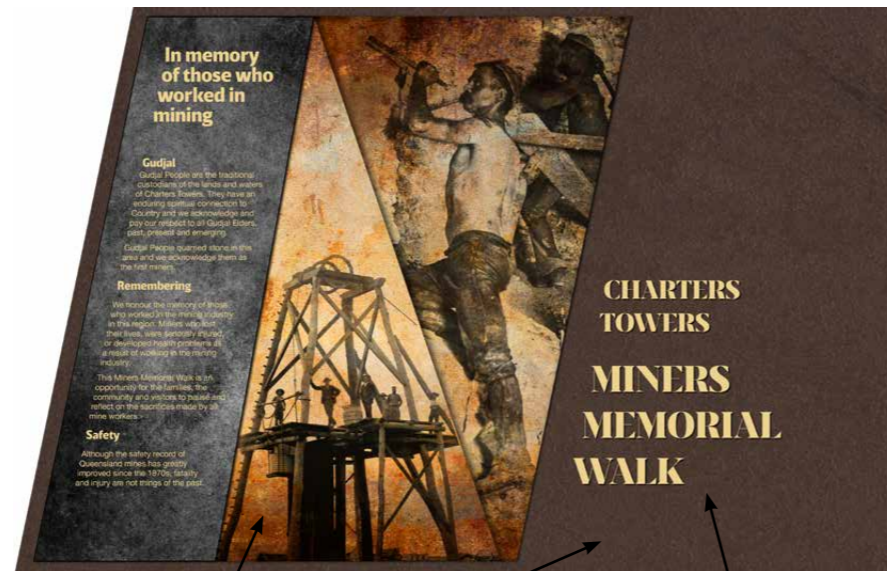




# Structure mockup



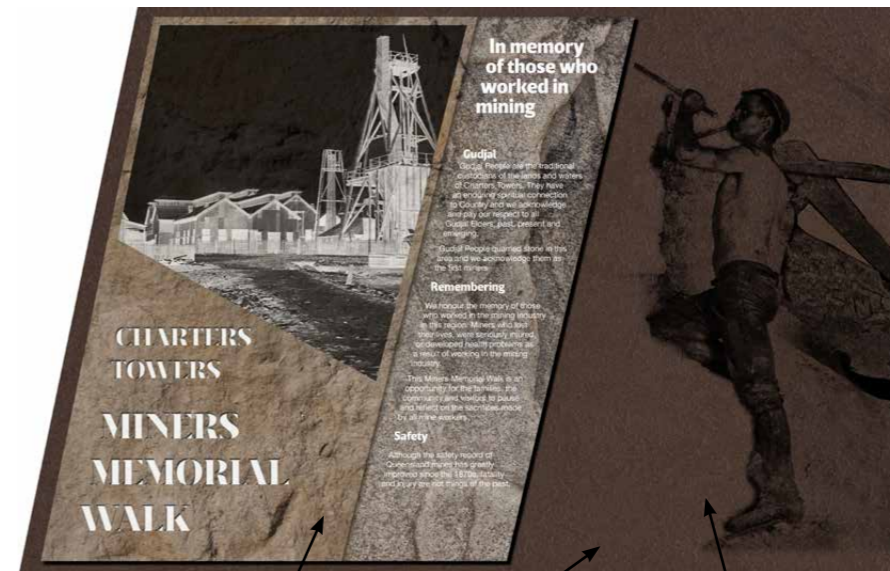
# Design concepts



Aluminium panel

CORten panel

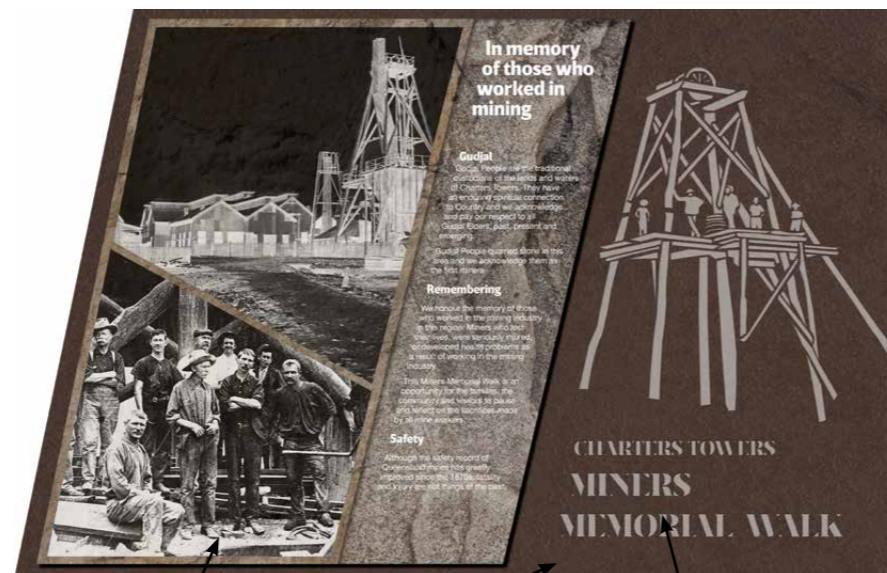
Lasercut words OR  
standoff lettering in brass  
or stainless steel



Aluminium panel

CORten panel

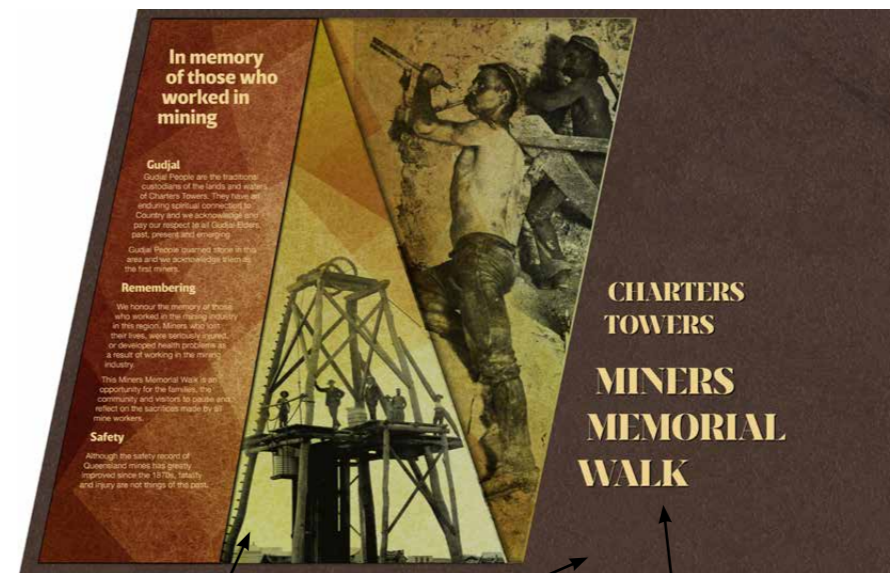
Graphics direct print  
to CORten



Aluminium panel

CORten panel

Lasercut words  
and imagery



Aluminium panel

CORten panel

Lasercut words OR  
standoff lettering in brass  
or stainless steel

## EXECUTIVE SUMMARY

Council is in receipt of a Change Application (Other change) to Development Permit MC18/63. The Development Application is seeking a Development Permit for a Material Change of Use for Intensive Animal Industry (Beef Cattle Feedlot) at 5291 Flinders Highway, Reid River. The proposed development will provide the ability to have 3,075 Standard Cattle Units (SCUs) within the existing cattle holding facility that has the approved holding capacity of 15,575 SCUs and an annual through-put of between 150,000 and 200,000 cattle.

## OFFICER'S RECOMMENDATION

*That Council:*

- ***Approve the Change Application (Other change) to Development Permit (MC18/63) for Cattle Holding Yard to include a Material Change of Use of Premises for Intensive Animal Industry (Beef Cattle Feedlot), made by Reid River Export Depot Pty Ltd on land at 5291 Flinders Highway, Reid River more formally known as Lot 1 on RP743456, Lot 2 on RP743456 and Lot 600 on SP310657.***
- ***The approval is subject to reasonable and relevant conditions as amended and is supported by a notice of reasons.***

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## **BUDGET & RESOURCE IMPLICATIONS**

There are no budget or resource implications associated with this proposal other than revenue generated through Council's adopted fees and charges. Costs may be incurred if an appeal is lodged to the Planning and Environment Court.

## **BACKGROUND**

At the Council meeting held 18 September 2018, Council approved a Development Permit for a Material Change of Use of Premises for Cattle Holding Yard at the subject site that has a holding capacity of 15,575 SCUs and an annual through-put of between 150,000 and 200,000 cattle. This approval has since been acted on and is operational.

A review of the existing conditions was undertaken in February 2021 and it was determined that the conditions contained in the Changed Decision Notice dated 13 December 2018 (Ref: 1312013) were generally complied with.

On 8 June 2022, the Applicant lodged a Change Application (Other change) to Development Permit MC18/63 to include the new land use of Intensive Animal Industry (Beef Cattle Feedlot) which will operate within the existing cattle holding facility.

## **Development Proposal**

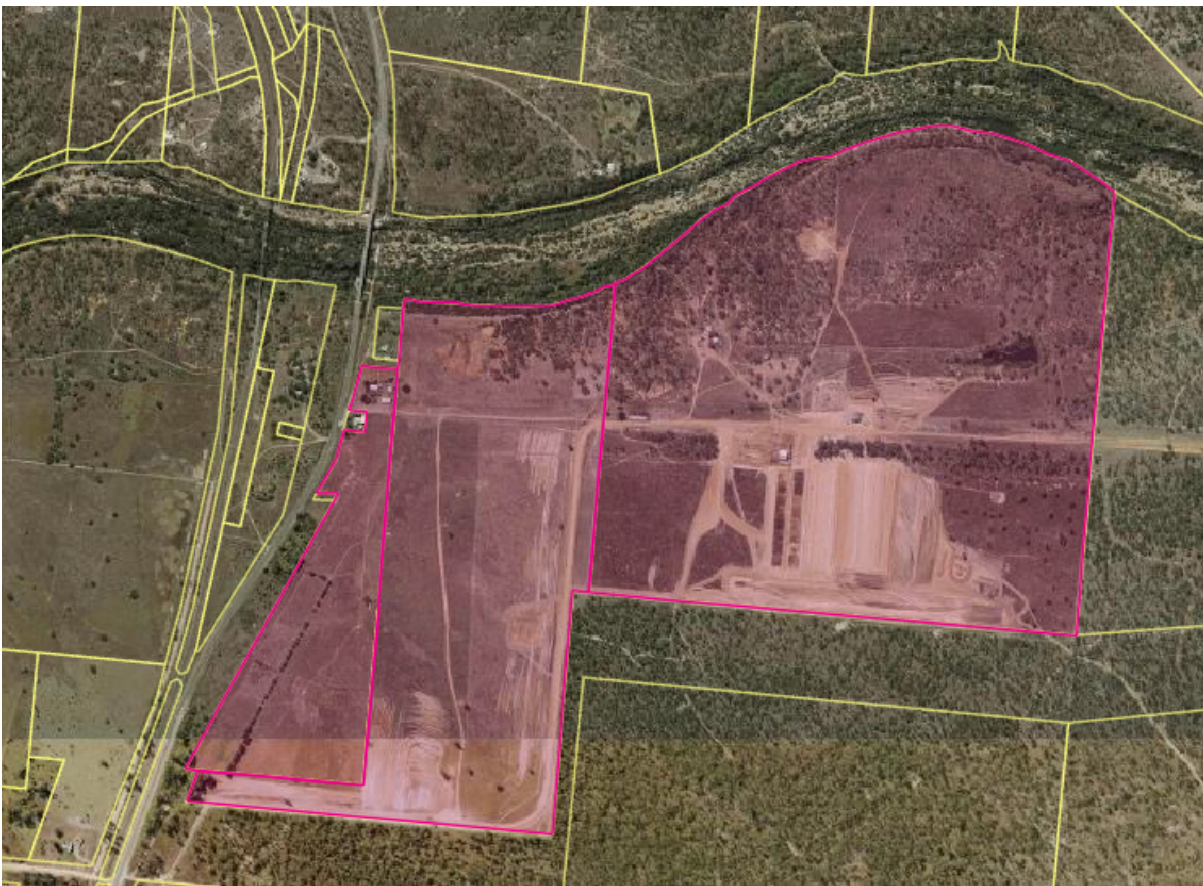
The proposed new use will occur within the footprint of the existing cattle holding yards and will include the following components:

- Water reticulation infrastructure – A reliable and uninterrupted supply of clean water of the required volume to sustain operations is required;
- Pens – Fenced areas are required for accommodating beef cattle (production pens). Due to the small scale of the proposed development cattle arriving to or being dispatched from the development cattle shall be held in the existing livestock handling facility;
- Internal road – An access road shall be constructed to the proposed development site from the existing development;
- Controlled drainage area – Rainfall runoff from areas such as pens that have a high organic matter and therefore a high pollution potential is controlled within a system that collects and conveys this runoff to a sedimentation system and holding pond prior to environmentally sustainable utilisation;
- Drainage system – The controlled drainage area contains a system including catch drains, a sedimentation system and a holding pond for conveying stormwater, allowing entrained sediment to 'settle out' and capture and storage of stormwater from the controlled drainage area until it can be sustainably utilised; and
- Solid waste and effluent management areas – Solid wastes such as manure and mortalities shall be temporarily stockpiled and processed within the solid waste stockpile and carcass composting area prior to utilisation on-site. Effluent is stored in the holding pond pending application to the effluent utilisation area.





**Figure 1: Example of existing infrastructure that will be used**



**Figure 2: Subject site (source: Queensland Globe October 2022)**

**Referral Agencies**

The Development Application was referred to the State Assessment Referral Agency (SARA) in accordance with *Schedule 10, Part 5, Division 4, Table 2, Item 1 Development application for a material change of use for Environmentally Relevant Activity*; *Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 Development impacting on State transport infrastructure and thresholds (Cattle Feedlot)*; and *Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 Development application within 25m of a state controlled road*.

On 9 August 2022 SARA advised that it had no requirements relating to the application.

### **Public Notification and Submissions**

In accordance with the Development Assessment Rules, public notification was required for a period of 15 business days. Public notification occurred from 4 August 2022 to 26 August 2022 and during this period Council received four Properly Made Submissions of which one is in support of the proposed development. A summary of the matters raised in submissions is attached.

### **Levied Charges**

The proposed development will not pose a greater demand on Council's trunk infrastructure for water supply, sewerage, public parks and other community facilities, transport and stormwater infrastructure networks (local government trunk infrastructure networks). As such it is recommended no charges be levied against the Infrastructure Charges Resolution (No. 3) 2020.

### **Regulatory Assessment**

- **Planning Act 2016 and Planning Regulation 2017**

Change Application (other) Assessment of the application has been carried out against Section 82(2) of the *Planning Act 2016*.

- **State Planning Regulatory Provisions**

There are currently ten State Planning Regulatory Provisions, however, none of these apply to the proposal in this instance.

- **North Queensland Regional Plan 2020**

As the proposal is not located within a Priority Agricultural Area as illustrated within Map One of the North Queensland Regional Plan 2020, no assessment benchmarks are relevant to this proposal.

- **Charters Towers Regional Town Plan Version 2**

Assessment of the proposal has been undertaken in a 'bottom up' approach whereby if the proposal is considered to comply with the relevant Acceptable Outcome or Performance Outcome then the proposal is considered to comply with the Purpose of the benchmark. Furthermore, assessment has only been made where the proposal fails to comply with a particular assessment benchmark and, where the proposal is considered to comply, reasonable and relevant conditions have been recommended to that effect.

As per the Categories of Development and Assessment, the proposal triggers Impact Assessment against the following assessment benchmarks:

1. Strategic Framework
2. Overlay Codes
3. Zone Codes
4. Development Codes

### **Strategic Framework**

The assessment against the Strategic Framework can be summarised as follows:

- The proposed development seeks to promote the New World for economic development by leveraging the unique locational and transport characteristics available along with proximity to the Port of Townsville.
- The proposed development seeks to promote the New World for economic development by enabling a diverse rural economy where cattle feedlots are acknowledged as a vital use that supports growth in the sale and export of cattle.
- The proposed development seeks to promote the New World protecting our heritage and natural resources by locating the proposed Intensive animal industry in a location that does not adversely impact urban or rural residential areas or existing sensitive land uses.
- The proposed development will not adversely impact Matters of National, State or Local Environmental Significance and maintains ecological processes and functions.
- The proposed development will implement a stormwater management regime that effectively manages stormwater quantity and quality; and
- The development seeks to promote the New World which is resilient to natural and other hazards and has demonstrated that it is compatible with the nature of natural hazards such as flooding and bushfire, and it is not considered that the proposed development poses an intolerable risk to people or property from natural hazards.

The proposed development achieves this by demonstrating compliance with the following relevant assessment benchmarks:

### **Bushfire hazard overlay code**

Consistent with the Purpose of the Bushfire hazard overlay code, the proposed development does not increase the potential for bushfire damage or risk on site or to other property. The development layout and design seeks to minimise the risks to personal safety, damage to property, infrastructure and other assets.

Flood hazard overlay code

The proposal is considered generally consistent with the purpose and desired outcomes of the Flood Hazard Overlay Code. In particular, the application has provided supporting information demonstrating that the development complex is located above the 1%AEP event.

A condition has been included in the recommendation requiring a detailed Stormwater Management Plan to be submitted ensure stormwater impacts are appropriately managed and discharged at a lawful point.

Natural environment overlay code

The proposal is consistent with the purpose of the Natural environment overlay code as it seeks to protect important environmental areas including those Matters of State Environmental Significance (MSES) and their associated ecological processes and biodiversity values.

The development is proposed to be located within an existing cattle handling facility that has been designed to protect water quality and ecosystem health.

Regional infrastructure overlay code

The proposal is considered consistent with the purpose and overall outcomes of the Regional infrastructure overlay code.

Rural zone code

The proposal is consistent with the purpose of the Rural zone code as it is for a rural use. The proposed development is further supported through the Overall outcomes as it reinforces a diversified rural economy through a wide range of rural pursuits being facilitated.

Development works code

The proposal is considered consistent with the purpose and overall outcomes of the Development works code.

The subject site has existing access to the State-controlled road and has sufficient area to ensure the development is designed, constructed, operated and maintained to eliminate adverse impacts on the environment and the amenity of the surrounding area.

Landscaping code

The proposal is considered generally consistent with the purpose and overall outcomes of the Landscaping Code.

The existing vegetation on the site will visually fragment and shade the existing car parking area, noting that these facilities are not visible from the road frontage or adjoining properties.

**CONDITIONS**

It is recommended that the structure of the conditions of approval reflect the distinct uses of Cattle Holding Yard and Intensive Animal Industry (Beef Cattle Feedlot).

This results in:

- Part A conditions applying to both the Cattle Holding Yard and Intensive Animal Industry (Beef Cattle Feedlot) uses;
- Part B conditions applying to the Cattle Holding Yard use;
- Part C conditions applying to the Intensive Animal Industry (Beef Cattle Feedlot) use.

It is recommended that changes be made to the existing conditions that apply to the Cattle Holding Yard use to ensure that they are appropriate for the use.

Existing condition	Comment
1.	It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.
2.	The applicant has advised that DTMR will not approve the construction of a billboard advertising device within the state-controlled road corridor. The applicant has erected signage on the entrance to the site off Runway Station Road. It is recommended that the condition be deleted.
3.	The condition relates to the requirement to establish a sugar cane vegetated buffer screen to buffer a property that is now included in the application. It is recommended that the condition be deleted.
4.	The condition relates to environmental harm and environmental nuisance as per the Environmental Protection Act 1994. It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.
5.	The condition relates to the provision of a 1.8m high chainwire fence around the burial pit. It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.

6.	The condition relates to the burial of carcasses in the burial pit. It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.
7.	The condition relates to signage and vehicle speed within the site. It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.
8.	The condition relates to the need to comply with all conditions of approval. It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.
9.	The condition relates to erosion and sedimentation control management. It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.
10.	The condition relates to construction and development activities that are regulated under the Environmental Protection Act 1994 and the Environmental Protection (Noise) Policy 2008. It is recommended that the condition be deleted as construction as no development works are proposed.
11.	The condition relates to construction and development activities. It is recommended that the condition be deleted as construction as no development works are proposed.
12.	The condition relates to construction and development activities that are regulated under the Environmental Protection Act 1994. It is recommended that the condition be deleted as construction as no development works are proposed.
13.	The condition relates to the preparation of a pest management plan that has been submitted to and approved by Council. It is recommended that the condition remain unchanged to ensure the operational aspects of the condition remain in effect.
14.	The condition relates to the requirement to undertake odour assessments adjacent to a property that now forms part of the development site. It is recommended that the condition be deleted as it is no longer of relevance.
15.	The condition relates to Building, Plumbing and Drainage Works. It is recommended that the condition be deleted as construction as no development works are proposed
16.	The condition relates to the need to obtain further Development Permits. It is recommended that the condition be deleted as construction as no development works are proposed.
17.	The condition relates to the maximum height of buildings and structures. It is recommended that the condition be deleted as construction as no development works are proposed.
18.	The condition relates to outdoor lighting and the need to ensure compliance with Australian Standard AS4282 – Control of the Obtrusive Effects of Outdoor Lighting. It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.
19.	The condition relates to the provision and maintenance of fire breaks. It is recommended that the condition remain unchanged as remains relevant to the ongoing operational aspects of the use.
20.	The condition relates to the provision of a Flood Hazard Emergency Management Plan that has been submitted to and approved by Council. It is recommended that the condition remain unchanged to ensure the operational aspects of the condition remain in effect.
21.	The condition relates to the construction and maintenance of the internal access driveways. It is recommended that the timing of the condition be amended to reflect the operational aspect of the use.
22.	The condition relates to a lot that has since been amalgamated into a lot that forms part of the subject site. It is recommended that the condition be deleted as it has no relevance.
23.	The condition relates to the provision car parking spaces. It is recommended that the timing of the condition be amended to reflect the operational aspect of the use.
24.	The condition relates to the provision of on-site water storage. It is recommended that the condition remain unchanged to ensure the operational aspects of the condition remain in effect.
25.	The condition refers to all stormwater runoff being piped and discharged to the effluent-holding ponds. It is recommended that the condition be amended to refer to stormwater runoff “from the controlled drainage area” being discharged to the effluent-holding ponds”.
26.	The condition relates to the provision of waste storage areas. It is recommended that the condition remain unchanged to ensure the operational aspects of the condition remain in effect.
27.	The condition relates to the need to amalgamate lots Lots 1-10 on RP715678 that the original application was over. It is recommended that the condition be amended to refer to require the amalgamation of Lot 1 RP743456, Lot 2 RP743456, Lot 600 SP310657 into a single lot prior to the commencement of the Intensive Animal Industry (Beef Cattle Feedlot) use.
28.	The condition relates to the provision of a compliance inspection for the export facility which has occurred. It is recommended that the condition be deleted as it has no relevance.
29.	The condition relates to the notification to Council of commencement of the export facility which has occurred. It is recommended that the condition be deleted as it has no relevance.

