

Ordinary Meeting of Council Agenda

***Held at Western Downs Regional Council's
Chinchilla Cultural Centre***

On Wednesday, 17 June 2020

Commencing at 09:30 AM

**R. A. MUSGROVE
CHIEF EXECUTIVE OFFICER**

17 June 2020

Ordinary Meeting of Council Agenda

Pages

1. **DECLARATION OF MEETING OPENING**
2. **OPENING PRAYER AND MINUTE SILENCE**
3. **APOLOGIES**
4. **CONGRATULATIONS**
5. **CONFIRMATION OF MINUTES**
 - 5.1 **Adopt Minutes Ordinary Meeting of Council** 1

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 20 May 2020.
6. **BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**
7. **PRESENTATION OF PETITIONS BY COUNCILLORS**
8. **MAYORAL UPDATE**
 - 8.1 **Executive Services Mayoral Report May 2020** 17

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of May 2020

9. CONFIDENTIAL ITEMS

Section 275 of the Local Government Regulation 2012 in relation to Closed meetings provides:

(1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss-

(a) the appointment, dismissal or discipline of employees; or

(b) industrial matters affecting employees; or

(c) the local government's budget; or

(d) rating concessions; or

(e) contracts proposed to be made by it; or

(f) starting or defending legal proceedings involving the local government; or

(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

(2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.

(3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

9.1 EXECUTIVE SERVICES

9.2 CORPORATE SERVICES

9.2.1 Corporate Services Confidential Report Write Off of Outstanding Unrecoverable Accounts Receivable

The purpose of this Report is to seek Council's approval to write off the attached outstanding Accounts Receivable, Infringements Notices and Gas Accounts that have been deemed unrecoverable. These write-offs relate to outstanding accounts that have been provided for as a Provision for Impairment (As per the Financial Statement terminology) in the 2018-2019 financial year accounts. These write-offs will have no effect on the financial outcome for the 2019-2020 year.

9.3 COMMUNITY AND LIVEABILITY

- 9.3.1 Community and Liveability Confidential Report Infrastructure Charges Incentive Policy
This report introduces a new policy that seeks to temporarily discount infrastructure charges for certain developments as an economic development initiative.
- 9.3.2 Community and Liveability Confidential Report Health Services Governance Update
The purpose of this report is to provide Council with an update on corporate and clinical governance for the delivery of health services.
- 9.3.3 Community and Liveability Confidential Report COVID-19 Recovery Package Buy Local Platform
The purpose of this Report is to provide Council with the applications received for the COVID-19 Recovery Package - Buy Local Platform Initiative.

9.4 INFRASTRUCTURE SERVICES

- 9.4.1 Infrastructure Services Confidential Award Design Consultant - Russell Park Mountain Bike Trails Project
The purpose of this Report is to seek Council's approval to award the contract for the detailed design pre-construction component of the Russell Park Mountain Bike Trails Project.
- 9.4.2 Infrastructure Services Confidential Tender Evaluation Report Tender MM12-19-20 RTU & SCADA Upgrade (Water & Wastewater): Stage 2 (Miles/Wandoan) in Western Downs Regional Council Area
The purpose of this Report is to provide Council with an assessment of the tenders received for Tender MM12-19-20 RTU & SCADA Upgrade (Water and Wastewater): Stage 2 (Miles/Wandoan) - 2019/20; and to consider awarding the contract.
- 9.4.3 Infrastructure Services Confidential Report Award Landscape Design Consultant - Miles CBD Streetscape Project
The purpose of this Report is to seek Council's approval to award the Landscape Architect Design component of the Miles CBD Streetscape Project. **(see Supplementary Agenda for Report)**

9.5 NOTICE OF MOTION

9.5.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

9.5.1.1 Executive Services Report Councillor O.G. Moore Notice of Motion

The purpose of this Report is to bring to Council's attention the Notice of Motion from Councillor O.G. Moore entitled "Business Paper of Councillor O.G. Moore"

10. DEPUTATION

11. PLANNING

11.1 (030.2019.539.001) Community and Liveability Report Development Application Material Change Use Extension Educational Establishment Lot 2 SP295613 Lot 10 RP869017 88 Oak Street 67 Rodger Street Chinchilla Christian Community Ministries Ltd C/- Lennox Plan 19

The purpose of this report is for Council to decide the proposed development for Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land described as Lot 2 on SP295613 and Lot 10 on RP869017, situated at 88 Oak Street and 67 Rodger Street, Chinchilla.