## **CONCLUSION**

An assessment of the proposal has been carried out against the North Queensland Regional Plan 2020 and the Charters Towers Regional Town Plan Version 2 with the proposal considered to comply with relevant assessment benchmarks.

Where inconsistencies have been identified, an assessment against the Strategic Framework and Acceptable and Performance Outcomes has been undertaken, with reasonable and relevant conditions recommended to justify the decision.

## **LINK TO CORPORATE PLAN**

Corporate Plan 2021 - 2025  
Priority No 1 - Economic Prosperity

## **CONSULTATION**

Internal: Manager Planning & Development - Paul Want

External: Director RDC Engineers  
NQ SARA  
Department of Agriculture and Fisheries

## **LEGAL CONSIDERATIONS**

*Planning Act 2016*  
*Planning Regulation 2017*  
*Development Assessment Rules 2017*  
*North Queensland Regional Plan 2020*  
*Charters Towers Regional Town Plan Version 2*

## **POLICY IMPLICATION**

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

## **RISK IMPLICATIONS**

There are no perceived risk implications that warrant the recommendation being declined. The conditions recommended will mitigate any risk to Council.

## **ATTACHMENTS**

1. Summary of Key Details
2. Plan of Development for Intensive Animal Industry (Beef Cattle Feedlot)
3. Referral Agency Response
4. Environmental Authority
5. Appeal rights
6. Development Conditions, Advisory Notes and Statement of Reasons

## **REFERENCE DOCUMENT**

Application Common Material Document No. 4654300  
Referral Agency and Environmental Authority Document No. 4679241

## APPENDIX A – SUMMARY OF KEY DETAILS

### SITE DETAILS:

<b>Street address:</b>	5291 Flinders Highway, Reid River
<b>Real property description:</b>	LOT 1 RP743456, LOT 2 RP743456 AND LOT 600 SP310657
<b>Owner:</b>	Reid River Land Holdings Pty Ltd
<b>Area:</b>	222.92Ha
<b>Zone:</b>	Rural
<b>Road frontage:</b>	1.2km
<b>Existing lawful use:</b>	fodder production, beef cattle grazing on native and improved pastures, and pre-quarantine export facility

### APPLICATION DETAILS:

<b>Application number:</b>	MC18/63
<b>Approval sought:</b>	Development Permit
<b>Development type:</b>	Change Application
<b>Category of development:</b>	Impact Assessment
<b>Description of development:</b>	Intensive Animal Industry (Beef Cattle Feedlot)
<b>Applicant:</b>	Reid River Export Depot Pty Ltd as trustee for the Reid River Unit Trust
<b>Lodgement date:</b>	8 June 2022
<b>Properly made date:</b>	8 June 2022
<b>Existing approval:</b>	MC18/63
<b>Referral agencies:</b>	State Assessment Referral Agency (SARA)
<b>Number of Submissions:</b>	Four

### PLANNING FRAMEWORK DETAILS:

<b>Planning scheme:</b>	Charters Towers Regional Town Plan Version 2
<b>Assessment benchmarks:</b>	North Queensland Regional Plan 2020 Charters Towers Regional Town Plan Version 2





## APPENDIX C – REFERRAL AGENCY RESPONSE

RA9-N



SARA reference: 2206-29534 SRA  
Council reference: MC18/63 Hayley Thompson  
Applicant reference: \*\*Applicant reference\*\*

9 August 2022

Charters Towers Regional Council  
PO Box 189  
Charters Towers Qld 4820  
mail@charters Towers.qld.gov.au

Attention: Ms Hayley Thompson

Dear Ms Thompson

### **SARA response—5289,5291 and 5293 Flinders Highway, Reid River**

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency on 24 June 2022.

#### **Response**

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Outcome:	Referral agency response - No requirements Under section 56(1)(a) of the <i>Planning Act 2016</i> , the department advises it has no requirements relating to the application.
Date of response:	9 August 2022
Advice:	Advice to the applicant is in <b>Attachment 1</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 2</b> .

#### **Development details**

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Description:	Development permit	Material change of use (Other Change) Undefined Use (Cattle holding yards)) to provide for an Intensive Animal Industry (Beef cattle feedlot)
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 5, Division 4, Table 2, Item 1 (Planning Regulation 2017) Development application for a material change of use for Environmentally relevant activity	

Page 1 of 6

North and North West regional office  
Level 4, 445 Flinders Street, Townsville  
PO Box 5666, Townsville QLD 4810

Document Set ID: 4679241  
Version: 1, Version Date: 09/08/2022



	Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 (Planning Regulation 2017) Development impacting on State transport infrastructure and thresholds (Cattle Feedlot)
	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (Planning Regulation 2017) Development application within 25m of a state controlled road
SARA reference:	2206-29534 SRA
Assessment Manager:	Charters Towers Regional Council
Street address:	5289, 5291 and 5293 Flinders Highway, Reid River
Real property description:	Lot 1 on RP743456, Lot 2 on RP743456 and Lot 600 on SP310657
Applicant name:	Reid River Export Depot Pty Ltd as trustee for the Reid River Unit Trust c:\RDC Engineers Pty Ltd
Applicant contact details:	PO Box 2499 IDALIA QLD 4811 rod.davis@rdcengineers.com.au
Environmental Authority:	This referral included an application for an environmental authority under section 115 of the <i>Environmental Protection Act 1994</i> . Below are the details of the decision: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Reference: QHTG0093 2022-09</li> <li>• Effective date: when your related development application is approved by Charters Towers Council</li> <li>• Prescribed environmentally relevant activity (ERA): ERA 2 – Intensive animal feedlotting 1 keeping the following number of standard cattle units in a feedlot — (b) more than 1,000 but not more than 10,000</li> </ul> <p>If you are seeking further details about the environmental authority, please contact the Department of Agricultural and Fisheries (DAF) at: <a href="mailto:livestockregulator@daf.qld.gov.au">livestockregulator@daf.qld.gov.au</a></p>

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s. 30 Development Assessment Rules)

Copies of the relevant provisions are in **Attachment 3**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Catherine Hobbs, Principal Planning Officer, on 4758 3412 or via email [NQSARA@dcdilgp.qld.gov.au](mailto:NQSARA@dcdilgp.qld.gov.au) who will be pleased to assist.

Yours sincerely



Graeme Kenna  
Manager (Planning)

cc Reid River Export Depot Pty Ltd as trustee for the Reid River Unit Trust c:\ RDC Engineers Pty Ltd,  
rod.davis@rdcengineers.com.au

enc Attachment 1 - Advice to the applicant  
Attachment 2 - Reasons for referral agency response  
Attachment 3 - Representations provisions

## Attachment 1—Advice to the applicant

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<b>General advice</b>	
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- |    |   |
|----|---|
| 1. | Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) [v3.0]. If a word remains undefined it has its ordinary meaning. |
|----|---|

## Attachment 2—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

### The reasons for the department's decision are:

- The development does not create a safety hazard for users of a state-controlled road
- The development does not compromise the structural integrity of state-controlled roads, road transport infrastructure or road works
- The development does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- The development does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- The development does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads
- The development does not create a safety hazard for users of state transport infrastructure or public passenger services
- The development does not result in a worsening of the physical condition or operating performance of the state transport network
- The development does not compromise the state's ability to cost-effectively construct, operate and maintain state transport infrastructure
- The development is located and designed to avoid or mitigate environmental harm on environmental values of the natural environment, adjacent sensitive land uses and sensitive receptors
- The development avoids impacts on matters of state environmental significance, and where avoidance is not reasonably possible, minimise and mitigate impacts, and provide an offset for significant residual impacts where appropriate.

### Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version [3.0]), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system

## Attachment 3—Change representation provisions

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## APPENDIX D – ENVIRONMENTAL AUTHORITY

Department of Agriculture and Fisheries

# Permit

## Environmental Protection Act 1994

### Environmental authority 2022-09

*This environmental authority is issued by the delegate of the administering authority under Chapter 5 of the Environmental Protection Act 1994.*

#### Permit<sup>1</sup> number: 2022-09

#### Environmental authority takes effect: when your related development application is approved.

The first annual fee is payable within 20 business days of the effective date.

The anniversary date of this environmental authority is the same day each year as the effective date.

#### Environmental authority holder(s)

Name and Suitable Operator Reference	Registered address
Reid River Export Depot Pty Ltd Suitable operator reference: 100220868	PO Box 2499 IDALIA QLD 4811

#### Environmentally relevant activity and location details

Environmentally relevant activity	Location
ERA 2 – Intensive animal feedlotting  1 keeping the following number of standard cattle units in a feedlot – (b) more than 1,000 but not more than 10,000	600SP310657; 1RP743456; 2RP743456 5291 Flinders Highway Reid River Queensland

#### Additional information for applicants

##### Environmentally relevant activities

The description of any environmentally relevant activity (ERA) for which an environmental authority (EA) is issued is a restatement of the ERA as defined by legislation at the time the EA is issued.

Where there is any inconsistency between that description of an ERA and the conditions stated by an EA as to the scale, intensity or manner of carrying out an ERA, the conditions prevail to the extent of the inconsistency.

An EA authorises the carrying out of an ERA and does not authorise any environmental harm unless a condition stated by the EA specifically authorises environmental harm.

A person carrying out an ERA must also be a registered suitable operator under the *Environmental Protection Act 1994* (EP Act).





### Contaminated land

It is a requirement of the EP Act that an owner or occupier of contaminated land give written notice to the administering authority if they become aware of the following:

- the happening of an event involving a hazardous contaminant on the contaminated land (notice must be given within 24 hours); or
- a change in the condition of the contaminated land (notice must be given within 24 hours); or
- a notifiable activity (as defined in Schedule 3) having been carried out, or is being carried out, on the contaminated land (notice must be given within 20 business days) that is causing, or is reasonably likely to cause, serious or material environmental harm.

For further information, including the form for giving written notice, refer to the Queensland Government website [www.qld.gov.au](http://www.qld.gov.au), using the search term 'duty to notify'.

### Take effect

Please note that, in accordance with section 200 of the EP Act, an EA has effect:

- a) if the authority is for a prescribed ERA and it states that it takes effect on the day nominated by the holder of the authority in a written notice given to the administering authority-on the nominated day; or
- b) if the authority states a day or an event for it to take effect-on the stated day or when the stated event happens; or
- c) otherwise- one the day the authority is issued.

However, if the EA is authorising an activity that requires an additional authorisation (a relevant tenure for a resource activity, a development permit under the *Planning Act 2016* or an SDA Approval under the *State Development and Public Works Organisation Act 1971*), this EA will not take effect until the additional authorisation has taken effect.

If this EA takes effect when the additional authorisation takes effect, you must provide the administering authority written notice within 5 business days of receiving notification of the related additional authorisation taking effect.

If you have incorrectly claimed that an additional authorisation is not required, carrying out the ERA without the additional authorisation is not legal and could result in your prosecution for providing false or misleading information or operating without a valid environmental authority.

Luke Boucher  
A/Manager, Environmental Regulation

8 August 2022

Delegate of the administering authority  
*Environmental Protection Act 1994*

#### **Enquiries**

Department of Agriculture and Fisheries  
Agribusiness Operations and PLS & SWP  
203 Tor Street  
TOOWOOMBA QLD 4350

Phone: 13 25 23  
Fax: 07 4529 9233  
Email: [livestockregulator@daf.qld.gov.au](mailto:livestockregulator@daf.qld.gov.au)

## Department of Agriculture and Fisheries

### Obligations under the *Environmental Protection Act 1994*

In addition to the requirements found in the conditions of this environmental authority, the holder must also meet their obligations under the Act, and the regulations made under the Act. For example, the holder must comply with the following provisions of the Act:

- general environmental duty (section 319)
- duty to notify environmental harm (section 320-320G)
- offence of causing serious or material environmental harm (sections 437-439)
- offence of causing environmental nuisance (section 440)
- offence of depositing prescribed water contaminants in waters and related matters (section 440ZG)
- offence to place contaminant where environmental harm or nuisance may be caused (section 443)

### Other permits required

This permit only provides an approval under the *Environmental Protection Act 1994*. In order to lawfully operate you may also require permits / approvals from your local government authority, other business units within the department and other State Government agencies prior to commencing any activity at the site. For example, this may include permits / approvals with your local Council (for planning approval), the Department of Transport and Main Roads (to access state controlled roads), the Department of Natural Resources and Mines (to clear vegetation), and the Department of Agriculture and Fisheries (to clear marine plants or to obtain a quarry material allocation).

### Development Approval

This permit is not a development approval under the *Planning Act 2016*. The conditions of this environmental authority are separate, and in addition to, any conditions that may be on the development approval. If a copy of this environmental authority is attached to a development approval, it is for information only, and may not be current. Please contact the Department of Agriculture and Fisheries to ensure that you have the most current version of the environmental authority relating to this site.

**Conditions of environmental authority**

The environmentally relevant activity conducted at the location as described above must be conducted in accordance with the following site-specific conditions of approval.

Agency interest: General							
Condition number	Condition						
G1	Any breach of a condition of this environmental authority must be reported to the <b>administering authority</b> as soon as practicable within 24 hours of becoming aware of the breach. <b>Records</b> must be kept including full details of the breach and any subsequent actions taken.						
G2	The <b>activity</b> must be undertaken in accordance with written procedures that: <ul style="list-style-type: none"> <li>a) identify potential risks to the environment from the <b>activity</b> during routine operations and emergencies; and</li> <li>b) establish and maintain control <b>measures</b> that minimise the potential for environmental harm; and</li> <li>c) ensure plant, equipment and <b>measures</b> are maintained in a proper and effective condition; and</li> <li>d) ensure plant, equipment and <b>measures</b> are operated in a proper and effective manner; and</li> <li>e) ensure that staff are trained and aware of their obligations under the Environmental Protection Act 1994; and</li> <li>f) ensure that reviews of environmental performance are undertaken at least annually; and</li> <li>g) Identify risk of harm or nuisance to surrounding land uses and <b>measures</b> to minimise any environmental harm or nuisance; and</li> <li>h) Include a management plan which outlines practices that prevent or minimise the risk of environmental harm or nuisance to surrounding land uses.</li> </ul>						
G3	All reasonable and practicable <b>measures</b> must be taken to prevent or minimise <b>environmental harm</b> caused by the activities.						
G4	<p>a) The maximum number of cattle kept, and the minimum pen area provided in the feedlot at any time, expressed in terms of <b>Standard Cattle Units (SCU)</b> and <b>m<sup>2</sup> per SCU</b> must be in accord with the table below:</p> <table border="1" data-bbox="480 1189 1385 1299"> <thead> <tr> <th>Feedlot Location</th> <th>Number of SCU</th> <th>Minimum Pen Area (m<sup>2</sup> per SCU)</th> </tr> </thead> <tbody> <tr> <td>600SP310657</td> <td>3,050</td> <td>16.85</td> </tr> </tbody> </table>	Feedlot Location	Number of SCU	Minimum Pen Area (m <sup>2</sup> per SCU)	600SP310657	3,050	16.85
Feedlot Location	Number of SCU	Minimum Pen Area (m <sup>2</sup> per SCU)					
600SP310657	3,050	16.85					



<b>G5</b>	<p>The feedlot <b>controlled drainage areas</b> and associated facilities must be constructed generally in accordance with the following plans:</p> <ol style="list-style-type: none"> <li>1. Development application - Material Change of Use Proposed Development – Production Pen Development, RDC Engineers, Figure 09, D1-130-00-09, C, 04/08/22, and</li> <li>2. Development application - Material Change of Use Proposed Development – Controlled Drainage Area 1 – Catchment Area Plan – Stage 1, RDC Engineers, Figure 11, D1-130-00-11, C, 04/08/22; and</li> <li>3. Development application - Material Change of Use Proposed Development – Controlled Drainage Area 2 – Catchment Area Plan – Stage 1, RDC Engineers, Figure 12, D1-130-00-12, C, 04/08/22; and</li> <li>4. Development application - Material Change of Use Proposed Development – Waste Utilisation Areas, RDC Engineers, Figure 14, D1-130-00-14, C, 04/08/22.</li> </ol>
<b>G6</b>	<p>Feedlot <b>controlled drainage areas</b> must be constructed and maintained in accordance with accepted engineering practice, to ensure long term structural integrity. The in-situ coefficient of permeability of the finished base, batters and embankments must not exceed 0.1 mm/day. If this standard cannot be achieved using the in-situ material, lining must be carried out in accordance with the design permeability specification of Appendix C &amp; G of the National Guidelines for Beef Cattle Feedlots in Australia 3rd Edition. The holder of the environmental authority is to submit compaction testing for approval to the <b>administering authority</b> to demonstrate compliance with this specification prior to stocking the expanded facility.</p>
<b>G7</b>	<p>Following the completion of the proposed feedlot complex, the holder of this environmental authority shall arrange for 'as-built' surveys to be carried out to confirm the size of the feedlot complex, all associated waste management facilities, the storage volumes of all effluent treatment systems and storage ponds. The results of these surveys shall be submitted to the <b>administering authority</b> for approval prior to stocking the expanded feedlot <b>controlled drainage area</b>.</p>
<b>G8</b>	<p>The holder of this environmental authority must not make any material alteration to the <b>activity</b> which may affect the operating capacity of the <b>activity</b> or change the way in which the <b>activity</b> operates, without the prior written approval of the <b>administering authority</b>.</p>
<b>G9</b>	<p>The environmentally relevant activity to which this environmental authority relates must be established and operated in accordance with the National Guidelines for Beef Cattle Feedlots in Australia 3<sup>rd</sup> Edition and the National Beef Cattle Feedlot Environmental Code of Practice 2<sup>nd</sup> Edition or subsequent versions.</p> <p>In the event of any inconsistency between the conditions of this Environmental Authority, the National Guidelines for Beef Cattle Feedlots in Australia 3<sup>rd</sup> Edition and the National Beef Cattle Feedlot Environmental Code of Practice 2<sup>nd</sup> Edition and the development information, the documents will prevail in the following order to the extent of the inconsistency:-</p> <ul style="list-style-type: none"> <li>• the conditions of this Environmental Authority;</li> <li>• the National Guidelines for Beef Cattle Feedlots in Australia and the National Beef Cattle Feedlot Environmental Code of Practice; and</li> <li>• the development information.</li> </ul>

<b>Feedlot Controlled Drainage Area and Pen Management</b>	
<b>G10</b>	<p>General Operating Requirements:</p> <ul style="list-style-type: none"> <li>• Feeding out equipment shall be operated to minimise spillage;</li> <li>• Stock watering facilities shall be maintained to minimise overflows and spillage;</li> <li>• Facilities shall be managed to ensure that wastewater generated by routine water trough cleaning operations is disposed of without causing erosion or significant ponding on the pen surface;</li> <li>• Levee banks, diversion banks and drains shall be maintained as soon as practically possible following any damage;</li> <li>• Deposited sediment shall be removed from drains if the flow of liquid effluent is being impeded;</li> <li>• Erosion damage of feedlot drains shall be rectified as soon as practically possible.</li> </ul>
<b>G11</b>	<p>Feedlot pens must be managed to:</p> <ol style="list-style-type: none"> <li>a) minimise the amount of organic matter available for decomposition, and</li> <li>b) minimise the amount of water that mixes with organic matter, and</li> <li>c) maximise the rate of drying of wet organic matter.</li> </ol>
<b>G12</b>	Animal carcasses shall be disposed of so as not to cause <b>environmental harm</b> or <b>nuisance</b> .
<b>G13</b>	Runoff storage ponds (effluent holding ponds) shall be managed to prevent over-topping. Ponds are to be managed to ensure they are generally empty. Effluent is not to be held in ponds for periods of time such that an odour <b>nuisance</b> may occur.
<b>G14</b>	Sedimentation basins shall be cleaned and maintained following the deposition of sediment.
<b>G15</b>	Any <b>release</b> of effluent from containment structures must be reported to the <b>administering authority</b> within 24 hours of becoming aware of the <b>release</b> . <b>Records</b> must be kept including full details of the <b>release</b> and any subsequent actions taken.
<b>G16</b>	<p>Details (including the date and location) of the following feedlot operations are to be recorded:</p> <ul style="list-style-type: none"> <li>• Pen management practices described in Condition G11; and</li> <li>• Number and average weight of cattle introduced and removed from the premises; and</li> <li>• Effluent irrigation events; and</li> <li>• Manure utilisation events; and</li> <li>• Sediment basin and effluent holding pond desludging events.</li> </ul>
<b>G17</b>	Feedlot <b>controlled drainage areas</b> must be suitably designed to be protected from a 1% AEP flood event.
<b>Monitoring</b>	
<b>G18</b>	All analyses required under this environmental authority must be carried out by a laboratory that has National Association of Testing Authorities certification, or an equivalent certification, for such analyses.
<b>G19</b>	Soil chemistry of lands the subject of this environmental authority that receive waste generated by the environmentally relevant activity must be conducted in accord with Condition G21.

<b>G20</b>	<p>An analysis of relevant water courses must be conducted for the elements listed in the table below in accord with Condition G22.</p> <table border="1" data-bbox="660 349 1216 784"> <tr><td><b>Bacteria</b></td></tr> <tr><td><i>E.coli</i> and/or Thermotolerant Coliforms</td></tr> <tr><td>Enterococci</td></tr> <tr><td><b>Chemical Analysis</b></td></tr> <tr><td>Biochemical Oxygen Demand (BOD)</td></tr> <tr><td>Electrical Conductivity</td></tr> <tr><td>Dissolved Oxygen</td></tr> <tr><td>Nitrogen- Ammonia</td></tr> <tr><td>Nitrogen-Total (and its forms-nitrate and nitrite)</td></tr> <tr><td>Cations (Calcium, Magnesium, Sodium and Potassium)</td></tr> <tr><td>Sodium Adsorption Ratio</td></tr> <tr><td>pH</td></tr> <tr><td>Phosphorus (Total)</td></tr> <tr><td>Total Suspended Solids</td></tr> </table>	<b>Bacteria</b>	<i>E.coli</i> and/or Thermotolerant Coliforms	Enterococci	<b>Chemical Analysis</b>	Biochemical Oxygen Demand (BOD)	Electrical Conductivity	Dissolved Oxygen	Nitrogen- Ammonia	Nitrogen-Total (and its forms-nitrate and nitrite)	Cations (Calcium, Magnesium, Sodium and Potassium)	Sodium Adsorption Ratio	pH	Phosphorus (Total)	Total Suspended Solids						
<b>Bacteria</b>																					
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Sodium Adsorption Ratio																					
pH																					
Phosphorus (Total)																					
Total Suspended Solids																					
<b>G21</b>	<p>An <b>appropriately qualified person(s)</b> must monitor and record all indicator(s) required by and in accordance with Table 1 – Monitoring.</p> <p><b>Table 1 – Monitoring</b></p> <table border="1" data-bbox="491 909 1385 1588"> <thead> <tr> <th data-bbox="497 913 683 1043">Indicator(s)</th> <th data-bbox="683 913 847 1043">Measurement (units) and depth intervals</th> <th data-bbox="847 913 986 1043">Minimum frequency</th> <th data-bbox="986 913 1378 1043">Monitoring location</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="497 1043 1378 1077"><b>Land</b></td> </tr> <tr> <td data-bbox="497 1077 683 1182">Colwell Phosphorus (Colwell P)</td> <td data-bbox="683 1077 847 1182">mg/L 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m</td> <td data-bbox="847 1077 986 1588" rowspan="5">Annually, when effluent and/or feedlot manure is applied onsite</td> <td data-bbox="986 1077 1378 1588" rowspan="5">Soil samples are to be collected from the specified depth intervals from representative sites within all effluent and manure utilisation areas where feedlot effluent or manure have been applied onsite.</td> </tr> <tr> <td data-bbox="497 1182 683 1288">Nitrate Nitrogen (NO<sub>3</sub><sup>-</sup> - N)</td> <td data-bbox="683 1182 847 1288">mg/L 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m</td> </tr> <tr> <td data-bbox="497 1288 683 1393">Exchangeable Sodium Percentage (ESP)</td> <td data-bbox="683 1288 847 1393">SAR 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m</td> </tr> <tr> <td data-bbox="497 1393 683 1498">Electrical Conductivity (EC)</td> <td data-bbox="683 1393 847 1498">µS/cm 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m</td> </tr> <tr> <td data-bbox="497 1498 683 1588">pH</td> <td data-bbox="683 1498 847 1588">pH units 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m</td> </tr> </tbody> </table>	Indicator(s)	Measurement (units) and depth intervals	Minimum frequency	Monitoring location	<b>Land</b>				Colwell Phosphorus (Colwell P)	mg/L 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m	Annually, when effluent and/or feedlot manure is applied onsite	Soil samples are to be collected from the specified depth intervals from representative sites within all effluent and manure utilisation areas where feedlot effluent or manure have been applied onsite.	Nitrate Nitrogen (NO <sub>3</sub> <sup>-</sup> - N)	mg/L 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m	Exchangeable Sodium Percentage (ESP)	SAR 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m	Electrical Conductivity (EC)	µS/cm 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m	pH	pH units 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m
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pH	pH units 0.0 – 0.3 m 0.5 – 0.6 m 0.9 – 1.0 m																				
<b>G22</b>	<p>Monitoring described in condition G20 must be undertaken at any time a contaminant is released by the activity to surface waters.</p>																				

<b>G23</b>	When required by the <b>administering authority</b> , monitoring must be undertaken in the manner prescribed by the <b>administering authority</b> to investigate a complaint of <b>environmental nuisance</b> arising from the activity. The monitoring results must be provided within 10 business days to the <b>administering authority</b> upon its request.
<b>G24</b>	All <b>records</b> must be kept for a period of at least five years and provided to the <b>administering authority</b> upon request.
<b>Agency interest: Air</b>	
<b>Condition number</b>	<b>Condition</b>
<b>A1</b>	Odours or airborne contaminants must not cause <b>environmental nuisance</b> to any <b>sensitive place</b> or <b>commercial place</b> .
<b>A2</b>	Dust and particulate matter emissions must not exceed the following concentrations at any <b>sensitive place</b> or <b>commercial place</b> : <ul style="list-style-type: none"> <li>a) dust deposition of 120 milligrams per square metre per day, when monitored in accordance with Australian Standard AS 3580.10.1 (or more recent editions), or</li> <li>b) a concentration of particulate matter with an aerodynamic diameter of less than 10 micrometre (<math>\mu\text{m}</math>) (PM10) suspended in the atmosphere of 50 micrograms per cubic metre over a 24 hour averaging time, when monitored in accordance with Australian Standard AS 3580.9.6 (or more recent editions) or any other method approved by the <b>administering authority</b>.</li> </ul>
<b>Agency interest: Water</b>	
<b>Condition number</b>	<b>Condition</b>
<b>WT1</b>	Contaminants must not be released to <b>groundwater</b> or at a location where they are likely to release to <b>groundwater</b> .
<b>WT2</b>	Any <b>release</b> of contaminants generated by the <b>activity</b> to <b>waters</b> must not cause <b>environmental harm</b> .
<b>WT3</b>	The stormwater runoff from <b>disturbed areas</b> must be managed to minimise the release of contaminants offsite.
<b>WT4</b>	Effluent and solid waste shall be applied to crops or pastures using a managed waste application program. The waste application program shall ensure the effluent and solid waste is applied sustainably across the whole of the available waste utilisation area.  The rate and volume of effluent and solid waste applied to utilisation areas shall be such that surface pooling and runoff is kept to a practical minimum and excessive deep percolation is avoided.
<b>Agency interest: Noise</b>	
<b>Condition number</b>	<b>Condition</b>



<b>N1</b>	Noise generated by the <b>activity</b> must not cause <b>environmental nuisance</b> to any <b>sensitive place</b> or <b>commercial place</b> .																																																							
<b>N2</b>	<p>Noise from the <b>activity</b> must not include <b>substantial low frequency noise</b> components and must not exceed the levels identified in Table 3 – Noise limits and the associated requirements at any nuisance <b>sensitive place</b> or <b>commercial place</b>.</p> <p><b>Table 3 – Noise limits</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Noise level measured in dB(A)</th> <th colspan="3">Monday to Saturday</th> <th colspan="3">Sunday and Public Holidays</th> </tr> <tr> <th>7am-6pm</th> <th>6pm-10pm</th> <th>10pm-7am</th> <th>9am-6pm</th> <th>6pm-10pm</th> <th>10pm-9am</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="6">Noise measured at a nuisance <b>sensitive place</b></td> </tr> <tr> <td>LAeq adj, 1 hr</td> <td>Background +5</td> <td>Background +3</td> <td>Background +3</td> <td>Background +5</td> <td>Background +3</td> <td>Background +3</td> </tr> <tr> <td>LAm<sub>ax</sub>, 1 hr</td> <td>Background +10</td> <td>Background +8</td> <td>Background +5</td> <td>Background +10</td> <td>Background +8</td> <td>Background +5</td> </tr> <tr> <td></td> <td colspan="6">Noise measured at a <b>commercial place</b></td> </tr> <tr> <td>LAeq adj, 1 hr</td> <td>Background +10</td> <td>Background +8</td> <td>Background +5</td> <td>Background +10</td> <td>Background +8</td> <td>Background +5</td> </tr> <tr> <td>LAm<sub>ax</sub>, 1 hr</td> <td>Background +15</td> <td>Background +13</td> <td>Background +10</td> <td>Background +15</td> <td>Background +13</td> <td>Background +10</td> </tr> </tbody> </table>	Noise level measured in dB(A)	Monday to Saturday			Sunday and Public Holidays			7am-6pm	6pm-10pm	10pm-7am	9am-6pm	6pm-10pm	10pm-9am		Noise measured at a nuisance <b>sensitive place</b>						LAeq adj, 1 hr	Background +5	Background +3	Background +3	Background +5	Background +3	Background +3	LAm <sub>ax</sub> , 1 hr	Background +10	Background +8	Background +5	Background +10	Background +8	Background +5		Noise measured at a <b>commercial place</b>						LAeq adj, 1 hr	Background +10	Background +8	Background +5	Background +10	Background +8	Background +5	LAm <sub>ax</sub> , 1 hr	Background +15	Background +13	Background +10	Background +15	Background +13	Background +10
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<b>Condition number</b>	<b>Condition</b>																																																							
<b>L1</b>	Any <b>release</b> of contaminants generated by the <b>activity</b> to <b>land</b> must not cause <b>environmental harm</b> .																																																							
<b>L2</b>	Before applying to surrender this environmental authority the site must be rehabilitated to achieve a safe, stable, non-polluting landform.																																																							
<b>Agency interest: Waste</b>																																																								
<b>Condition number</b>	<b>Condition</b>																																																							
<b>WS1</b>	All waste generated in carrying out the <b>activity</b> must be lawfully reused, recycled or removed to a facility that can lawfully accept the waste.																																																							
<b>WS2</b>	Waste being treated must be lawfully treated to render it less hazardous and be fit for its intended use or disposal.																																																							
<b>WS3</b>	Any <b>release</b> or utilisation of waste products generated by the <b>activity</b> must not cause <b>environmental harm</b> .																																																							

<b>WS4</b>	Feedlot waste products must be applied to <b>land</b> in a manner that does not result in leaching or overland flow of contaminants to <b>waters</b> .
<b>WS5</b>	The rate of application of effluent and solid wastes from the <b>activity</b> must not exceed the rates at which the critical constituents of the wastes, that is, water, nutrients (especially nitrogen and phosphorus) and salts, are: (a) taken up by plants and removed from the waste utilisation areas by harvesting; (b) safely stored within the soil profile; or (c) released into the surrounding environment in an acceptable form.
<b>WS6</b>	Manure and sludge removed from the feedlot pens, drains, sedimentation system(s) and holding pond(s), and spilt and/or spoilt feedstuffs, shall be either: <ul style="list-style-type: none"> <li>• stored in a manner that minimises the risk of harm to environmental values; or</li> <li>• exported from the feedlot property; or</li> <li>• applied immediately, at sustainable rates, to crop or pasture on the feedlot property.</li> </ul>
<b>WS7</b>	Solid waste stockpile and composting areas shall be protected from rainfall runoff by diversion banks or drains and shall be located within a <b>controlled drainage area</b> .
<b>WS8</b>	Stockpiles of manure, sludge and spilt or spoilt feedstuff shall be managed to avoid burning, including spontaneous combustion. Any fires shall be extinguished as soon as practically possible.

## END OF PERMIT

### Attachments

1. Development application - Material Change of Use Proposed Development – Production Pen Development, RDC Engineers, Figure 09, D1-130-00-09, C, 04/08/22, and
2. Development application - Material Change of Use Proposed Development – Controlled Drainage Area 1 – Catchment Area Plan – Stage 1, RDC Engineers, Figure 11, D1-130-00-11, C, 04/08/22; and
3. Development application - Material Change of Use Proposed Development – Controlled Drainage Area 2 – Catchment Area Plan – Stage 1, RDC Engineers, Figure 12, D1-130-00-12, C, 04/08/22; and
4. Development application - Material Change of Use Proposed Development – Waste Utilisation Areas, RDC Engineers, Figure 14, D1-130-00-14, C, 04/08/22.

### Definitions

Key terms and/or phrases used in this document are defined in this section and **bolded** throughout this document. Applicants should note that where a term is not defined, the definition in the *Environmental Protection Act 1994* (the Act), its regulations or environmental protection policies must be used. If a word remains undefined it has its ordinary meaning.

**activity** means the environmentally relevant activities, whether resource activities or prescribed activities, to which the environmental authority relates.

**administering authority** means the Department of Agriculture and Fisheries or its successor or predecessors.

**Annual Exceedance Probability (AEP)** An Annual Exceedance Probability (AEP) event is the probability of a level of flooding being equalled or exceeded, at least once, in any given year. For example, a 1% AEP, is a flood level that has a one per cent chance of occurring in any given year.

**appropriately qualified person(s)** means a person or persons who has professional qualifications, training, skills and/or experience relevant to the EA requirement and can give authoritative assessment, advice and analysis in relation to the EA requirement using the relevant protocols, standards, methods or literature.

**background** means noise, measured in the absence of the noise under investigation, as  $L_{A90,T}$  being the A-weighted sound pressure level exceeded for 90 percent of the time period of not less than 15 minutes, using Fast response.

**commercial place** means a place used as a workplace, an office or for business or commercial purposes and includes a place within the curtilage of such a place reasonably used by persons at that place.

**controlled drainage areas** means a self-contained catchment surrounding those parts of the feedlot complex from which uncontrolled stormwater runoff would constitute an environmental hazard. It is typically established using a series of:

- catch drains to capture runoff from the feedlot pens and all other surfaces within the feedlot complex, and ultimately convey that runoff to a treatment, collection or disposal system, and
- diversion banks or drains placed immediately upslope of the feedlot complex, which are designed to divert 'clean' or uncontaminated upslope runoff around the feedlot complex.

**delegate of the administering authority** means an officer of the Department of Agriculture and Fisheries or its successor as cited by the administering authority.

**disturbed areas** includes areas:

1. that are susceptible to erosion;
2. that are contaminated by the activity; and/or
3. upon which stockpiles of soil or other materials are located.

**environmental harm** as defined in Chapter 1 of the Environmental Protection Act 1994.

**environmental nuisance** as defined in Chapter 1 of the Environmental Protection Act 1994.

**environmental value** as defined in Chapter 1 of the Environmental Protection Act 1994.

**groundwater** means water that occurs naturally in, or is introduced artificially into, an aquifer.

**$L_{Aeq,adj,T}$**  means the adjusted A weighted equivalent continuous sound pressure level measures on fast response, adjusted for tonality and impulsiveness, during the time period T, where T is measured for a period no less than 15 minutes when the activity is causing a steady state noise, and no shorter than one hour when the approved activity is causing an intermittent noise.

**land** does not include **waters**.

**$MaxL_{pA,T}$**  means the maximum A-weighted sound pressure level measured over a time period T of not less than 15 minutes, using Fast response.

**measures** has the broadest interpretation and includes plant, equipment, physical objects, monitoring, procedures, actions, directions and competency.

**noxious** means harmful or injurious to health or physical well-being.

**offensive** means causing offence or displeasure; is unreasonably disagreeable to the sense; disgusting, nauseous or repulsive.

**prescribed water contaminants** means contaminants listed within Schedule 9 of the Environmental Protection Regulation 2008.

**records** include breach notifications, written procedures, analysis results, monitoring reports and monitoring programs required under a condition of this authority.

**release** of a contaminant into the environment includes:

1. to deposit, discharge, emit or disturb the contaminant; and
2. to cause or allow the contaminant to be deposited, discharged, emitted or disturbed; and
3. to fail to prevent the contaminant from being deposited, discharged emitted or disturbed; and
4. to allow the contaminant to escape; and
5. to fail to prevent the contaminant from escaping.

**secondary containment system** means a system designed, installed and operated to prevent any release of contaminants from the system, or containers within the system, to land, groundwater, or surface waters.

**sensitive place** includes the following and includes a place within the curtilage of such a place reasonably used by persons at that place:

- a) caretaker's accommodation; or
- b) a childcare centre; or
- c) a community care centre; or
- d) a community residence; or
- e) a detention facility; or
- f) a dual occupancy; or
- g) a dwelling house; or
- h) a dwelling unit; or
- i) an educational establishment; or
- j) a health care service; or
- k) a hospital; or
- l) a hotel, to the extent the hotel provides accommodation for tourists or travellers; or
- m) a multiple dwelling; or
- n) non-resident workforce accommodation; or
- o) a relocatable home park; or
- p) a residential care facility; or
- q) a resort complex; or
- r) a retirement facility; or
- s) rooming accommodation; or
- t) rural workers' accommodation; or
- u) short-term accommodation; or
- v) a supervised accommodation service; or
- w) a tourist park.

**standard cattle unit meaning and calculation**

- (1) A *standard cattle unit* is a unit of measurement based on the live weight of cattle.
- (2) The number of standard cattle units that is equivalent to an animal of a live weight mentioned in column 1 of the following table is stated opposite in column 2.

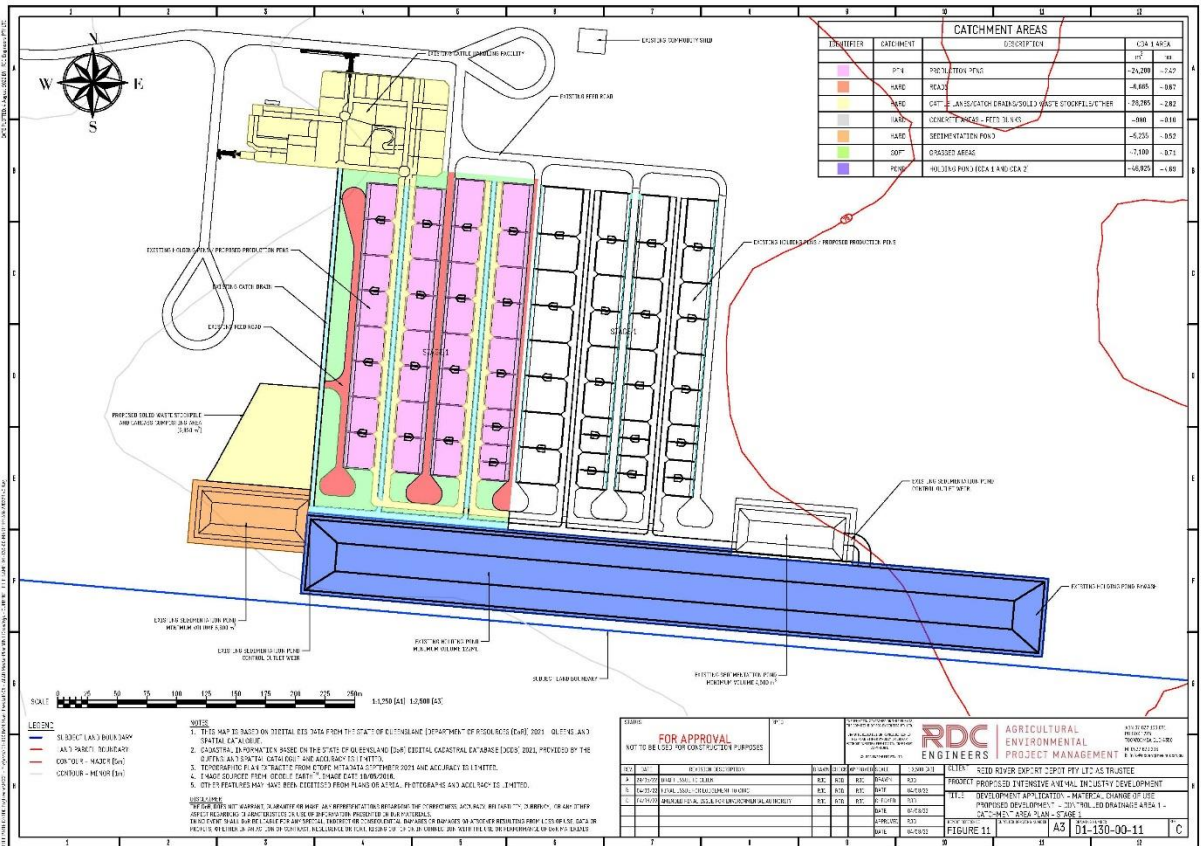
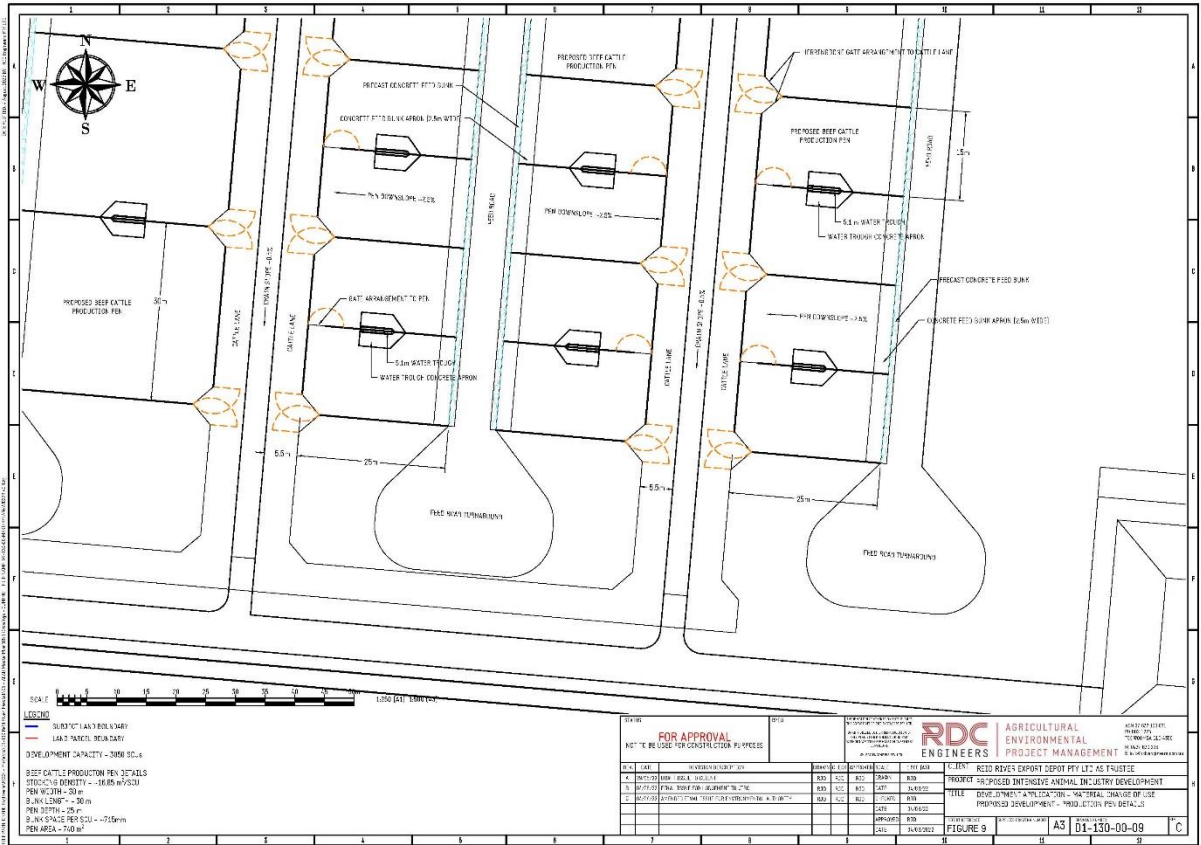