11.2 (030.2019.545.001) Community and Liveability Report Development Application Material Change Use Outdoor Sales and Warehouse Lot 4 on RP160677 17499 Warrego Highway Dalby Goebbels C/- The Planning Place 119

The purpose of this Report is for Council to decide the development application for a Material Change of Use to establish Outdoor Sales and Warehouse on land described as Lot 4 on RP160677 including Easement C on RP121009 and Easement A on RP124165 and situated at 17499 Warrego Highway, Dalby.

12. EXECUTIVE SERVICES

12.1 Executive Services Chief Executive Officer Report May 2020 156

The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of May 2020.

12.2 Executive Services Report Outstanding Actions May 2020 158

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 20 May 2020.

13. CORPORATE SERVICES

- 13.1 Corporate Services Financial Report May 2020** 160
The purpose of this Report is to provide Council with the Financial Report for the period ending 31 May 2020.
- 13.2 Corporate Services Report Miles Condamine Fishing Club Inc Lease of Lot 2 on RP183541 Karingal Camping Ground** 168
The purpose of the Report is to consider a request received from Miles Condamine Fishing Club Inc to lease the Karingal Camping Ground described as Lot 2 RP183541 39604 Leichhardt Highway, Miles.
- 13.3 Corporate Services Report Permanent Road Closure Application – Unnamed Road Along Western Boundary of Lot 37 BWR147, Dulacca** 178
To determine an application for the permanent road closure of part of an unnamed and unformed road that runs along the western boundary of Lot 37 Crown Plan BWR147, Dulacca.
- 13.4 Corporate Services Report Mutual Access Agreement Queensland Parliament and Local Government** 181
This Report is to seek Council's views on a mutual access agreement proposed by the Queensland Parliament and Local Government.
- 13.5 Corporate Services Report Reduction in Worker's Compensation Premiums** 188
The purpose of this report is to communicate the downward trend in the cost of Workers' Compensation Premiums payable by Western Downs Regional Council (WDRC) to the Local Government Workcare (LGW) scheme.
- 13.6 Corporate Services Report Appoint Independent Member Terms of Reference Audit Committee** 191
This Report is to seek Council's approval for the appointment of an Independent Member, Chairperson and the revised Terms of Reference for the Western Downs Regional Council Audit Committee for the current term of Council.
- 13.7 Corporate Services Report DNRME Case 202010353 Sale of Undefined Reserve within Lot 1 RP105354 Dalby-Apunyal Road KAIMKILLENBUN** 200
The purpose of the Report is to consider a request received from DNRME (Case 202010353) regarding the sale of an undefined reserve within Lot 1 RP105354 Dalby-Apunyal Road, Kaimkillenbun.
- 13.8 Corporate Services Report DNRME Stock Trucking Lease Lot 288 CPAG4290 Healy Street Dalby** 209
This Report is to obtain Council's view and requirements in response to DNRME's notification of an application to lease Lot 288 on CPAG4290, Reserve for Stock Trucking Purposes.

14. INFRASTRUCTURE SERVICES

15. COMMUNITY AND LIVEABILITY

- 15.1 Community and Liveability Report Community Projects Program Round 3 2019.2020** 217
- The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020 in relation to the Assessment of Round Three of the 2019/2020 Community Projects Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.
- 15.2 Community and Liveability Report Local Events Program Round 3 2019.2020** 225
- The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020 in relation to the Assessment of Round Three of the 2019/2020 Local Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.
- 15.3 Community and Liveability Report Recycle Market Enviro Grants Program** 232
- The purpose of this report is to inform Council of the outcome of the funding round for Recycle Market Enviro Grants Program funded by Iolar Operational Services which closed on 31 March 2020.
- 15.4 Community and Liveability Report COVID-19 Recovery Package Business Recovery Planning Initiative** 234
- The purpose of this Report is to provide Council with an update on the Business Recovery Planning Initiative and to seek Council's interest in extending this program.

16. NOTICES OF MOTION

- 16.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS**
Please see agenda item 9.5.1.1

- 16.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**

17. URGENT GENERAL BUSINESS

18. DEPUTATION

19. MEETING CLOSURE

Title **Adopt Ordinary Meeting of Council Minutes 20 May 2020**

Date 2 June 2020

Responsible Manager R. Musgrove, CHIEF EXECUTIVE OFFICER

Summary

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 20 May 2020.

Link to Corporate Plan

Nil

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 20 May 2020, copies of which have been circulated to Members, be taken as read and confirmed.