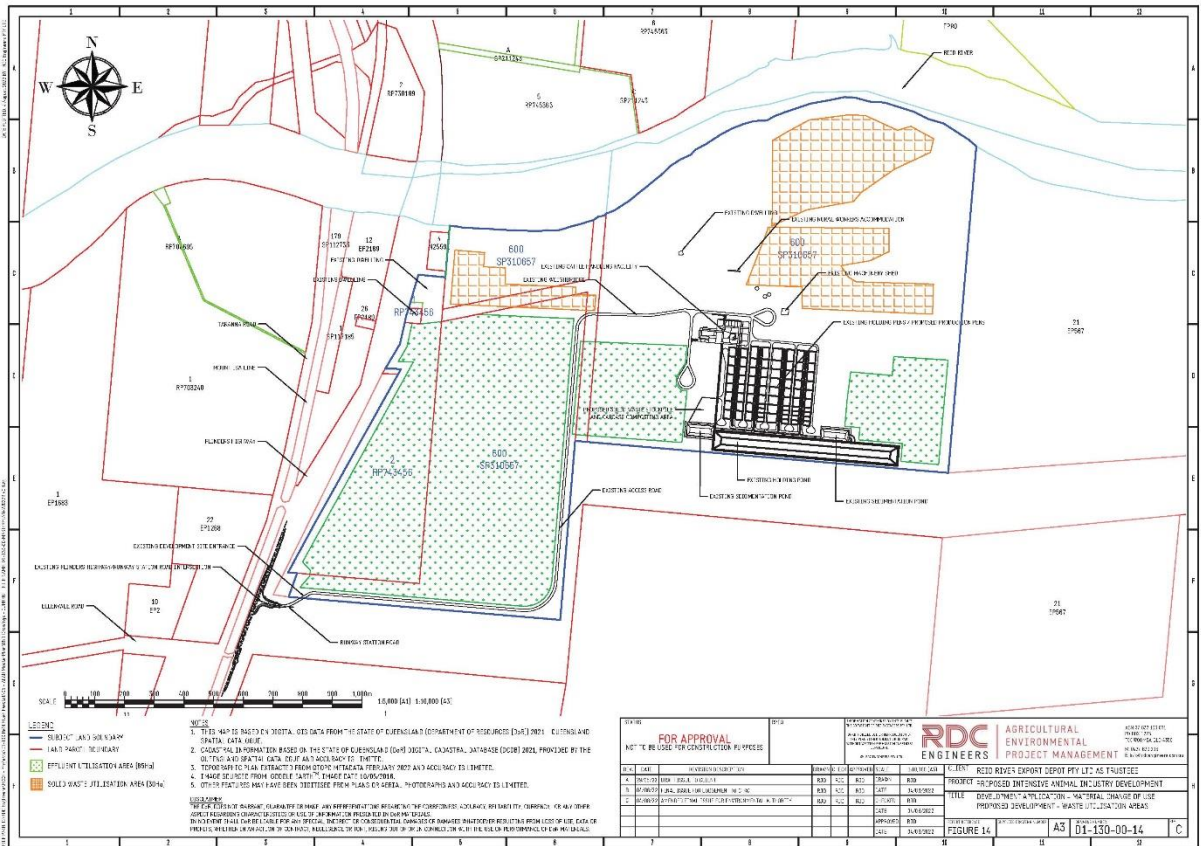
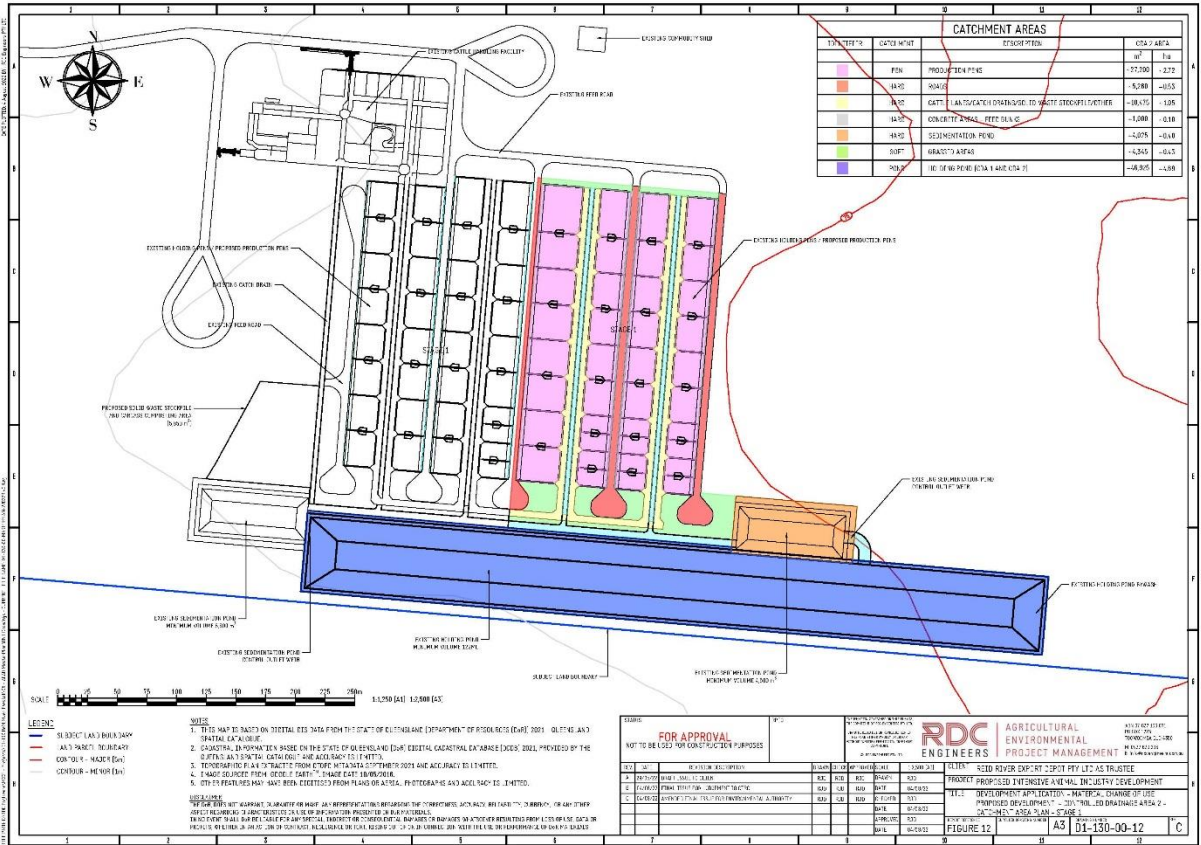
Column 1	Column 2
Live weight (kg)	Number of standard cattle units
up to 350	0.67
more than 350 to 400	0.74
more than 400 to 450	0.81
more than 450 to 500	0.87
more than 500 to 550	0.94
more than 550 to 600	1.00
more than 600 to 650	1.06
more than 650 to 700	1.12
more than 700	1.18

**substantial low frequency noise** means a noise emission that has an unbalanced frequency spectrum shown in a one-third octave band measurements, with a predominant component within the frequency range 10 to 200 Hz. It includes any noise emission likely to cause an overall sound pressure level at a noise sensitive place exceeding 55 dB(Z).

**waters** includes river, stream, lake, lagoon, pond, swamp, wetland, unconfined surface water, unconfined water, natural or artificial watercourse, bed and bank of any waters, dams, non-tidal or tidal waters (including the sea), stormwater channel, stormwater drain, roadside gutter, stormwater run-off, and groundwater and any part thereof.

**you** means the holder of the environmental authority.







## **APPENDIX E – APPEAL RIGHTS**

### *PLANNING ACT 2016 & THE PLANNING REGULATION 2017*

#### **Chapter 6 Dispute resolution**

##### **Part 1 Appeal rights**

##### **229 Appeals to tribunal or P&E Court**

- (1) **Schedule 1 of the *Planning Act 2016* states –**
  - (a) Matters that may be appealed to –
    - (i) either a tribunal or the P&E Court; or
    - (ii) only a tribunal; or
    - (iii) only the P&E Court; and
  - (b) The person-
    - (i) who may appeal a matter (**the appellant**); and
    - (ii) who is a respondent in an appeal of the matter; and
    - (iii) who is a co-respondent in an appeal of the matter; and
    - (iv) who may elect to be a co-respondent in an appeal of the matter.

(Refer to Schedule 1 of the *Planning Act 2016*)

- (2) An appellant may start an appeal within the appeal period.
- (3) **The *appeal period* is –**
  - (a) for an appeal by a building advisory agency – 10 business days after a decision notice for the decision is given to the agency; or
  - (b) for an appeal against a deemed refusal – at any time after the deemed refusal happens; or
  - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises – 20 business days after a notice is published under section 269(3)(a) or (4); or
  - (d) for an appeal against an infrastructure charges notice – 20 business days after the infrastructure charges notice is given to the person; or
  - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given – 30 business days after the applicant gives the deemed approval notice to the assessment manager; or
  - (f) for any other appeal – 20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

*Note –*

*See the P&E Court Act for the court's power to extend the appeal period.*

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.
- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
- (6) To remove any doubt. It is declared that an appeal against an infrastructure charges notice must not be about-
  - (a) the adopted charge itself; or
  - (b) for a decision about an offset or refund-
    - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
    - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

##### **230 Notice of appeal**

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that-
  - (a) is in the approved form; and
  - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar must, within the service period, give a copy of the notice of appeal to –
  - (a) the respondent for the appeal; and
  - (b) each co-respondent for the appeal; and
  - (c) for an appeal about a development application under schedule 1, table 1, item 1 – each principal submitter for the development application; and
  - (d) for an appeal about a change application under schedule 1, table 1, item 2 – each principal submitter for the change application; and
  - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and
  - (f) for an appeal to the P&E Court – the chief executive; and
  - (g) for an appeal to a tribunal under another Act – any other person who the registrar considers appropriate.
- (4) **The *service period* is –**
  - (a) if a submitter or advice agency started the appeal in the P&E Court – 2 business days after the appeal has started; or
  - (b) otherwise – 10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.

##### **231 Other appeals**

- (1) Subject to this chapter, schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.
- (2) The *Judicial Review Act 1991*, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (3) A person who, but for subsection (1) could have made an application under the *Judicial Review Act 1991* in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.
- (4) In this section –

*decision* includes-

  - (a) conduct engaged in for the purpose of making a decision; and
  - (b) other conduct that relates to the making of a decision; and
  - (c) the making of a decision or failure to make a decision; and
  - (d) a purported decision; and
  - (e) a deemed refusal.

*non-appealable*, for a decision or matter, means the decision or matter-

  - (a) is final and conclusive; and
  - (b) may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the *Judicial Review Act 1991* or otherwise, whether by the Supreme Court, another court, a tribunal or another entity; and
  - (c) is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, a tribunal or another entity on any ground.

##### **232 Rules of the P&E Court**

- (1) A person who is appealing to the P&E Court must comply with the rules of the court that apply to the appeal.
- (2) However, the P&E Court may hear and decide an appeal even if the person has not complied with the rules of the P&E Court.

**APPENDIX F – DEVELOPMENT CONDITIONS, ADVISORY NOTES AND NOTICE OF REASONS**

Condition Number	Condition	Timing																															
<b>Approved Plans/Documents</b>																																	
1.	<p>The <del>Cattle Holding Yard Development</del> is to be carried out generally in accordance with the submitted application including the following plans and supporting documentation except where amendments are required to satisfy the conditions of this approval:</p> <table border="1" data-bbox="363 495 1241 994"> <thead> <tr> <th>Drawing Title:</th> <th>Prepared by:</th> <th>Date:</th> <th>Reference No:</th> <th>Revision:</th> </tr> </thead> <tbody> <tr> <td>Proposed Site Layout</td> <td>Premise</td> <td>16/04/2018</td> <td>MIS-0381-A001</td> <td>4</td> </tr> <tr> <td>Proposed Export Depot Layout</td> <td>Premise</td> <td>16/04/2018</td> <td>MIS-0381-A002</td> <td>2</td> </tr> <tr> <td>Typical Pen Design</td> <td>Premise</td> <td>16/04/2018</td> <td>MIS-0381-A003</td> <td>2</td> </tr> <tr> <td>Controlled Drainage Area Plan</td> <td>Premise</td> <td>16/04/2018</td> <td>MIS-0381-A004</td> <td>2</td> </tr> <tr> <td>Effluent Management System Design</td> <td>Premise</td> <td>16/04/2018</td> <td>MIS-0381-A005</td> <td>2</td> </tr> </tbody> </table>	Drawing Title:	Prepared by:	Date:	Reference No:	Revision:	Proposed Site Layout	Premise	16/04/2018	MIS-0381-A001	4	Proposed Export Depot Layout	Premise	16/04/2018	MIS-0381-A002	2	Typical Pen Design	Premise	16/04/2018	MIS-0381-A003	2	Controlled Drainage Area Plan	Premise	16/04/2018	MIS-0381-A004	2	Effluent Management System Design	Premise	16/04/2018	MIS-0381-A005	2	At all times	
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2.—	<p><del>The applicant is to design and construct a billboard advertising device that:</del></p> <p>a) <del>Is located at the ingress and egress access point of the Flinders Highway and the development site;</del></p> <p>b) <del>Is visible for motorists travelling both east and west;</del></p>	Within <del>six</del> months after commence																															



Condition Number	Condition	Timing
	<p><del>c) Has a maximum size of 48m<sup>2</sup>;</del>  <del>d) Provides an attractive advertisement as approved by Council, which celebrates the Region of Charters Towers, the history of the beef and cattle industry and the proposed development.</del></p> <p><del>Where a provision of this condition is inconsistent with the Department of Transport and Main Roads Roadside Advertising Manual Edition 2 dated October 2017, the Roadside Advertising Manual Edition 2 dated October 2017 prevails in all instances.</del></p>	<p><del>ment of the use</del></p>
<del>3.</del>	<p><del>The applicant is to construct three separate 20m wide sugar cane vegetated buffer screens in accordance with the approved plans in Condition 1.</del></p>	<p><del>Prior to commencement of the use</del></p>
4.	<p>The applicant is not to cause environmental harm or environmental nuisance as per the <i>Environmental Protection Act 1994</i>. The applicant is to maintain compliance with the:</p> <p>a) <i>Environmental Protection (Air) Policy 2008</i>; and  b) <i>Environmental Protection (Noise) Policy 2008</i>.</p>	<p>At all times</p>
5.	<p>A 1.8m high chainwire fence is to be constructed around the entire perimeter of the burial pit. The burial pit is to be managed in accordance with the approved documents and their recommendations within Condition 1.</p>	<p><del>Prior to commencement of the use and at all times</del></p>
6.	<p>Carcases in the burial pit are to be covered by a minimum depth of 1 metre of soil.</p>	<p>At all times</p>
7.	<p>Traffic signage demonstrating that internal speed limits are not to exceed 30km/h are to be constructed within the internal driveway and located every 800m. Signage is to be designed in accordance with the Department of Transport and Main Roads Queensland Manual of Uniform Traffic Control Devices July 2018. All vehicle movements within the premises are not to exceed 30km/h.</p>	<p><del>As part of construction and at all times</del></p>
<b>General</b>		
8.	<p>The applicant is to comply with all conditions within this development permit with conditions prevailing over the approved plan(s) and document(s) in all instances.</p>	<p>At all times</p>
<b>Environmental</b>		
9.	<p>The applicant is to ensure that erosion and sedimentation control management is undertaken and maintained to prevent soil erosion and sedimentation runoff to watercourses and Council's storm water drainage system. Erosion and sediment control is to be in accordance with <i>Sediment Control – Engineering Guidelines for Queensland 1996 (Construction Sites)</i> and the <i>Queensland Urban Drainage Manual 2013</i>.</p>	<p>At all times</p>
<del>10.</del>	<p><del>The construction of the development (not operation) must be limited to 0630 – 1830 Monday to Saturday, 0900-1600 on Sundays and not at all on public holidays, unless otherwise approved by Council. Noise generated from construction must be within the limits set by the <i>Environmental Protection Act 1994</i> and the <i>Environmental Protection (Noise) Policy 2008</i>.</del></p>	<p><del>At all times</del></p>
<del>11.</del>	<p><del>The applicant is to ensure that:</del></p> <p><del>a) Works do not cause unreasonable interference with the amenity of adjoining premises because of noise, air or other chemical pollutants;</del>  <del>b) The premises is kept in a safe, clean and tidy state; and</del>  <del>c) All construction materials are contained wholly within the premises.</del></p>	<p><del>As part of construction works</del></p>
<del>12.</del>	<p><del>During construction, where contaminated soils are evident, remedial works must be undertaken in accordance with <i>Environmental Protection Act 1994</i>. Where contaminated soils are identified, Council must be notified and provided with an appropriate Contaminated Soil Remedial Plan with 20</del></p>	<p><del>As part of construction works</del></p>

Condition Number	Condition	Timing
	<del>business days.</del>	
13.	The applicant must submit a Property Pest Management Plan for approval by Council prepared by a suitably qualified person. The plan is to detail what restricted matter under the <i>Biosecurity Act 2014</i> (Qld) the Plan relates to; the location of restricted matter on the site; and what actions will be undertaken to manage the restricted matter before, during and after the development activity. Upon approval of the Pest Management Plan, the applicant must undertake all recommended actions.	Prior to the commencement of the use
<del>14.</del>	<del>The applicant is to undertake biannual odour assessments along the western boundary of the development adjacent to sensitive receptors to ensure compliance with the Odour Management Plan and <i>Environmental Protection Act 1994</i>. The biannual odour assessments are to be undertaken for the first two years of upon commencement of the use and then annually thereafter.</del>	<del>Upon commencement of the use</del>
<b>Building, Plumbing and Drainage Works</b>		
<del>15.</del>	<del>The applicant is required to obtain a Development Permit and Building Final for Building Works in accordance with the <i>Planning Act 2016</i>. Construction is to comply with the <i>Building Act 1975</i>, the <i>National Construction Code</i> and the requirements of other relevant authorities.</del>	<del>Prior to construction</del>
<del>16.</del>	<del>The applicant is required to obtain a Development Permit for Plumbing and Drainage Works and Plumbing and Drainage Final in accordance with the <i>Planning Act 2016</i>. Construction is to comply with the <i>Plumbing and Drainage Act 2002</i> and the requirements of other relevant authorities.</del>	<del>Prior to construction</del>
<del>17.</del>	<del>The height of all buildings and structures is not to exceed 10 metres measured from Natural Ground Level to the peak of the roof.</del>	<del>As part of construction</del>
18.	Outdoor lighting is to comply with <i>Australian Standard AS4282 – Control of the Obtrusive Effects of Outdoor Lighting</i> . All lighting at ground level and associated with illuminating ground level areas must be focused downwards and be provided with hoods, shades or other permanent devices to direct illumination downwards and not allow upward lighting to adversely affect the residential uses on this site and the adjoining sites.	<del>As part of construction</del> <u>At all times</u>
<b>Bushfire Hazard</b>		
19.	A cleared fire break is to be provided and maintained at a minimum of 20m of the immediate development footprint including all buildings and structures.	<del>As part of construction</del> and at all times
<b>Flood Hazard</b>		
20.	The applicant is to provide a Flood Hazard Emergency Management Plan for approval by Council. The plan is to: <ul style="list-style-type: none"> <li>a) Be prepared by a suitably qualified person experienced in flood management;</li> <li>b) Be provided for the whole of the site;</li> <li>c) Provide an evacuation and emergency plan in the event of a flood event;</li> <li>d) Identify an alternative evacuation route to achieve an acceptable level of flood risk;</li> <li>e) Identify areas of cut and fill which alters the behaviour of flood hazard;</li> <li>f) Identify the location and severity of all flood risks including creeks, waterways and floodplains; and</li> <li>g) Be implemented by the applicant for the life of the approval.</li> </ul>	Prior to the commencement of the use
<b>Transport</b>		
21.	The applicant is to construct and maintain the internal access driveways being the Site Access Road as nominated within the approved plans within Condition 1 with a formation width of a 6-metre seal with 200 millimetre	<del>As part of construction</del> and at all

Condition Number	Condition	Timing
	compact 2.1 gravel.	<del>times</del> <u>At all times</u>
<del>22.</del>	<del>Access via the Lot 6 on RP715678 is not permitted.</del>	<u>At all times</u>
23.	A total of seven car parking spaces are to be constructed on site generally in accordance with the approved plans. These spaces and all vehicle movement areas are to be constructed and clearly delineated. in accordance with and <i>AS2890.1 Off-Street Car Parking</i> and the <i>Manual of Design Vehicles and Turning Path Templates SAA HB 72 (AUSTRROADS 1995)</i> .	<del>As part of construction</del> <u>At all times</u>
<b>Water and Sewer</b>		
24.	A. <u>The applicant will provide on-site water storage having a minimum capacity of 10.15ML.</u>	Prior to the commencement of the use.
	B. <u>Evidence of groundwater quality and its suitability for the proposed development must be submitted to Council.</u>	Prior to the commencement of the <u>Intensive Animal Industry (Beef Cattle Feedlot) use.</u>
<b>Stormwater</b>		
25.	A. <u>All stormwater runoff from the controlled drainage area must be piped and discharged to the effluent holding ponds as illustrated within the approved plans and documents within Condition 1.</u>	At all times
	B. <u>A Stormwater Management and Water Quality Plan must be submitted to Council to ensure stormwater impacts are appropriately managed and discharged at a lawful point. The Stormwater Management and Water Quality Plan should include baseline water quality testing to determine the background values of receiving waters.</u>	Prior to the commencement of the <u>Intensive Animal Industry (Beef Cattle Feedlot) use.</u>
<b>Waste Management</b>		
26.	Waste storage area/s are to be: a) Sufficient in size to house all waste collection containers; b) Suitably enclosed and imperviously paved, with a hose cock and hose fitted near the enclosure to ensure the area can be easily and effectively cleaned; and c) Screened from all nearby residential uses.	<del>As part of construction</del> <u>At all times</u>
<b>Survey Plan Endorsement and Easements</b>		
27.	The applicant is to amalgamate <del>Lots 1-10 on RP715678</del> <u>Lot 1 RP743456, Lot 2 RP743456 and Lot 600 SP310657</u> into a single lot.	Prior to the commencement of the <u>Intensive Animal Industry (Beef Cattle Feedlot) use</u>

Condition Number	Condition	Timing
<b>Lawful Commencement</b>		
28.-	<del>The applicant is to request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant.</del>	<del>Prior to the commencement of the use</del>
29.-	The applicant is to notify Council within 20 business days that this approved use has lawfully commenced.	Prior to the commencement of the use

<b>Description of the development:</b>	Change Application (Other change) to Development Permit for a Material Change of Use for Intensive Animal Industry (Beef Cattle Feedlot)	
<b>Reasons for the decision:</b>	The proposed development was assessed against the Charters Towers Regional Town Plan Version 2 and was found to generally comply with the relevant Acceptable and Performance Outcomes. Where compliance was not achieved, the development demonstrated compliance with the Strategic Framework.	
<b>Assessment benchmarks:</b>	The proposed development was assessed against the relevant assessment benchmarks of the Charters Towers Regional Town Plan Version 2 including the: <ul style="list-style-type: none"> <li>1) Strategic Framework</li> <li>2) Overlay Codes</li> <li>3) Zone Code</li> <li>4) Development Codes</li> </ul>	
	The proposed development was assessed against all the assessment benchmarks listed above and complies with all with the exceptions listed and responded to below.	
	<b>Assessment benchmark:</b>	<b>Reasons for the approval despite non-compliance with benchmark:</b>
<b>Relevant matters:</b>	The assessment did not have regard to any relevant matters as per section 45(5)(b) of the Planning Act 2016.	
<b>Matters raised in submissions:</b>	<b>Submission Point:</b>	<b>Council Response:</b>
	Inadequate holding and sedimentation pond capacity.	The sedimentation ponds and effluent holding pond have been designed in accordance with relevant beef cattle feedlot guidelines and have been approved by The Department of Agriculture and Fisheries (DAF), who are the authority administering the Environmental Protection Act 1994. DAF has reviewed and assessed the capacity of the sedimentation ponds and holding pond as being acceptable and has issued an Environmental Authority (reference: 2022-09).
	Threat to the Great Barrier Reef and Ramsar wetlands.	The supporting information provided in the application identifies that the subject land is not subject to riverine flooding from a 1% AEP event.
	Proximity to neighbouring properties and Reid River Rest Area (odour and dust impacts)	The proposed development achieves the required separation distances to sensitive receptors in accordance with the National Guidelines for Beef Cattle Feedlots in Australia.

		<p>An Environmental Authority (reference: 2202-09) has been granted for the proposed development by the Department of Agriculture and Fisheries.</p>
	<p>Stocking density does not align with the approved pen area</p>	<p>The stocking density was amended in an RFI by DAF and is to be 16.85 m<sup>2</sup>/SCU with a development capacity of 3,050 SCUs. This is consistent with the Environmental Authority.</p> <p>When rounded this equates to 51,400m<sup>2</sup> of pen area. The pen area in the original approval was 49,800m<sup>2</sup>. The approved pen area includes a large cattle handling facility for processing large volumes of livestock for live export quickly which will be used for the proposed development.</p> <p>The cattle handling facility is oversized for a cattle feedlot of the proposed size and therefore the hospital pens and holding pens shall be contained within the existing cattle handling facility.</p>
	<p>The application states that there are no construction activities to occur and that all bulk earthworks, feed bunks, water troughs, aprons, fences and gates have been completed, however the proposed total surface area is greater than the original approved plans.</p> <p>The manure stockpile area and the sediment basins did not exist as part of the original development, and size of the holding pond is larger.</p>	<p>The proposed development will utilise the existing pens. A solid waste stockpile pad is required to temporarily store solid wastes prior to application on site or offsite.</p> <p>The solid waste stockpile area comprises an area of ~5,850m<sup>2</sup> which is an increase of ~4.5 % from the approved development. The sediment ponds have been constructed and are located within the controlled drainage area.</p>
	<p>Concern raised that the utilisation of groundwater is proposed as the source of water without water quality data being provided.</p>	<p>The existing development utilises four bores which is used in the existing development where over 15,000 head of cattle have been held temporarily at one time for up to 30 days with the process repeated having ~125,400 head of cattle through the site in a given year.</p> <p>The existing bores and reticulation infrastructure will be used in the proposed development. As the groundwater and pumps can deliver water directly and via emergency supply storage tanks for 15,000 head per day, no concern is raised with the supply to ~3,000 head per day.</p> <p>A condition has been included in the recommendation seeking evidence of groundwater quality and its suitability for the proposed development.</p>



	<p>Concern raised that the Effluent Management Calculations included in the DAF spreadsheet doesn't have correct input parameters as there are 72 pens proposed not 64.</p> <p>The DAF effluent irrigation spreadsheet (Appendix B) indicates that the proposed effluent irrigation is not suitably sized for levels of potassium.</p>	<p>The DAF assessment spreadsheet utilises pen, hard and soft area to estimate effluent generated, not just the number of individual pens.</p> <p>Whilst not specifically required to be measured under the Environmental Authority, potassium is a parameter that would be measured in a standard chemical analysis test.</p> <p>The applicant has advised that harvesting crops such as silage (e.g. forage sorghum/Rhodes grass) will remove higher levels of potassium when compared to grain crops.</p> <p>The DAF, the Administering Authority for beef cattle feedlots under the EP Act 1994 have reviewed and assessed the application and have issued Environmental Authority 2022-09 including relevant monitoring conditions.</p>
	<p>Concern raised that the site does not have sufficient area for solid waste utilisation.</p>	<p>The subject land has 115 ha of area suitable for application of solid waste and effluent. Of the 115 ha some 85 ha has been dedicated for effluent and 30 ha for solid waste. Any solid waste not utilised on-site will be removed off-site.</p> <p>The Environmental Authority issued by DAF includes requirements for monitoring.</p>

	<p>Concern is raised regarding stormwater management &amp; erosion control and water quality on the site.</p>	<p>The application included a flood study which confirms that the that the subject site is not subject to riverine flooding in a 1%AEP flood event.</p> <p>The proposed crops to be grown are forages (e.g. forage sorghum/Rhodes grass) for silage which are grown all year round. It is proposed that effluent will most be applied during the dry season when rainfall will not provide adequate crop water requirements.</p> <p>The three existing dams will capture any potential runoff from the effluent irrigation area and a proportion of the solid waste utilisation area. As forage crops shall be grown for silage in continuous rotation, the cropped fields will not be bare fallow soil after harvest – there will be stubble / vegetative cover remaining on the ground.</p> <p>The applicant has advised that minimum tillage practices will be adopted and that forage crops will be direct drilled into groundcover in the dry season with emergence controlled with irrigation, minimising potential erosion of cultivated soils from wet season rainfall.</p> <p>Whilst water quality testing to determine the background values of receiving waters has not been undertaken, conditions included in the recommendation seek to establish the baseline quality of the receiving waters through sampling and analysis.</p>
	<p>Concern raised regarding bushfire preparedness and water supply storage.</p>	<p>In the event of a bushfire threat and if it is safe and practical to do so, cattle would be evacuated off-site. In the event that it is not safe or practical to do so cattle shall be left in the pens.</p> <p>The site has four groundwater bores which provide water for the existing and proposed development. Water supply from each bore pump is reticulated directly to the pens and to the emergency supply water storage tanks with each bore pump having solar and diesel backup power supply. In the event that the emergency supply water storage tanks are used for fire fighting, groundwater can be pumped directly to the pens to water cattle.</p> <p>As there are four production bores there is a level of redundancy in the event of any one failure.</p>

		<p>In addition to the bores, the clean water dam has a capacity of 10 ML and is also reticulated to the pens and storage tanks. This water supply could be used as an alternative to groundwater as an emergency supply for cattle or fire fighting.</p>
	<p>Concern raised that the mass burial put is not detailed on plans.</p>	<p>The plans included with the application detail the carcass composting area to the west of the existing holding pens / proposed production pens.</p> <p>The applicant has stated that should an event occur where there are mass mortalities, an appropriate disposal site on the subject land will be identified in consultation with relevant authorities.</p> <p>It should be noted that any mass burial site will not be located on flood prone land and will be well removed from surface waters.</p>
	<p>Concern raised over the appropriateness of the submitted flood study.</p>	<p>Whilst the subject site is identified in Council's Flood hazard overlay, the application included a flood study that confirms that the subject land is not subject to riverine flooding in a 1% AEP flood event.</p>
	<p>Concern raised that the proposal plans do not indicate which pens are designated for hospital pens/sick pens.</p>	<p>Whilst not detailed on the proposal plans, the applicant has confirmed that the cattle handling facility is oversized for the proposed cattle feedlot and therefore the hospital pens can be contained within the existing cattle handling facility.</p>
	<p>Concern raised that the approved development does not include sediment basins and holding ponds.</p>	<p>The approved plans do not show sediment ponds.</p> <p>The applicant has advised that the sediment ponds were constructed to achieve "best practice" development. This was enhanced as additional fill material was required to form the design grades of the pens with the fill material obtained by increasing the footprint of the holding pond excavation.</p> <p>Whilst the sediment ponds are existing, conditions included in the recommendation seek as constructed drawings to be provided for Council's records.</p>

### 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 30 September 2022.

### OFFICER'S RECOMMENDATION

*That Council:*

- **Receive the monthly financial report presenting the financial position as at 30 September 2022 in relation to the 2022-23 budget and including the:**
  - **Consolidated Income Statement.**
  - **Consolidated Balance Sheet.**
  - **Consolidated Cashflow Statement.**

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### **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 tracking 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 30 September 2022**

The following tables provide a snapshot of key 2022-23 financial information as at 30 September 2022.

#### **Income Statement Summary as at 30 September 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 30 September 2022 is \$16.3 million or 38% of the 2022-23 budget.

The total recurrent expenditure, excluding DRFA, as at 30 September 2022 is \$9.9 million or 22% of the 2022-23 budget.

The table below provides a summary of key income statement information and is extracted from the 30 September 2022 Income Statement (Attachment A).

Income Statement Summary	Budget (\$'000s)	2022-23		Notes
		EOM Sept 2022 (\$'000s)	Variance %	
Total recurrent revenue (excl DRFA)	\$43,052	<b>\$16,307</b>	38%	<ul style="list-style-type: none"> <li>Tracking in accordance with planned issue of <a href="#">first rate</a> levies</li> </ul>
Total recurrent expenses (excl DRFA)	(\$46,205)	<b>(\$9,940)</b>	22%	<ul style="list-style-type: none"> <li>Salaries and materials &amp; services continue to track below target</li> </ul>
<b>Operating result (excl DRFA)</b>	(\$3,153)	<b>\$6,367</b>		
DRFA revenue	\$41,000	<b>\$8,865</b>	22%	<ul style="list-style-type: none"> <li>DRFA revenue recognised as CTRC work is carried out</li> <li>DRFA works carried out by CTRC</li> </ul>
DRFA expenses	(\$41,000)	<b>(\$8,865)</b>	22%	
<b>DRFA operating result</b>	\$-	<b>\$-</b>		<ul style="list-style-type: none"> <li>Accounting Standards match timing of DRFA revenue to works carried out</li> </ul>
Capital revenue	\$11,189	<b>\$517</b>	5%	<ul style="list-style-type: none"> <li>Variance reflects timing of 2022-23 capital works funded projects</li> </ul>
<b>Net result</b>	\$8,036	<b>\$6,884</b>		<ul style="list-style-type: none"> <li>Reconciles with Balance Sheet</li> </ul>

*Note: 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 30 September 2022; operating surplus of \$6.4 million and a net surplus of \$6.9 million.

#### Balance Sheet Summary as at 30 September 2022

The table below provides a summary of key balance sheet information and is extracted from the Balance Sheet as at 30 September 2022 (Attachment A). The table also includes August 2022 figures for comparison of movement against the highlighted balance sheet items.



Balance Sheet Summary	Budget (\$'000s)	2022-23		Notes
		EOM Sept 2022 YTD (\$'000s)	August 2022 (\$'000s)	
Cash at bank	\$33,305	\$40,242	\$36,458	<ul style="list-style-type: none"> <li>Increase from prior month reflects cash inflow from 1<sup>st</sup> half-yearly rate levies</li> </ul>
Short term investments	\$-	\$19,000	\$19,000	<ul style="list-style-type: none"> <li>\$19 million re-invested in September; CBA 9-month term deposit</li> </ul>
Property plant & equipment	\$481,653	\$482,840	\$471,394	<ul style="list-style-type: none"> <li>All asset types included</li> </ul>
Receivables (Current)	\$2,453	\$6,389	\$16,499	<ul style="list-style-type: none"> <li>Decrease from prior month due to payments received for 1<sup>st</sup> half-yearly rate levies</li> </ul>
Payables (Current)	\$2,970	\$3,956	\$2,300	<ul style="list-style-type: none"> <li>Reasonable level of accounts payable</li> </ul>
Accrued expenses & unearned revenue	\$1,500	\$-	\$-	<ul style="list-style-type: none"> <li>Current year actuals are realised as part of end of year processing</li> </ul>
Contract assets	-	\$4,625	\$1,887	<ul style="list-style-type: none"> <li>Increase from prior month can be mainly attributed to DRFA funded restoration works undertaken prior to receiving subsidy monies</li> </ul>
Contract liabilities	-	\$10,582	\$11,674	<ul style="list-style-type: none"> <li>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; \$7.5m received in advance</li> </ul>

#### Cash & Investments, and Borrowings as at 30 September 2022

The cash & investments, and borrowings as at 30 September 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.

		2022-23		
Cash & Investments	Budget (\$'000s)	EOM Sept 2022 YTD (\$'000s)		Notes
Current account		\$325		• Daily transaction management
Investment – CBA		\$19,000		• 9 month matures 23/06/23 – rate 4.22%
Investment – QTC		\$39,917		• Daily cash fund – interest rate 2.34%
Total cash & investments	\$33,312	\$59,242		
Borrowings				
Current – QTC	\$155	\$115		• Quarterly payments payable over next 12 months
Non-current – QTC	\$493	\$650		• Payable over term– maturity date 15/06/2027
Total borrowings	\$648	\$765		• 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 Sept 22 YTD	Aug 2022 YTD	Notes
Current ratio	>1.1	4.60	3.96	4.27	• Above target
Cash cover ratio	>1.1	3.99	3.25	3.13	• Above target
Cash capacity in months ( <u>excludes</u> externally restricted cash)	>3 months	5.10	7.45	6.70	• 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 ÷

### Rates & Charges Summary

2022-23 1<sup>st</sup> half yearly rates notices were issued August 2022.

Rates & Charges Summary	2022-23 Budget (\$'000s)	EOM Sept 2022 YTD (\$'000s)	Notes
General rates	\$14,810	<b>\$7,618</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> half-yearly rate notices were issued in August 2022</li> <li>2022-23 excess water is not recognised until end of financial year transactions are finalised</li> </ul>
Waste management	\$1,432	<b>\$719</b>	
Water	\$7,017	<b>\$2,751</b>	
Sewerage	\$3,855	<b>\$1,954</b>	
<b>Total rates &amp; charges</b>	<b>\$27,114</b>	<b>\$13,042</b>	

#### 2022-23 Rating Calendar:

- 1<sup>st</sup> half-yearly rates levies were issued in August 2022.
- 2<sup>nd</sup> 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 Sept 2022 YTD (\$'000s)	% of rates debtors	% of rates revenue	Notes
Rates debtors				
• Current (2022-23 rates)	<b>\$3,609</b>	75%	28%	• 1 <sup>st</sup> half yearly rates notices issued in <u>August</u> , due date has now passed
• Overdue (2021-22 rates)	<b>\$561</b>	12%	<1%	• Decrease of \$110k from prior month due to levy payments applied
• Overdue (2020-21 rates)	<b>\$261</b>	5%	<1%	• Very minimal decrease from prior month
• Overdue (pre-2020-21 rates)	<b>\$402</b>	8%	<1%	• No movement from prior month
<b>Total rates debtors</b>	<b>\$4,833</b>	100%		
<b>Prepaid Rates &amp; Charges</b>				
Prepaid rates (current liabilities)	<b>\$936</b>			• Rates paid in advance, mostly via periodic planned payments. Increase of \$263k since August.

#### LINK TO CORPORATE PLAN

Corporate Plan 2021 - 2025  
Priority No 5 - Transparency & Accountability

#### CONSULTATION

Internal: Financial Services Coordinator - Belinda Blokland

#### 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 IMPLICATION

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.

#### **ATTACHMENTS**

1. EOM September 2022 Financial Statements

#### **REFERENCE DOCUMENT**

Nil.

**STATEMENT OF COMPREHENSIVE INCOME**  
**For the Period Ending**  
**30 September 2022**



	2022/2023 Original Adopted Budget	2022/2023 Actuals YTD	2022/2023 Percentage Position 25%
<b>REVENUE</b>			
<b>Recurrent Revenue</b>			
<b>Nett Rate Levies &amp; Charges</b>			
General Levies	14,809,636	7,617,664	51%
Waste Management Levies	1,431,332	719,298	50%
Water Allocation Levies	6,655,734	2,751,153	41%
Sewerage Levies	3,855,010	1,954,184	51%
Excess Water Levies	361,901	-	0%
<b>Total Nett Rate Levies &amp; Charges</b>	<b>27,113,613</b>	<b>13,042,299</b>	
<b>Fees &amp; Charges</b>			
Water Fees & charges	89,000	2,795	3%
Sewerage Fees & charges	10,000	-	0%
Other Fees & charges	4,615,760	1,360,357	29%
<b>Total Fees &amp; Charges</b>	<b>4,714,760</b>	<b>1,363,152</b>	
<b>Other Income Received</b>			
Interest received (includes rates & community loans)	333,000	329,546	99%
Sales	300,000	45,144	15%
Contract Income - RMPC, RPC, PW	2,733,000	574,337	21%
Other recurrent income	159,900	66,623	42%
<b>Total Other Income Received</b>	<b>3,525,900</b>	<b>1,015,650</b>	
<b>Operating Grants &amp; Subsidies</b>			
Operating Grants & Subsidies	7,698,524	886,383	12%
Non Capital Flood Event Grants	41,000,000	8,864,761	22%
<b>Total Operating Grants &amp; Subsidies</b>	<b>48,698,524</b>	<b>9,751,144</b>	
<b>TOTAL Recurrent Revenue</b>	<b>84,052,797</b>	<b>25,172,245</b>	30%
<b>Capital revenue</b>			
Capital grants, subsidies, contributions & donations			
Capital Grants & Subsidies	10,931,845	513,066	5%
Gain on Sale of Assets	257,000	4,427	2%
<b>Total Capital Revenue</b>	<b>11,188,845</b>	<b>517,493</b>	
<b>TOTAL INCOME</b>	<b>95,241,642</b>	<b>25,689,738</b>	27%
<b>EXPENSES</b>			
<b>Recurrent expenses</b>			
Materials, Services & Maintenance	(15,356,548)	(2,875,159)	19%
Flood Event Materials, Services & Maintenance (DRFA)	(40,700,000)	(8,732,686)	21%
Employee Benefits	(21,475,508)	(4,618,468)	22%
Flood Event Employee Benefits (DRFA)	(300,000)	(132,076)	44%
Audit Fees	(170,000)	(17,920)	11%
Finance Costs	(64,500)	(13,574)	21%
Depreciation & amortisation	(9,139,784)	(2,415,233)	26%
<b>TOTAL Recurrent Expenses</b>	<b>(87,206,340)</b>	<b>(18,805,116)</b>	22%
<b>TOTAL EXPENSES</b>	<b>(87,206,340)</b>	<b>(18,805,116)</b>	22%
<b>NET RESULT</b>	<b>8,035,302</b>	<b>6,884,623</b>	
<b>OPERATING RESULT (excludes capital income)</b>	<b>(3,153,543)</b>	<b>6,367,130</b>	