Attachments

1. Copy of Unconfirmed Minutes of the Ordinary Meeting of Council held on Wednesday, 20 May 2020.

Authored by: A.Lyell, Executive Services Administration Assistant



Ordinary Meeting of Council Minutes

Date Wednesday, 20 May 2020
Time: 9:30am
Location: Tara Soldiers War Memorial
19 Fry Street, Tara QLD 4421

Councillors:

Cr. P. M. McVeigh (Chairperson)
Cr. A. N. Smith
Cr. K. A. Bourne
Cr. K. A. Maguire
Cr. I. J. Rasmussen
Cr. M. J. James
Cr. O. G. Moore
Cr. C. T. Tillman

Officers:

R. A. Musgrove, Chief Executive Officer
S. M. Peut, General Manager (Corporate Services)
G. K. Cook, General Manager (Infrastructure Services)
J. K. Taylor, General Manager (Community and Liveability)
J. L. Weier, Senior Executive Officer
A. G. Lyell, Executive Services Administration officer

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.30AM

2. OPENING PRAYER AND MINUTE SILENCE

Paster Ron Evans from the Community Church Tara, delivered the opening prayer. This was followed by the observance of a minute silence.

3. APOLOGIES

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. A. N. Smith

That Council accept the apology for non-attendance from Cr. P.T. Saxelby.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

4. CONGRATULATIONS

Cr M.J. James requested that congratulations be extended to Bryce Krause and Charlotte McNeill from Dalby for receiving Gold awards in the JX Australia Swimming Championships.

5. CONFIRMATION OF MINUTES

5.1 Adopt Minutes Post-Election Meeting of Council 27 April 2020

The purpose of this Report is for Council to adopt the Minutes of the Post-Election Meeting of Council held on Monday, 27 April 2020.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1. The Unconfirmed Minutes of the Post-Election Meeting of Council held on Monday, 27 April 2020, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

5.2 Adopt Ordinary Meeting of Council Minutes 27 April 2020

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Monday, 27 April 2020

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Maguire

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 27 April 2020, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

Ordinary Meeting of Council 27 April 2020

1. Agenda Item 9.2.1 Cr. O. G. Moore requested Council be provided with the Chief Executive Officers terms and conditions of employment and Key Performance Indicators at the appropriate time.

2. Agenda Item 9.2.6 Cr. O. G. Moore requested that a full list of the accelerated Infrastructure Program Projects as approved be provided to the local Chambers of Commerce.

7. PRESENTATION OF PETITIONS BY COUNCILLORS

8. MAYORAL UPDATE

8.1 Executive Services Mayoral Report April 2020

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of April 2020

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. C. T. Tillman

That this report be received and noted.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

9. CONFIDENTIAL ITEMS

Section 275 of the Local Government Regulation 2012 in relation to Closed meetings provides:

(1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss-

(a) the appointment, dismissal or discipline of employees; or

(b) industrial matters affecting employees; or

(c) the local government's budget; or

(d) rating concessions; or

(e) contracts proposed to be made by it; or

(f) starting or defending legal proceedings involving the local government; or

(g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

(2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.

(3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

COUNCIL RESOLUTION - CLOSE MEETING

Moved By Cr. A. N. Smith

Seconded By Cr. M. J. James

That Council resolve to close the Meeting in accordance with Sections 275 (1) (E-F) of the *Local Government Regulation 2012* at 9.44AM to discuss the following Confidential Reports:

AM to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Chinchilla Cultural Precinct Masterplan Project
2. Corporate Services Confidential Report Quarterly Liability Update as at 30 March 2020

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

COUNCIL RESOLUTION - REOPEN MEETING

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Maguire

That Council resolve to reopen the Meeting at 9.53AM.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

9.1 EXECUTIVE SERVICES

9.2 CORPORATE SERVICES

9.2.1 Corporate Services Confidential Report Chinchilla Cultural Precinct Masterplan Project

The purpose of this Report is to seek Council approval, for the engagement of a construction architect to undertake detailed construction design of the Chinchilla Cultural Precinct Masterplan Project.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. K. A. Bourne

That this Report be received, and that Council:

1. approve the engagement of a construction architect under LocalBuy Supplier Arrangement BUS265 and in accordance with S234 of the *Local Government Regulation 2012* to carry out detailed construction design for the Chinchilla Cultural Precinct within the cost range detailed in this Report; and
2. request that the architect selected, attend a Councillor Information Session to discuss the design requirements prior to commencing the construction design works.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

9.2.2 Corporate Services Confidential Report Quarterly Liability Update as at 30 March 2020

To provide Council with a quarterly update on liability matters as at 30 March 2020.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. C. T. Tillman

That Council note the liability matters.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

9.3 COMMUNITY AND LIVEABILITY

9.4 INFRASTRUCTURE SERVICES

10. PLANNING

11. EXECUTIVE SERVICES

11.1 Executive Services Chief Executive Officer Report April 2020

The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of April 2020.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. A. N. Smith

That this Report be received and noted

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

11.2 Executive Services Report Outstanding Actions April 2020

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 27 April 2020.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen
Seconded By Cr. K. A. Maguire

That this Report be received and that the item description of High Quality Agricultural land be removed from the Outstanding Actions List.