**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ending**  
**30 September 2022**



	<b>2022/2023 Original Adopted Budget</b>	<b>2022/2023 Actuals YTD</b>
<b>CURRENT ASSETS</b>		
Cash at Bank & On-Call Investments	33,305,438	40,241,600
Short Term Investments	-	19,000,000
Cash Floats	6,100	6,100
Trade and Other Receivables	2,452,557	6,388,656
Contract Assets	-	4,624,841
Inventories	674,715	777,540
Accrued revenue & prepayments	1,942,490	1,101,139
<b>TOTAL CURRENT ASSETS</b>	<b>38,381,300</b>	<b>72,139,876</b>
<b>NON-CURRENT ASSETS</b>		
Property, plant and equipment	481,653,666	482,840,010
<b>TOTAL NON-CURRENT ASSETS</b>	<b>481,653,666</b>	<b>482,840,010</b>
<b>TOTAL ASSETS</b>	<b>520,034,966</b>	<b>554,979,886</b>
<b>CURRENT LIABILITIES</b>		
Trade and other Payables	2,969,720	3,956,031
Contract Liabilities	-	10,582,233
Borrowings	154,542	114,981
Annual & LSL Provisions	3,718,585	3,563,653
Accrued Expenses & Unearned Revenue	1,500,000	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>8,342,847</b>	<b>18,216,898</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	-	1,121,785
Borrowings	493,102	650,341
Non Current LSL Provision	1,672,308	1,637,410
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,165,410</b>	<b>3,409,536</b>
<b>TOTAL LIABILITIES</b>	<b>10,508,257</b>	<b>21,626,432</b>
<b>NET ASSETS</b>	<b>509,526,709</b>	<b>533,353,454</b>
<b>COMMUNITY EQUITY</b>		
Council Capital	351,859,485	315,028,839
Asset Revaluation Reserve	124,361,786	148,914,245
Retained Surplus/(Deficiency)	-	6,884,622
Cash Reserves	33,305,438	62,525,748
<b>TOTAL COMMUNITY EQUITY</b>	<b>509,526,709</b>	<b>533,353,454</b>

**STATEMENT OF CASHFLOW**  
**For the Period Ending**  
**30 September 2022**



	2022/2023 Original Adopted Budget	2022/2023 Actuals YTD
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from customers	34,895,273	3,677,805
Payments to suppliers & employees benefits	(78,424,546)	(15,720,939)
	(43,529,273)	(12,043,134)
Interest Received	333,000	329,546
Non capital grants & contributions	7,698,524	886,383
Non capital NDRRA Event Grants	41,000,000	8,864,761
Borrowing costs	(24,000)	(5,551)
<b>Net Cash inflow (outflow) from operating activities</b>	<b>5,478,251</b>	<b>(1,967,995)</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
<b>Payments for property, plant &amp; equipment</b>		
Payments for property, plant & equipment	(19,193,974)	(1,796,104)
Proceeds from sale of property, plant & equipment	257,000	4,427
Capital grants, subsidies, contributions	10,931,845	513,066
<b>Net cash inflow (outflow) from investing activities</b>	<b>(8,005,129)</b>	<b>(1,278,611)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Repayment of External Loan Borrowings	(153,290)	(37,543)
<b>Net cash flow from financial activities</b>	<b>(153,290)</b>	<b>(37,543)</b>
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(2,680,168)</b>	<b>(3,284,149)</b>
<b>Opening Cash</b>		
Beginning of Reporting Period - Cash at Bank	35,985,606	62,525,748
Beginning of Reporting Period - Cash Floats	6,500	6,100
<b>Cash at beginning of reporting period</b>	<b>35,992,106</b>	<b>62,531,848</b>
<b>Closing Cash</b>		
End of Reporting Period - Cash at Bank	33,305,438	59,241,600
End of Reporting Period - Cash Floats	6,500	6,100
<b>Cash at end of reporting period</b>	<b>33,311,938</b>	<b>59,247,700</b>
<b>Cash Movement</b>		
Net Increase/(Decrease) in Cash at Bank	(2,680,168)	(3,284,149)
Net Increase/(Decrease) in Cash Floats	-	-
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(2,680,168)</b>	<b>(3,284,149)</b>

### EXECUTIVE SUMMARY

The 2022 Interim Management Report was received from the Queensland Audit Office on 17 August 2022. As prescribed by section 213 of the *Local Government Regulation 2012*, the report is to be received and noted by Council.

### OFFICER'S RECOMMENDATION

That Council:

- Receive and note the 2022 Interim Management Report dated 17 August 2022.

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### BUDGET & RESOURCE IMPLICATIONS

There are no budget and resource implications that warrant the recommendation from being declined. External audit functions are a standard budgeted item within each budget.

### BACKGROUND

Each year the Queensland Audit Office (QAO), the independent auditor of the public sector, undertakes an interim and final visit as outlined in its External Audit Plan. Following these visits, the QAO presents the observations in an interim and final management report to the Mayor. Once received, legislation stipulates that the reports are to be presented at an ordinary meeting of Council as these reports are a representation of the Auditor-General's observations.

QAO's External Audit team, from Crowe Australasia - Findex, visit Charters Towers Regional Council for an interim audit prior to financial year end and again in September for the final audit to assess and test Council's internal control framework for financials. The Interim Management Report provides an overview of the QAO's internal control audit testing and financial reporting assessments against the interim audit visit in June 2022.

The 2022 Interim Management Report was discussed at the Audit & Risk Committee meeting on Thursday, 11 August 2022, as per the Committee's 2022 Annual Work Plan, but was unable to be tabled due to being unavailable. As a result, the matter was addressed out of session by way of a Flying Minute where all members agreed to receive the 2022 Interim Report to the Mayor dated 17 August 2022, noting:

- Under the Australian Auditing Standards, QAO are required to communicate any significant deficiencies in Council's control environment identified from their audit process. In this instance, QAO have not identified any such significant deficiencies through their audit procedures.

The resolution will be tabled for endorsement at the Audit & Risk Committee Meeting on Thursday, 13 October 2022.

The 2022 Interim Management Report from the QAO is attached for Council to receive and note.

### LINK TO CORPORATE PLAN

Corporate Plan 2021 - 2025

Priority No 6 - Governance & Structure

### CONSULTATION

Internal: Chief Executive Officer - Martin Drydale  
Chief Financial Officer - Ted Harrington  
Mayor Frank Beveridge  
Councillor Graham Lohmann  
Councillor Kate Hastie

External: Audit & Risk Committee Chair - Carolyn Eagle

### LEGAL CONSIDERATIONS

Section 213 of the *Local Government Regulation 2012* requires the Mayor to present a copy of the report at the ordinary meeting following receipt of the report.

### POLICY IMPLICATION

As part of its responsibilities under the Statutory Audit & Risk Committee Policy (S0038), the Audit & Risk Committee have scheduled both the Interim and Final Management Reports from the QAO as an agenda item at respective meetings as part of the 2022 Annual Work Plan.

This will allow the Committee to fulfil its responsibilities to review the Auditor-General's observations report

about the local government's financial statements and enable Council to comply with section 213 of the *Local Government Regulation 2012*.

**RISK IMPLICATIONS**

There are no risks that warrant the recommendation be declined.

**ATTACHMENTS**

1. Qld Audit Office 2022 Interim Report Charters Towers Regional Council

**REFERENCE DOCUMENT**

- Flying Minute endorsement schedule Member Responses: CTRC A&RC - 2022 Interim Report Document No. 4693295.

#### EXECUTIVE SUMMARY

Council's insurance portfolio consists of a number of policies, with a variety of insurers and includes:

- Public Liability
- Products Liability
- Professional Indemnity
- Councillor & Officers'
- Cyber
- Casual Hirers'

These insurances are all placed within the Local Government Mutual Liability Scheme (The Scheme).

Other policies include:

- Commercial Motor Vehicle
- Industrial Special Risks
- Equipment Breakdown
- Marine Hull
- Statutory Liability
- Voluntary Workers

These insurances are placed separately using value for money and associated Local Government expertise. The renewal for 2022-23 to 2026-27 seeks to create certainty around the ongoing insurance coverage for the items outside The Scheme.

#### OFFICER'S RECOMMENDATION

That Council:

- **Adopt and implement the Tender Consideration Plan contained herein in respect of Council's insurance requirements for coverage outside The Scheme for the financial periods 2022-23 to 2026-27.**

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#### **BUDGET & RESOURCE IMPLICATIONS**

The insurance market for Council is limited due to the size of the portfolio and the location of the required coverage. Similarly, Broking Services for the required coverage is restricted to a small number of specialised and national providers, with experience in the Local Government sector. Market factors in the insurance space have increased costs to all policy holders over the past year, and Council has not been immune to this increase.

#### **BACKGROUND**

##### Legislative requirements

Section 230 of the *Local Government Regulation 2012* (LGR) provides that Council may avoid the need to strictly comply with the tendering provisions of the LGR by resolving to prepare a tender consideration plan and adopting that plan.

The tender consideration plan must state:

- a) the objectives of the plan
- b) how the objectives are to be achieved
- c) how the achievement of those objectives will be measured
- d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted
- e) the proposed terms of the contract for the goods or services
- f) a risk analysis of the market from which the goods and services are to be obtained

The following is the Tender Consideration Plan to be considered, adopted, and implemented by Council.

##### Objectives of the Plan

The objectives of this Tender Consideration Plan are to obtain the most competitively priced insurance contract for Council requirements.

##### How the objectives are to be achieved

The objectives of this Tender Consideration Plan are to be achieved by engagement of an insurance broker, who is generally able to obtain more competitive rates than general customers, including Council. The broker(s) will obtain the most competitive market prices for supply of insurance services on Council's behalf, with a view to having Council enter into a contract with the most competitive provider.

It is recommended that Council endorse engagement of its current broker, Aon Insurance Brokers to provide brokage services for the 2022-23 financial year as they already have substantial knowledge and understanding of Council's requirements, and undertake to provide brokerage services for the remaining four years of this plan (2023-24 to 2026-27 inclusive) to achieve efficiencies within the program and



minimise Council resources implementing ongoing tender and quotation assessments and contract management issues.

#### How the achievement of those objectives will be measured

The achievement of the objectives of this Tender Consideration Plan will be measured by reviewing the offers brokered by the insurance broker to ensure that the offer accepted by Council is the most competitive offer obtained by the broker.

#### Alternate ways of achieving the objective and why the alternate ways are not recommended

It is possible that the objectives may have been achieved by undertaking a council tender procedure in accordance with the *Local Government Regulation 2012*. This alternative was not adopted as Council has discovered, through direct discussions and dealings with insurance providers that the prices and rates offered to brokers are more competitive generally than those which would be offered directly to Council.

#### Proposed terms of the contract

It is proposed that the term of the initial arrangement with Aon be for a period of twelve months plus four years under agreed terms and conditions to be negotiated with the successful broker.

#### Risk analysis of the market

The market for insurance providers is a national market for which the reputable providers are large scale national companies. Tenders obtained by insurance brokers in accordance with the Tender Consideration Plan will be obtained only from reputable providers, as smaller scale providers are more susceptible to insolvency or financial difficulty. Council will manage its risk by engaging experts in insurance retail (reputable brokers) to provide tenders for Council's supply of insurance services.

Once an offer has been accepted, the broker will administer the contract on Council's behalf, thereby mitigating any further risk which may arise from contract administration by persons who are not experts in the field.

Council options include:

- Resolve to adopt and implement the Tender Consideration Plan contained herein in respect of Council's insurance requirements.
- Reject the Tender Consideration Plan and resolve to conduct a formal tender in accordance with section 228 of the *Local Government Regulations 2012* in respect of Council's insurance requirements for the next insurance period commencing 1 October 2023.

#### **LINK TO CORPORATE PLAN**

Corporate Plan 2021 - 2025

Priority No 6 - Governance & Structure

Priority No 7 - Assets & Infrastructure

#### **CONSULTATION**

Internal: Procurement and Depot Coordinator - Paul Weston  
Chief Financial Officer - Ted Harrington  
Chief Executive Officer - Martin Drydale

External: Nil.

#### **LEGAL CONSIDERATIONS**

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

#### **POLICY IMPLICATION**

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

#### **RISK IMPLICATIONS**

Council will breach compliance obligations by not placing adequate insurance for assets and operations. Mitigating this situation by placing appropriate and reasonable cover is a relevant strategy.

#### **ATTACHMENTS**

1. Commercial in confidence information

#### **REFERENCE DOCUMENT**

Nil.



## 15.1. Big Rocks Weir Monthly Report (Pre-Construction)

### EXECUTIVE SUMMARY

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

### OFFICER'S RECOMMENDATION

*That Council:*

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

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### 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: Chief Executive Officer - Martin Drydale  
Director Infrastructure Services - Brett Parsons

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

### LEGAL CONSIDERATIONS

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

### POLICY IMPLICATION

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

### RISK IMPLICATIONS

Refer to attached monthly report.

### ATTACHMENTS

1. Big Rocks Weir Monthly Report - September 2022

### REFERENCE DOCUMENT

Nil

**15.2. CTRC 2022-23 Operational Plan – Quarter 1 Progress Report**

**EXECUTIVE SUMMARY**

In accordance with Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council’s 2022-23 Operational Plan for Quarter 1 is tabled for Council’s consideration.

**OFFICER’S RECOMMENDATION**

**That Council:**

- **Receive and note the Quarter 1 progress report of the CTRC 2022-23 Operational Plan for the July to September 2022 reporting period.**

**BUDGET & RESOURCE IMPLICATIONS**

All deliverables in the CTRC 2022-23 Operational Plan have been budgeted for as required by legislation. There are no budget or resource implications that warrant the recommendation being declined.

**BACKGROUND**

The 2022-23 Operational Plan (the Plan) was adopted at the General Meeting of Council held 29 June 2022. The Plan is based on the 2021-25 Corporate Plan adopted by Council in May 2021 under Resolution No. 3616 with Council’s strategic direction divided into Community Focus Areas (CFA) and Organisational Focus Areas (OFA).

The *Local Government Regulation 2012* s174(3) requires Council to report at quarterly intervals on the progress towards implementing the Plan. At the end of the first quarter (July to September 2022), work on all deliverables underway.

After the first quarter, 77% of the 2022-23 Operational Plan deliverables have commenced and 3% have been completed.

The following table (*Table 1*) illustrates progress at the end of **Quarter 1**:

Focus Area	Key Measures Completed	Key Measures in Progress	Key Measures Yet to Commence	TOTAL 2022-23
<b>Community Focus Areas</b>				
• CFA1 - Economic Prosperity	1	15	2	18
• CFA2 - Environmental Sustainability	0	9	0	9
• CFA3 - Social Cohesion	0	13	1	14
• CFA4 - Culture & Heritage	0	5	2	7
<b>Sub-total</b>	<b>1</b>	<b>42</b>	<b>5</b>	<b>48</b>
<b>Organisational Focus Areas</b>				
• OFA1 - Transparency & Accountability	2	3	0	5
• OFA2 - Governance & Structures	0	4	7	11
• OFA3 - Assets & Infrastructure	0	9	2	11
• OFA4 - Customer Service	0	3	3	6
• OFA5 - People First	0	8	1	9
• OFA6 - Innovation & Transformation	0	4	1	5
<b>Sub-total</b>	<b>2</b>	<b>31</b>	<b>14</b>	<b>47</b>
<b>GRAND TOTAL</b>	<b>3</b>	<b>73</b>	<b>19</b>	<b>95</b>

*Table 1: 2022-23 Operational Plan, Quarter 1 progress*

The attached Quarterly Progress Report – CTRC 2022-23 Operational Plan – September Quarter, provides further detail on the deliverables and key actions pertaining to the table above.

It is recommended that Council receive and note the Quarter 1 progress report of the CTRC 2022-23 Operational Plan for the July to September 2022 reporting period.

**LINK TO CORPORATE PLAN**

- Corporate Plan 2021 - 2025
- Priority No 1 - Economic Prosperity
- Priority No 2 - Environmental Sustainability
- Priority No 3 - Social Cohesion
- Priority No 4 - Culture & Heritage
- Priority No 5 - Transparency & Accountability
- Priority No 6 - Governance & Structure
- Priority No 7 - Assets & Infrastructure

Priority No 8 - Customer Service  
Priority No 9 - People First  
Priority No 10 - Innovation & Transformation

### **CONSULTATION**

Internal: Chief Executive Officer - Martin Drydale  
A/Director Infrastructure Services - Glenn Petersen  
Management Leadership Team  
Tourism, Trade & Investment Advisor  
EA to the Chief Executive Officer  
EA to the Director Corporate & Community Services

### **LEGAL CONSIDERATIONS**

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

### **POLICY IMPLICATION**

The Corporate and Operational Plans provide the strategic and operational basis for determining Council's future priorities which are underpinned by all of Council's policies. There are no policy implications that warrant the recommendation being declined.

### **RISK IMPLICATIONS**

The risk associated with non-compliance of legislation (as set out at *Local Government Regulation 2012* s174 (3)) is low, due to the monitoring and reporting process in place and does not warrant the recommendation being declined.

### **ATTACHMENTS**

1. 2022-23 Operational Plan Quarterly Update - Quarter 1

### **REFERENCE DOCUMENT**

- CTRC 2022-23 Operational Plan Reporting matrix, Document No. 4643491



# Operational Plan – 2022-23

## Progress Report – July to September 2022





## Introduction

The Operational Plan is one of the important strategic documents relating to the Integrated Planning Framework that Council operates within. The Operational Plan is a requirement under the *Local Government Regulation 2012* and this plan has been prepared in accordance with those requirements.

The Operational Plan must –

- a) Be consistent with the annual budget; and
- b) State how the local government will-
  - I. Progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
  - II. Manage operational risks; and
- c) Include an annual performance plan for each commercial business unit of the local government (Charters Towers Regional Council does not have any commercial business units).

*Local Government Regulation 2012 s174(3)* requires that Council receive a quarterly progress report regarding the implementation of the strategies contained in the Operational Plan.

The Plan incorporates two key focus areas with associated deliverables, that have been identified in the Corporate Plan and highlighted as being the Council's priority for the next five years.

This report demonstrates the progress achieved against the Key Measures set against each of the Focus Areas of the Plan for the July to September quarter of 2022.

Martin Drydale  
Chief Executive Officer

Operational Plan 2022-23 – Quarterly Progress Report – First Quarter, July to September 2022

**COMMUNITY FOCUS AREA: ECONOMIC PROSPERITY (CFA1)**  
Economic enablement is a central part of what we do

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting						
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023
CFA1.1	Skills, training and education are key enablers of economic productivity and participation.	CFA1.1.1	Advocating, promoting, supporting and assisting our local education sector.	In conjunction with local schools Promoting Liveability video on various channels including School websites.	Publication of promotional liveability video by schools.	Tourism, Trade & Investment Advisor	Liveability Videos currently placed on the Council, Chamber and Gold Tower websites. Meetings conducted with several local educational establishments. Liveability USBs distributed at the Inaugural Business breakfast on 14 Sept.	100%					
				Provide work experience opportunities to local schools.	Up to 10 work experience opportunities provided by Council throughout the year.	Manager Human Resources	2 work experience opportunities in Fleet Services (Diesel Fitting) and Water & Wastewater (Plumbing) provided by Council during September School Holidays.	20%					
				Partner with schools and local businesses in providing leadership talks.	Invite Youth Council to leadership training; guest leadership/ entrepreneur speakers for community to attend. Our people leaders speaking to community and business groups	Manager Community Services	Youth Council members invited to inaugural Business Breakfast. Four members attended.	25%					
				Explore opportunities for school based apprenticeships and traineeships and other school to work transitions.	Identify feasibility of school-based apprenticeships and traineeships and/or other school to work transitions with Council.	Manager Human Resources	Not yet commenced.	0%					
		CFA1.1.2	Assist in the development of the innovation and entrepreneurial capability of our region with innovation specific training.	Identify and address local barriers to innovation.	Deliver quarterly Business Breakfasts with Guest Speakers to share their innovations and skill sets.	Tourism, Trade & Investment Advisor	First Inaugural Business Breakfast held on 14 Sept at the CT Golf Club. Over 90 Guest registrations were taken. Second breakfast and Guest Speaker has been booked and confirmed to be held at the CT RSL.	25%					
					Develop and organise a Business Survey to email out to local businesses on what type of business support they require to	Tourism, Trade & Investment Advisor	Not yet commenced.	0%					

**COMMUNITY FOCUS AREA: ECONOMIC PROSPERITY (CFA1)**  
Economic enablement is a central part of what we do

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting							
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
					develop and innovate their business.									
CFA1.2	Economic diversity supports our resilience and recovery in the face of economic change.	CFA1.2.1	Delivering our Economic Development and Tourism Strategies.	Supporting and promoting local innovation training, programs and events.	Alignment of Economic Development and Tourism Strategies with "Communities In Transition Projects" (Making Water Work and CT Dynamic Business Case) to apply for grant funding to support projects that meet the objectives of the communities resilience and recovery plans. For example, building business capacity.	Tourism, Trade & Investment Advisor	One Grant Application has been written and submitted - awaiting decision. One EOI has been written. Both have been undertaken with Burdekin Shire Council and James Cook University.	20%						
				Deliver the Tourism Advisory Committee Blank Canvas Project.	Scenic Picture Tourism Frame project to be commenced and delivered as and when resources are available.	Tourism, Trade & Investment Advisor	Locations identified pending relevant authorities' approval. Materials ordered.	25%						
				Undertake a Housing Feasibility Study	Regional housing stock and potential solutions to support economic and social growth identified.	Manager Planning & Development	RFQ has been developed and has been sent to seven planning consultants through Vendor Panel, week commencing 26 Sept.	25%						
		CFA1.2.2	Assisting established and emerging industries with quality infrastructure and appropriate regulatory modernisation.	Review development regulatory processes within Council to streamline approval processes.	Development applications are assessed within legislative timeframes. Increase in number of development applications.	Manager Planning & Development	All development applications have been decided within legislative timeframes.	25%						
		CFA1.2.3	Leveraging technology and data to optimise decision-making.	Work with stakeholders to support the growth in connectivity, in particular mobile data access across the region.	Nomination of localities within the region in need of telecommunications infrastructure and advocate for these areas through State and Federal Governments.	Chief Executive Officer	Meeting held with NBN to discuss connectivity and speed issues.	10%						

**COMMUNITY FOCUS AREA: ECONOMIC PROSPERITY (CFA1)**

Economic enablement is a central part of what we do

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting							
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
		CFA1.2.4	Collaborating with and advocating to State and Federal governments for our region.	Identify funding opportunities through State and Federal governments to deliver the Priority Projects identified in Council's prospectus.	State and Federal governments grant opportunities identified for Priority Projects and shovel ready projects.	Chief Executive Officer	Project Management Framework under development.	10%						
				Prepare a new Advocacy Plan.	Adoption of an Advocacy Plan that aligns with Council's strategic direction.	Chief Executive Officer	Draft plan commenced and will be presented to the Advocacy Committee next quarter for adoption at the November General Meeting.	25%						
CFA1.3	Tourism is a central part of our economy, with significant opportunity to grow.	CFA1.3.1	Delivering our Destination Management Plan and branding.	Continue to support the 10 Days in the Towers festival and creation of new signature event.	Events delivered. Establish Events Calendar; Develop seasonal events campaign per Events calendar.	Manager Community Services	Planning and delivery of 150 Celebration events ongoing. New event - Spirits of the Night hosted in August, very successful with extra tours added due to demand.	25%						
		CFA1.3.2	Empowering tourism businesses by reducing red tape and encouraging innovation.	Providing business support to local business through associated partnerships with Townsville Enterprise Limited (TEL) and James Cook University (JCU).	Partnerships established between local businesses with TEL and JCU.	Tourism, Trade & Investment Advisor	Four Tourism businesses were encouraged to apply for the National Experience Content Initiative. All four were successful in being accepted onto the program which primarily is to showcase their product Nationally and Globally.	80%						
				Support for tourism development applications.	Opportunities identified to increase regions tourism product through planning and development.	Manager Planning & Development	Monitoring of tourism applications, including pre-lodgement meetings & discussions with potential developers.	15%						
		CFA1.3.3	Highlighting and promoting our cultural and regional identity and its distinctive travel experience.	Create regional identity and collaborative spirit through digital marketing.	Creation of a new media library to include photographs and drone footage of the Region to be used across all Departments of Council	Tourism, Trade & Investment Advisor	Photographer engaged to create the media library.	25%						
		CFA1.3.4	Marketing the region, leveraging exciting events.	Deliver a diverse range of community events that celebrate the history of the region.	150 Year Celebrations events delivered per endorsed calendar of events.	Manager Community Services	Planning and delivery of 150 Celebration events ongoing.	25%						

**COMMUNITY FOCUS AREA: ENVIRONMENTAL SUSTAINABILITY (CFA2)**  
 Our delicate natural resources are beautiful and essential

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting						
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023
CFA2.1	Water security is a central pillar of our agriculture, industry and community.	CFA2.1.1	Supporting the Big Rocks Weir project for heightened water security to support agriculture, industrial and residential growth.	Undertake and deliver the requirements of the pre-construction activities of the Big Rocks Weir project.	Provide a report to Council with a recommendation on the viability of proceeding with the project. Produce a report from Council to the State with a project recommendation.	Chief Executive Officer	Discussions held with Director General and awaiting response on key issues raised with the State Government. Monthly updates provided to General Meeting and Steering Group Meetings held in accordance with schedule.	25%					
				Source approvals to assist in delivery of the design phase.	Gain approvals or provisional/in principle approvals for all key requirements for the project prior to the decision to proceed being made.	Water Projects Manager	Seeking of approvals ongoing including lobbying of relevant departments.	50%					
		CFA2.1.2	Addressing the end-of-life replacement requirements of Charters Towers water supply distribution network.	Review and implementation of disposal and replacement programs.	Manhole and sewer refurbishments program to run over several years - in progress. Reticulated water pipelines replacement program developed and in progress.	Manager Water and Wastewater	Current year program in progress. Replacement of Saleyards pipeline pending advice on Building Our Regions Grant.	15%					
		CFA2.1.3	Exploring options for the development of a safe potable water system for Greenvale.	Support and collaborate with key stakeholders to develop suitable potable water system solutions for Greenvale.	Suitable potable water system designs reviewed and endorsed.	Manager Water and Wastewater	Currently at planning and negotiation phase.	10%					
CFA2.2	Natural assets are the backbone to the region's identity, economy, culture and lifestyle.	CFA2.2.1	Implementing an Asset Management system that outlines sustainable and innovative ways of monitoring, repairing and managing assets such as water sources and treatment plants.	Review Asset Maintenance Plans for key water infrastructure assets.	Key water infrastructure Asset Maintenance Plans reviewed.	Manager Water and Wastewater	Awaiting consultant's report.	10%					
CFA2.3	Living alongside nature is a reality of life in the Charters Towers Region.	CFA2.3.1	Delivering the Flying Fox Management Strategy involving State and Local levels of government.	Continue to work with various stakeholders to relocate flying foxes from Lissner Park to the flying fox habitat at Young's Block.	Request to carry project funding forward for proposed relocation in October 2022.	Manager Operations	Council entered into an agreement with the State Government for Council to manage the flying fox Roost at its own discretion.	40%					

**COMMUNITY FOCUS AREA: ENVIRONMENTAL SUSTAINABILITY (CFA2)**  
 Our delicate natural resources are beautiful and essential

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting							
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
		CFA2.3.2	Advocating to the State and Federal governments for support with wild dog and pest weed management, including the Wild Dog 1080 Baiting Program.	Continue to advocate the State government to allocate more funding for pest weed management in regional areas where funding is often underdelivered to cover the vast areas.	Federal and State Governments to provide adequate funding to regional Queensland Councils for weed management.	Manager Operations	This action was originally advocated by the CEO to push for more funding at a CEO / Mayor level in Brisbane. At a Coordinator level, each opportunity for funding is being scoped and assessed when it is advertised.	25%						
				Undertake collaborative environmental and pest management activities with community stakeholders.	Deliver Wild Dog 1080 Baiting Training programs. Secure weed management funding for identified parcels of land.	Manager Operations	Preparations completed with key stakeholders notified. To be delivered in Q2.	10%						
		CFA2.3.3	Complying with obligations under the <i>Biosecurity Act 2014</i> .	Continued implementation of the Charters Towers Regional Council Biosecurity Plan 2019-2024.	Review currency of Biosecurity Plan 2019-2024. Endorsement of revised Biosecurity Plan. Communication of revised Biosecurity Plan.	Manager Operations	Developed a survey as part of a community / stakeholder consultation process, to establish a new Biosecurity Working Group. The current plan is valid until 2024 and revisions will be made as required with Council approval.	25%						



CTRC 2022-23 Operational Plan adopted 29 June 2022

**COMMUNITY FOCUS AREA: SOCIAL COHESION (CFA3)**

The measure of our community is our social wellbeing

							Performance Reporting							
Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
CFA3.1	Public spaces and places are a cornerstone of community cohesion and connection.	CFA3.1.1	Continuing to advocate for the Works for Queensland Funding Program and utilise this support to enhance public spaces.	Deliver the agreed Works for Queensland projects within the nominated period.	Completion of Works for Queensland projects per funding agreement.	Director Infrastructure Services	Program is for the period 2021-2024. Majority of projects commenced with some complete. Expenditure tracking well.	25%						
		CFA3.1.2	Developing a strong plan for future public space preservation and enhancement, focusing on usability and social connection.	Monitor camping grounds on long weekends and enforce 'only leave your footprints'.	Fewer complaints regarding littering.	Manager Planning & Development	Campgrounds are monitored when resources are in the area - Facilities monitor more often when cleaning facilities.	25%						
				Deliver scheduled maintenance of open spaces as per plans and/or in accordance with agreed levels of service.	Regularly review maintenance schedules to build on the management of public spaces.	Manager Operations	Reviewed the current schedule and discussed changes with Open Spaces team.	70%						
CFA3.2	Lifestyle and strategic location are points of difference for Charters Towers.	CFA3.2.1	Exploring a redevelopment of the Charters Towers Aerodrome to allow for air operations in poor weather and increase disaster responsiveness.	Improve the airport landing area to meet Instrument Approach Procedure (RNAV) requirements.	Research completed and improvement plan developed.	Manager Council Facilities	RNAV system complete and CASA certified. Fence construction tender has been put to market. Plane parking area to be upgraded following construction of fence.	25%						
		CFA3.2.2	Develop a multi-channel marketing campaign to promote the liveability of Charters Towers.	At every opportunity promote the liveability of the Charters Towers Region.	Multi-channel marketing campaign developed and completed including strategic Channel 10 and TORS Drive In marketing campaigns.	Tourism, Trade & Investment Advisor	Contractor engaged to develop a series of television commercials.	75%						
CFA3.3	Health, wellbeing and an active lifestyle are priorities for our community.	CFA3.3.1	Improving our health services through continued advocacy for State funding for the Townsville Hospital and Health Service.	Continue to advocate the State government to fund a new replacement hospital to be built in Charters Towers, alongside Eventide Aged Care Facility with increased specialty Obstetrics and Gynaecology; Renal Medicine; Radiology and Ultrasound.	Advocacy plan on approaching State government developed and implemented.	Chief Executive Officer	Advocacy Plan for QLD Health completed, and meeting held between Mayor & Deputy Minister for Health.	25%						
		CFA3.3.2	Increasing community awareness about where to access health services and the importance of active lifestyle.	Deliver promotional material in digital and print to promote health services and activities in the region.	Regular health promotion publications on Council's social media and communication channels e.g. parkrun and visiting clinics.	Chief Executive Officer	Advertising actioned as and when service details are provided to Council.	25%						

**COMMUNITY FOCUS AREA: SOCIAL COHESION (CFA3)**  
 The measure of our community is our social wellbeing

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting							
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
		CFA3.3.3	Investing in key recreational assets and infrastructure.	Deliver key recreational assets and infrastructure.	Progress Kennedy Regiment Memorial Pool, Water Park and Towers Hill Walking Precinct projects.	Director Infrastructure Services	KRMP - community consultation commenced Water Park - Construction ongoing - estimated completion Oct/Nov 2022 Towers Hill walking Precinct - Stage 1a Miner's memorial complete. Stage 1b walking track commenced.	25%						
					Weir Park infrastructure - toilets	Manager Council Facilities	Internal consultation and due diligence underway. Tender documentation near complete.	25%						
					Weir Park infrastructure - BBQ upgrades (existing wood BBQs)	Manager Operations	Options investigated and will look to repair the wood BBQ only.	25%						
					Pool auto dosing upgrade in Ravenswood and Pentland.	Manager Council Facilities	Tender documentation being developed. Work to be scheduled out of swimming season to minimise impacts to operations.	25%						
					Undertake a feasibility study for Multi-use Sports Complex.	Executive Leadership Team	No activity to date.	0%						
					Maintain and enhance the built and natural environment at the Greenvale Sports Reserve.	Manager Council Facilities	Work has been programmed to be undertaken by Council's internal electrical resources and will be actioned according to resource/work priorities.	25%						
					Ensure current hygiene standards and obligations are being met at the Charters Towers Showgrounds.	Manager Council Facilities	Work has been programmed to be undertaken by Council's internal electrical resources and will be actioned according to resource/work priorities.	75%						

COMMUNITY FOCUS AREA: CULTURE & HERITAGE (CFA4)

Who we are matters

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting						
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023
CFA4.1	Heritage and culture are at the core of our identify.	CFA4.1.1	Embracing and celebrating our history, including upkeep of key historical sites and archives.	Develop and commence implementation of plan to catalogue and digitise archive collection.	Plan developed by 30/11/2022. Digitisation commenced in accordance with Plan.	Manager Community Services	Staff and volunteers have commenced digitisation of photos and postal records.	25%					
				Delivery and promotion of the Local History publication	Develop scope and project plan.	Manager Community Services	Research ongoing, working with the Author to locate historic records. First draft to be provided by December 2022.	25%					
		CFA4.1.2	Empowering our Aboriginal and Torres Strait Islander communities through activities contributing to reconciliation.	Ensure the deliverables contained in the Reconciliation Action Plan are undertaken.	Deliver RAP actions in accordance with prescribed timeline.	Manager Community Services	On hold pending development of Community Strategic Plan with all regional stakeholders.	0%					
				Monitor and report on the implementation of existing, Indigenous Land Use Agreement commitments.	Delivery of Indigenous Land Use Agreements commitments.	Director Corporate & Community Services	Not yet commenced.	0%					
CFA4.2	Our residents are the most defining feature of our region.	CFA4.2.1	Continuing to implement our People First Strategy.	Launch the, Our People, Their Story initiative.	Promotion of "Our People, Their Story" launched on Council's social media platforms.	Chief Executive Officer	Proposal drafted and recommended to commence in Q3.	25%					
		CFA4.2.2	Providing events for our community to connect.	Coordinate a range of events to connect the community.	Deliver events to the community in accordance with the events timetable.	Manager Community Services	Events delivered as per calendar including Spirits of the Night, History & Heritage Fair Melbourne Cup Tour, Towers Hill Fun Run.	25%					
CFA4.3	Our brand is one of a friendly and welcoming community, and a part of what makes Charters Towers special.	CFA4.3.1	Harnessing the 150-year Celebrations in 2022 to reset and promote the story of the town and region.	Deliver the 150 year Celebrations events in 2022.	150 year Celebrations events that promote our friendly, welcoming community.	Manager Community Services	Per CFA4.2.2. Range of souvenirs available for purchase through the Visitor Information Centre.	25%					

**ORGANISATIONAL FOCUS AREA: TRANSPARENCY & ACCOUNTABILITY (OFA1)**  
 We are open, accountable and proud

							Performance Reporting							
Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
OFA1.1	Council is committed to being open, transparent and straight forward in its processes.	OFA1.1.1	Improving communication of day-to-day Council activities and achievements, and strategic and operational goals and progress to our community.	Introduce the 'Have Your Say' Platform	Successful community engagement with key projects and allowing the community to have a say on what changes are implemented by Council	Chief Executive Officer	Have Your Say Platform successfully launched.	100%						
				Embed IAP2 engagement principles in the delivery of community initiatives.	Key staff obtain IAP2 certification.	Chief Executive Officer	Two staff identified to commence training in Q2.	10%						
OFA1.2	Accountability in decision making is key to developing as a Council and a Region.	OFA1.2.1	Continuing to promote our strategic documents which outline key responsibilities, performance measures and expected service delivery.	Development of a Financial Strategy and Long Term Financial Plan.	Adoption of the Financial Strategy and Long Term Financial Plan.	Chief Financial Officer	Collating data and industry-specific documentation to allow for a robust set of documents to be developed and adopted	20%						
OFA1.3	Local Governments must be guided by and responsive to the thoughts and concerns of the community.	OFA1.3.1	Continuing to develop a community engagement framework that guides Council's engagement with the community to inform Council decisions.	Develop a Community Engagement Framework & Policy.	Policy adopted and implemented across Council.	Chief Executive Officer	Community Engagement Strategy endorsed by Council at September General Meeting.	100%						
				Engage with the Youth Council to inform Council decision making.	Deliver Youth Council programme.	Manager Community Services	One Youth Council Meeting held this quarter. Youth Councillors worked together to assign a portfolio to each Councillor. At the next meeting Youth Councillors will meet with Managers from each portfolio area to provide updates and ask questions.	25%						

**ORGANISATIONAL FOCUS AREA: GOVERNANCE & STRUCTURES (OFA2)**  
Our systems and processes support excellence and improvement

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting						
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023
OFA2.1	Good governance is at the core of an efficient and well functioning Council.	OFA2.1.1	Developing a robust and comprehensive Corporate Governance Framework that is aligned with best practice and embedded across the organisation.	Implement Fraud & Corruption Policy & Framework.	Increased organisational awareness of the Fraud & Corruption Policy & Framework through staff training.	Director Corporate & Community Services	Fraud & Corruption Policy and Framework adopted at June GM. Staff to be scheduled.	0%					
		OFA2.1.2	Continuing to review policies, frameworks, strategies and plans to ensure they meet the needs of both our organisation and community.	Improve the Annual Budget process including early adoption of a 10-year capital program and improved integration of Asset Management Plans with the Long-Term Financial plan.	Adoption of 2023/24 Annual Budget, including Revenue Policy & Statement, Debt Policy and Investment Policy by 30 June 2023.	Chief Financial Officer	Not applicable this Quarter.	0%					
				Review and update Council's Complaints Management Framework.	Endorsement of Council's Complaints Management Framework by ELT, Audit & Risk Committee and Council.	Director Corporate & Community Services	Scheduled for completion following review of Policy Framework.	0%					
				Develop Operational Risk Registers across directorates which are consistent with the Risk Appetite Statement and Strategic Risk Register.	Implementation of Operational Risk Registers across each directorate and commence the development of departmental Operational Risk Registers that are consistent with the Enterprise Risk Management Framework and Corporate Plan.	Executive Leadership Team	Not yet commenced.	0%					
OFA2.2	Deliver workspaces and processes that enable innovative thinking, planning and service delivery.	OFA2.2.1	Embedding information management as an intrinsic component of the functionality of the organisation.	CTRC IT Steering Committee to monitor the IT Strategy and implementation plan.	Delivery of the Technology Roadmap per the IT Strategy for 2023/24.	Director Corporate & Community Services	A review of the IT Strategy will be undertaken. Options are being investigated. IT Steering Committee is monitoring.	5%					
				Review and update/archive all Council shared folders and shared files.	Identification of best practice data storage and planning for rationalising data storage costs	Chief Financial Officer	Identification of shared folders and users - IT/Tech to consider shared online folders and options.	5%					
				Establish a reporting regime to monitor records management practices within Council.	Compliance with record keeping requirements and review of Records Management Policy.	Director Corporate & Community Services	Not yet commenced.	0%					

**ORGANISATIONAL FOCUS AREA: GOVERNANCE & STRUCTURES (OFA2)**  
 Our systems and processes support excellence and improvement

							Performance Reporting							
Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
				Develop and trial IM data dashboards to inform decision-making.	Working dashboards available for all Managers.	Director Corporate & Community Services	Not yet commenced.	0%						
				Standardising the compilation of meeting agendas and minutes including report writing, across the organisation to enable a consistent and efficient approach.	Implementation of Meeting Management System	Chief Executive Officer	Back-end user setup has commenced this quarter with system to go live at the November General Meeting. Update provided to Councillors at the September Workshop.	25%						
OFA2.3	A strategic approach to Council's long-term planning is vital in future-proofing the region.	OFA2.3.1	Guiding accountable decision making with long term financial planning frameworks.	Improve the integration of asset management planning into long-term financial planning processes.	Updated Long-term Financial Plan with Asset Management Plan integration.	Chief Financial Officer	AMPs delivered in draft - to be considered with T1 and means for integration	5%						
		OFA2.3.2	Targeting investment into digital technologies to better inform decisions based on environmental and economic trends.	Assess the capability of Technology One's Performance Management and Strategic Risk Management functions.	Determine whether or not Council's Performance Management and Strategic Risk Management functions can be delivered through OneCouncil or similar enterprise system.	Executive Leadership Team/IT Steering Committee	Not yet commenced.	0%						



**ORGANISATIONAL FOCUS AREA: ASSET & INFRASTRUCTURE MANAGEMENT (OFA3)**

Managing our infrastructure and assets is an essential function

							Performance Reporting							
Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
OFA3.1	The community and economy rely on functional infrastructure and assets.	OFA3.1.1	Developing and implementing a 10-year Asset Management Plan across the Council and community facilities.	Implement a 10-year Asset Management Plan across the Council and community facilities.	Review, update and implement 10-year Asset Management Plan across the Council and community facilities.	Director Infrastructure Services	Draft Facilities Asset Management Plan developed. Currently under review for feedback.	15%						
		OFA3.1.2	Developing fully costed reconstruction/refurbishment programs for major asset classes.	Implement fully costed reconstruction/refurbishment programs for major asset classes.	Review and update of water & wastewater maintenance program and asset improvement program.	Manager Water and Wastewater	Condition Report for trunk sewer completed and submitted to Asset Management consultant. Still to develop costs for refurbishment of valves and hydrants in water network. Operational staff have commenced development of preventive maintenance programs for water and wastewater treatment assets.	20%						
						Manager Council Facilities	Pending finalisation of KPMG Asset Management Audit Report.	10%						
		OFA3.1.3	Prioritising our resource allocation for high-value and high use assets.	Monitor and manage fleet utilisation and expenditure against set targets.	Quarterly review of fleet utilisation and expenditure.	Manager Fleet Services	Overall utilisation meeting targets and above industry expectations (71%) however improvement in some classes required. Expenditure below quarterly target.	25%						
						Manager Water and Wastewater	Not yet commenced.	0%						
			Ensure constant flow in the distribution system and reduce frequency of bursts in Pentland's water supply system.	Pentland water supply main partial duplication and installation of a pressure regulating valve.	Manager Water and Wastewater									

**ORGANISATIONAL FOCUS AREA: ASSET & INFRASTRUCTURE MANAGEMENT (OFA3)**

Managing our infrastructure and assets is an essential function

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting							
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
				Ensuring water regulations and safety requirements are maintained for significant water treatment infrastructure.	Repair of the Water Treatment Plant Clear Water Tank.	Manager Water and Wastewater	Awaiting final report for DWQMP audit, to provide direction for operational actions. Investigation phase for replacement of Clear Water Tank complete. Draft Request for Tenders in progress	20%						
				Renewal and upgrade of high-use road infrastructure.	Implementation of Capital Works, R2R, ROSI and TIDS programs	Manager Operations	Survey completed and quote was approved. TIDS and ROSI on Dotswood road - design has been approved by Council from consultant and works are commencing in Q2. R2R is ongoing and on track.	25%						
				Enhancing the aesthetics of our public spaces to support recreation, health and wellbeing.	Installation of infrastructure including shade cover over flying fox playground at Centenary Park and pedestrian crossing to link the Defiance Mill Park and Water Park.	Manager Operations	Quote approved and final drawing plans received from consultant for installation of infrastructure including shade cover over flying fox playground at Centenary Park. Quote for concept plans and detailed estimate of pedestrian crossing received from consultant. Site visits also conducted and surveys to be undertaken soon.	20%						
OFA3.2	The Charters Towers community deserves strategic and resourceful management of our existing assets.	OFA3.2.1	Redeveloping assets such as the Saleyards to grow their potential.	Present a final Dalrymple Saleyards Master Plan to Council through consultation with the Dalrymple Saleyards Master Plan Advisory Committee and key stakeholders.	Adoption of the Dalrymple Saleyards Master Plan.	Chief Executive Officer	No activity this Quarter.	0%						
				Recognise underutilised assets and reallocate.	Masterplan of Highway Depot and relocation of the Defiance Mill Park building to the Highway Depot.	Manager Council Facilities	Project steering group established for Highway Depot masterplan project. Procurement and planning for removal of Defiance Mill Park building underway. All removal and relocation works to be completed by end October 2022.	25%						

**ORGANISATIONAL FOCUS AREA: ASSET & INFRASTRUCTURE MANAGEMENT (OFA3)**  
 Managing our infrastructure and assets is an essential function

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting							
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
OFA3.3	We are strongly positioned for new development and opportunities with a stable economic base.	OFA3.3.1	Leveraging the airport as a source of new employment and trade opportunities.	Maintain, enhance and protect the natural and built environment.	Refurbish and renovate the Charters Towers Airport Terminal.	Manager Council Facilities	Additional maintenance work undertaken to address vermin issue. Scope to be reviewed and finalised.	25%						

**ORGANISATIONAL FOCUS AREA: CUSTOMER SERVICES (OFA4)**

Excellent customer service puts the citizen first

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting							
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
OFA4.1	Communication is vital for a strong sense of community, and effective service delivery.	OFA4.1.1	Encouraging the community to communicate their service needs with Council and ensuring there is a strong framework for this engagement.	Ensure regular opportunities are communicated to the community to engage with Elected Members.	Elected Members to attend Community Market days, community meetings, community events, surveys	Chief Executive Officer	Councillors attended three markets and several events this Quarter.	25%						
OFA4.2	Delivering services for the community is the driving purpose of our Council.	OFA4.2.1	Providing a consistent, knowledgeable and professional customer experience.	Ensure the organisation is responding to customer requests and correspondence in accordance with Council's 'Customer Service Charter'.	Regular review of customer requests undertaken to identify service improvement opportunities.	Executive Leadership Team	A fortnightly report is reviewed to ensure Council is responding to Customer Requests in accordance with the Customer Service Charter.	25%						
		OFA4.2.2	Implementing ongoing and specialised staff training that enables high-quality service delivery from skilled staff.	Conduct training needs analysis to inform workforce planning strategy for the remainder of Council services as per the Workforce Strategy Plan.	Training needs for the workforce identified following the implementation of the Workforce Strategy Plan.	Manager Human Resources	Not yet commenced.	0%						
		OFA4.2.3	Investing in high use community programs that deliver value-for-money and reducing service levels for programs that no longer meet community needs.	Undertake a review of the World Theatre.	World Theatre review completed and plan developed to implement recommendations.	Manager Community Services	Attendance numbers reviewed following each event.	25%						
OFA4.3	As a community's needs and context evolves, so should a Council's approach to service delivery.	OFA4.3.1	Optimising technologies such as Technology One platform to enable excellent service delivery.	Expand exceptions timesheets beyond Executive and Management staff.	Investigate and report on targeted approach to trial the transition of central wage employees to exceptions timesheets.	Manager Human Resources	Not yet commenced.	0%						
				Develop roadmap for transition from Ci to CiAnywhere.	Develop and commence implementation of change management program for transition to CI Anywhere.	Executive Leadership Team	Not yet commenced.	0%						

**ORGANISATIONAL FOCUS AREA: PEOPLE-FIRST (OFA5)**

A council is defined by its staff

							Performance Reporting							
Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
OFA5.1	A successful organisation attracts and retains top talent.	OFA5.1.1	Building our recruitment strategy to leverage our People First Strategy.	Develop and implement an effective Workforce Strategy Plan that includes succession planning.	Communication of Workforce Strategy Plan to ELT/MLT/People Managers by Quarter 2.	Manager Human Resources	Strengthen the apprenticeship and traineeship talent pipeline by holding 2023 Apprentice/Traineeship Community Information Sessions x 2. AM session - No attendees, PM Session - 15-20 attendees.	15%						
		OFA5.1.2	Defining opportunities for internal promotion and external hiring that brings in high talent while retaining outstanding staff.	Develop and implement a Workforce Strategy Plan that incorporates internal and external attraction and retention considerations and strategies.	Workforce Strategy Plan 2022-23 Action Plan delivered.	Manager Human Resources	Workforce Strategy Plan drafted.	15%						
OFA5.2	Staff perform best in a welcoming, friendly, diverse workplace that values their wellbeing.	OFA5.2.1	Continuing to deliver our People First Strategy and encouraging a welcoming, inclusive workplace culture.	Implementation of Staff Reference Group	Feedback received from staff representatives resulting in real changes in culture and communications measured by staff satisfaction.	Chief Executive Officer	Staff Reference Group implemented this quarter with the 13 members from across the organisation. Fortnightly Meetings are held with the following actions this quarter: - Change to WOSG Award categories and nomination process. - ALL STAFF email access reinstated. - Organisational Values - staff survey actioned and recommendation to Council this quarter. - Review of Staff Recognition. - Review of uniforms. - Review of social media and - Council's nil response to inappropriate comments towards staff.	25%						
				Undertake a Workforce Culture Survey.	Results reported to Council and outcomes identified for inclusion in Workforce Strategy Plan.	Chief Executive Officer	Scheduled for Q3.	0%						
				Delivery of leadership training to people managers for the organisation.	Leadership training undertaken by new people managers and refresher training provided to existing people managers.	Manager Human Resources	Planned for Council's Leadership Development Programme (LGMA) and Employee Complaint Management and Response Training.	15%						

**ORGANISATIONAL FOCUS AREA: PEOPLE-FIRST (OFA5)**

A council is defined by its staff

Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Performance Reporting							
							Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
		OFA5.2.2	Delivering a work health and safety plan that models best practice and achieves safe outcomes within the workforce.	Embed the Workplace Health and Safety Management System (SMS).	Improvements in Self Insurance audit scores through increased SMS use, understanding and compliance.	Manager Workplace Health & Safety	SMS finalised for release in October. Implementation audits to commence Q3.	10%						
		OFA5.2.3	Embedding a rigorous safety leadership culture within the workforce.	Continue to develop safety leadership through coaching, training and information sharing.	Improvements to key metrics including: ~ Incident reporting ~ Corrective action closure ~ Return to work programs ~ Hazard inspections	Manager Workplace Health & Safety	Continued focus on improving compliance metrics and implementation. Improvements are yet to be fully realised.	10%						
		OFA5.2.4	Encouraging opportunities for mentoring within the workplace to support upskilling and a collaborative workplace culture.	Expression of interest opportunities to be made available across the organisation for upcoming personal development programs.	Expression of interest for personal development programs for the organisation undertaken.	Executive Leadership Team	Five EOI opportunities advertised this quarter. 1. LGMA Ignite Program 2. Diploma of Project Management 3. LGMA Mentoring/Mentee Program 4. Mental Health First Aid Training 5. Women in Local Government Sector - Impact Program	25%						
OFA5.3	Council's staff are our biggest asset, and it is vital to invest in their development.	OFA5.3.1	Ensuring there are options for staff to grow and expand their skills.	Offer an annual professional development opportunity for staff to apply through an EOI process for a nationally recognised training organisation.	Explore courses offered by professional associations and training providers that will be suitable for staff to undertake professional development opportunities.	Chief Executive Officer	Policy review underway with the EOI process to be advertised in Q3.	25%						



**ORGANISATIONAL FOCUS AREA: INNOVATION & TRANSFORMATION (OFA6)**

Innovation unlocks a region's full economic and social potential

							Performance Reporting							
Ref	Objective	Ref	Deliverable	Key Action	Key Outcome	Responsibility	Quarter 1 Jul - Sept 2022	Progress %	Quarter 2 Oct - Dec 2022	Progress %	Quarter 3 Jan - Mar 2023	Progress %	Quarter 4 Apr - Jun 2023	Progress %
OFA6.1	Innovation promotes new ideas, new approaches to efficiency and continuous improvement.	OFA6.1.1	Identifying and addressing local barriers to innovation such as red tape and inefficient processes.	Investigate the ability for hazard and incident reporting to be electronically recorded with potential for One Council to be the platform.	Implementation plan for hazard and incident reporting to be managed in a more efficient manner.	Manager Workplace Health & Safety	Work to commence Q2.	0%						
				Explore environmentally sustainable Procurement practices.	Identify environmentally sustainable Procurement practices.	Chief Financial Officer	Procurement charged with responsibility to identify methods in use by other Councils and to ensure suitability for CTRC	20%						
				Expanding our visitor Economy.	Development of a Charters Towers Self Drive & Tourism Promotional application.	Tourism, Trade & Investment Advisor	Work to commence on a Tourism Application Master Plan in Q2	25%						
OFA6.2	Local innovation can harness our current strengths and develop new opportunities in exciting new ways.	OFA6.2.1	Establishing a formal Charters Towers Innovation Network that connects businesses and entrepreneurs with Council.	Investigate options to establish a Charters Towers Innovation Network.	Quarterly Business Breakfasts to be scheduled, organised and delivered.	Tourism, Trade & Investment Advisor	Inaugural Breakfast successfully completed 14 Sept. Second Breakfast confirmed 30 Nov.	30%						
OFA6.3	Innovation does not happen in isolation.	OFA6.3.1	Advocating for the Region in State and National innovation programs.	Advocate for collaborative ventures for the North Queensland region through the Regional Queensland Council of Mayors and North Queensland Regional Organisation of Councils.	Representation and attendance at the Regional Queensland Council of Mayors and North Queensland Regional Organisation of Councils.	Chief Executive Officer	Two meetings attended this quarter. Attendance at NQROC Meeting in August	25%						



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### 15.3. Receival of Petition – Ravenswood Footpaths

#### **EXECUTIVE SUMMARY**

Ravenswood Restoration & Preservation Association has petitioned Council for the installation of sealed footpaths at various locations in Ravenswood.

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

*That Council:*

- *Receive the petition from the Ravenswood Restoration Association on behalf of the Ravenswood residents requesting consideration be made for sealed footpaths.*

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#### **BUDGET & RESOURCE IMPLICATIONS**

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

Installation of sealed footpaths in the township of Ravenswood will require initial capital expenditure and ongoing operational maintenance.

#### **BACKGROUND**

A survey was developed in 2021 by Council for the Ravenswood community to seek feedback on the need for sealed footpaths in the township of Ravenswood.

Council noted the responses at an informal workshop on 25 January 2022 and agreed that no further action would be taken at the time due to limited responses.

The Ravenswood Restoration & Preservation Association has put forward a petition on behalf of the resident's requesting consideration of footpaths are considered as a matter of safety in the following locations:

- Raven Street between Macrossan & Robert Streets
- Deighton St between Macrossan & Robert Streets
- Elphinstone Street between Macrossan Street & the Swimming Pool
- Macrossan-Railway Streets between Thorps Building & James Street

#### **LINK TO CORPORATE PLAN**

Corporate Plan 2021 - 2025

Priority No 5 - Transparency & Accountability

Priority No 8 - Customer Service

#### **CONSULTATION**

Internal: Chief Executive Officer - Martin Drydale  
Director Infrastructure Services - Brett Parsons

External: Ravenswood Restoration & Preservation Association

#### **LEGAL CONSIDERATIONS**

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

#### **POLICY IMPLICATION**

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

#### **RISK IMPLICATIONS**

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

#### **ATTACHMENTS**

1. Confidential - Petition Results - Ravenswood Footpaths Document No. 4698442

#### **REFERENCE DOCUMENT**

- Petition – Document No. 4698442

## **EXECUTIVE SUMMARY**

This report seeks approval to transfer Lease C in Lot 5 on RP724021 on Drawing 1505/2 at the Charters Towers Airport.

## **OFFICER'S RECOMMENDATION**

*That Council:*

- ***Authorise the surrender of the existing Lease C in Lot 5 on RP724021 on Drawing 1505/2 at the Charters Towers Airport, from Pacific North Pty Ltd.***
- ***Apply the exception under the provisions of Section 236(1)(c)(vii) of the Local Government Regulation 2012 for the disposal of Lease C in Lot 5 on RP724021 on Drawing 1505/2.***
- ***Offer Lease C in Lot 5 on RP724021 on Drawing 1505/2801 to TD Cattle Co (or the Directors, Dannielle Ellis, and Troy Trevor, either individually or separately) based generally on the terms and conditions of existing contemporary leases at the Charters Towers Airport with an expiry date of 30 June 2042.***
- ***Authorise the lessee to undertake building improvements to the hangar doors, floor, and entry way upon execution of the lease.***
- ***Authorise the connection of electricity and water subject to all costs of and incidental to the connections, being borne by the lessees.***
- ***Authorise the Chief Executive Officer to execute and vary the terms and conditions of the Lease as required, including determination of the rent amount.***

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## **BUDGET & RESOURCE IMPLICATIONS**

In accordance with s236(5) of the *Local Government Regulation 2012*, if Council were to apply the exception under s236(1)(c)(vii), a market valuation from an independent valuer to determine the appropriate rent will be required.

The cost of this valuation is approximately \$1,100 - \$2,000 and recovery of these costs will be through ongoing lease fees. No other expenditure will be required on Council's part, and there is no cost for preparation of a further Lease as Council will use the Airport Lease template and the cost of registration of the Lease with the Department of Resources (\$197) will be the responsibility of the new Lessee in accordance with the terms of the Lease.

## **BACKGROUND**

Council originally entered into Lease C in Lot 5 on RP724021 on Drawing 1505/2 with Michael Wright in 1992. Since that period, the lease was transferred to Jim Prichard and then to Pacific North Pty Ltd. The last amendment to the lease was in 2012 in which Council agreed to amend the term to terminate on 29 February 2022 and increase the rent. The purpose of the lease is for an Aircraft Hangar.

Dannielle Ellis and Troy Trevor, Directors of TD Cattle Co have requested Council's consent to transfer this lease to either themselves, personally or individually, or their Company, TD Cattle Co, dependent upon pending taxation advice.

Clause 1(i) of the existing lease prohibits transfer or assignment of the lease by the lessee and is silent on whether assignment can be authorised by Council as the lessor. As outlined in the Legal Considerations section of this report, the Officer's Recommendation seeks to remedy the anomaly with clause 1(i) by surrendering the existing lease and entering into a new lease to ensure that Council is not in breach of the existing lease by consenting to a transfer.

The applicants have advised that, subject to Council consent, they would like to carry out improvements on the hangar such as:

- renovations to the current doors to allow for easier access.
- extending the concrete slab in front of the hangar to allow for better access.
- reseal the current concrete flooring with epoxy.

In return for the expenditure intended to be invested into the building, the applicants have requested that the lease be extended to 20 years. They have also requested that power and water be connected to the hangar. Council's records indicate that water is already connected, and the existing lessee is paying water charges at present, which appears to support those records. However, to ensure that the matter does not need to be reconsidered by Council, the recommendation includes an authorisation to connect to these services at the applicant's cost.

## **LINK TO CORPORATE PLAN**

Corporate Plan 2021 - 2025

Priority No 7 - Assets & Infrastructure

## **CONSULTATION**

Internal: Chief Executive Officer - Martin Drydale  
Manager Council Facilities - Kylee Goss  
Facilities Compliance Coordinator - Walter Thomasson  
Governance Officer - Melissa King

External: Dannielle Ellis

## **LEGAL CONSIDERATIONS**

Council owns the land in freehold title and both the Lease C and the extension of the lease are registered on the Title.

Clause 1(i) of the existing lease states *“Except as set forth in Clause 2(c) hereof, the Lessee shall not transfer, assign, sub-let or charge, mortgage or encumber the said land or buildings or its interest therein or otherwise part with the possession thereof”*. The lease is silent on whether a transfer can be undertaken with Council’s consent, however Council has previously allowed for an assignment of this lease from both Michael Wright to Jim Prichard and Jim Prichard to Pacific North Pty Ltd.

To ensure that Council is not in breach of the existing lease by consenting to a transfer, it is recommended that the existing lease be surrendered, and a new lease be entered into with the applicants. It is proposed that the new lease be in accordance with Council’s new Airport Lease template.

Council considered a transfer of this lease to Heliway Pty Ltd in April 2022 (22/04 R3911) however the offer was not accepted. This recommendation is consistent with recent resolutions in relation to the transfer of Lease D, F and L at the Airport and the previous resolution.

Section 236(1)(c)(vii) of the *Local Government Regulation 2012* provides that a valuable non-current asset can be disposed of (disposal includes lease) other than by tender or auction if the land is used as an airport or for related purposes. The lease is situated on airport land and the permitted use is for an Aircraft Hangar. The disposal is therefore considered to meet these requirements. Section 236(2) of the *Local Government Regulation 2012* further states that disposal of land under this section can only be decided by Council Resolution.

## **POLICY IMPLICATION**

There are no further policy implications that warrant the recommendation being declined. The surrender of the existing lease and transfer of a new lease will be registered on the Title in accordance with the Land Title Practice Manual and the proposal is considered to meet Council’s obligations under the *Local Government Regulation 2012* for the disposal of land and any procurement requirements.

Under the terms of the Airport Lease template, Council consent is required for any improvements to the building or land. Given that the applicants have advised of their intentions with improvements, it was considered appropriate to include Council’s approval as part of this recommendation.

## **RISK IMPLICATIONS**

The new lease template allows for transfer or assignment with Council’s consent, which will better clarify any future requests. If the recommendation is declined, under condition 4(a) of the lease, Council is required to compensate the lessee for all capital improvements on the lease area. The Hangar could be considered a capital improvement. Council does not have a budget item for the purchase of a hangar and will likely receive resistance from both the current and new proposed lessee. There are no identified risk implications that warrant the recommendations being declined.

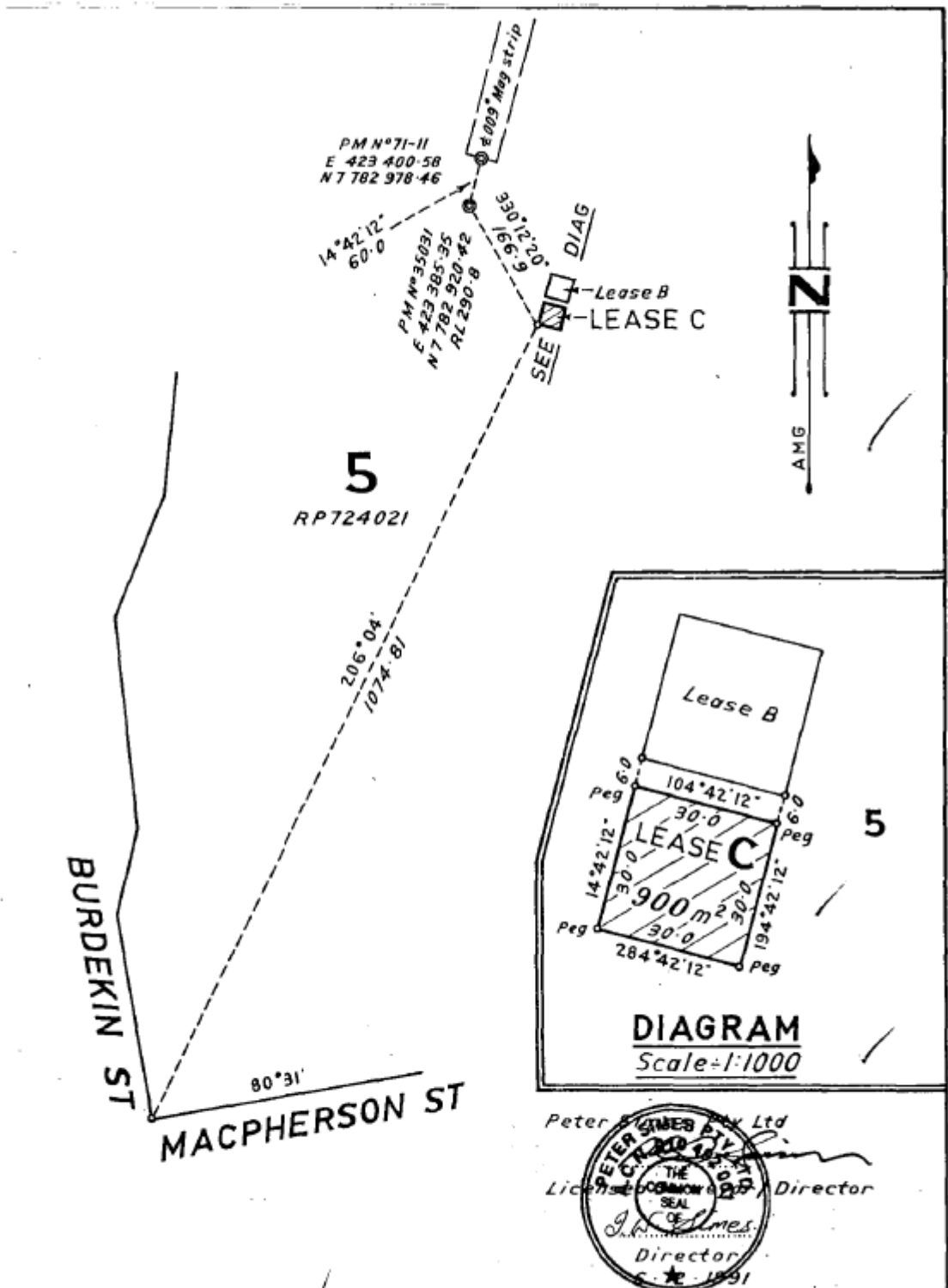
## **ATTACHMENTS**

1. Map of Lease Area

## **REFERENCE DOCUMENT**

- Existing lease – Document No. 4634436
- Amendment to Transfer to Pacific North Pty Ltd – Document No. 654883
- Request to transfer from Pacific North Pty Ltd to TD Cattle Co (Dannielle Ellis and Troy Trevor) – Document No. 4675697
- Request for consent to improvements, water and electricity connection and longer lease term – Document No. 4677343

ATTACHMENT A – Map of lease area



Peter James Pty Ltd  
 Director  
 Licensee  
 Director  
 6.12.1991

VIEWED PBDS	SCALE 1:6000	Plan for lease purposes only of Lease C (shown hatched) being part of the land contained in Lot 5 on RP724021 Orig Por 41 Parish of Charters Towers, County of Davenport
SIGNED	DATE 29.11.91	
CHECKED	DRG NO 1505/2	
DRAWN KR	JOB NO 1505	



**CLOSE OF MEETING FOR CONFIDENTIAL REPORTS**

**16.1. Work Health & Safety Monthly Report**

**REASON FOR CONFIDENTIAL**

In accordance with the *Local Government Regulation 2012 254J*; (b) industrial matters affecting employees; the meeting will be closed to discuss the Work Health & Safety Monthly report.