AMENDMENT NO. 1

Moved By Cr. M. J. James
Seconded By Cr. A. N. Smith

That this Report be received and that the item description of Councillor Information Session High Quality Agricultural Land Western Downs Planning Scheme be removed from the Outstanding Actions List.

The **AMENDMENT NO. 1** was **PUT** and **CARRIED**

The **AMENDMENT NO. 1** became the **SUBSTANTIVE MOTION** and was **PUT** and

CARRIED (5 to 3)

For (5): Cr. P. M. McVeigh, Cr. A. N. Smith, Cr. K. A. Bourne, Cr. K. A. Maguire,
and Cr. I. J. Rasmussen

Against (3): Cr. M. J. James, Cr. O. G. Moore, and C. T. Tillman

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore
Seconded By Cr. C. T. Tillman

That the CEO organise a Councillor information Session in relation to the purchase of strategic properties within the Western Downs Regional Council area.

LOST (2 to 6)

For (2): Cr. O. G. Moore, and Cr. C. T. Tillman

Against (6): Cr. P. M. McVeigh, Cr. A. N. Smith, Cr. K. A. Bourne, Cr. K. A. Maguire,
Cr. I. J. Rasmussen, and Cr. M. J. James

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

12. CORPORATE SERVICES

12.1 Corporate Services Report 2019 2020 Q3 Enterprise Risk Management and Operational Plan Review

The purpose of this Report is to provide Council:

1. The status of the strategic risks which Council manages under its Enterprise Risk Management Framework; and
2. Progress toward achieving 2019/20 Operational Plan outcomes for the third quarter.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. K. A. Maguire

That this Report be received and noted.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

12.2 Corporate Services Financial Report April 2020

The purpose of this Report is to provide Council with the Financial Report for the period ending 30 April 2020.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

That Council receives and notes the April 2020 Financial Report and resolves to approve \$0.887 million in capital expenditure and \$1.364 million in capital revenue being added to Council's capital works program.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

12.3 Corporate Services Quarterly Report January to March 2020

The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments of Customer Support and Governance, Facilities, Human Resources and Information Technology during the third quarter of the 2019-2020 financial year.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire
Seconded By Cr. M. J. James

That this report be received and noted.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

13. INFRASTRUCTURE SERVICES

13.1 Infrastructure Services Quarterly Report January-March 2020

The purpose of this Report is to provide Council with a quarterly update in relation to the Infrastructure Services' Works, Utilities and Technical Services departments performance.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore
Seconded By Cr. A. N. Smith

That this Report be received and noted.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

14. COMMUNITY AND LIVEABILITY

14.1 Community and Liveability Report Amendments Community Grants Council Policy

The purpose of this report is to provide Council with information on the review of the Community Grants – Council Policy and to seek endorsement of the Policy.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire
Seconded By Cr. K. A. Bourne

That this report be received and that Council adopt the amended Community Grants – Council Policy.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne
Seconded By Cr. C. T. Tillman

That Councillors C.T. Tillman, K.A. Bourne, O.G. Moore, P.T. Saxelby and K.A. Maguire are appointed as members to the Western Downs Regional Council Community Grants Assessment Reference Group.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith
Seconded By Cr. C. T. Tillman

That Council resolve to adjourn the Meeting.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

The Meeting adjourned at 10.42am.

The Meeting resumed at 11.16am.

15. DEPUTATION

15.1 Deputation David Gunther

David Gunther, President Tara Swimming Club, addressed Council in relation to the Tara Swimming Pool. He provided an outline on the recent usage of the pool by local and district schools and swim clubs. Mr Gunther said he is looking forward to working with Council on the Tara Swimming Pool precinct.

15.2 Deputation Roger Geldard

Mr Geldard addressed Council in relation to the current rating category of his property and requested that Council reconsider his original request to amend rating category under the basis of equity and fairness across rural ratepayers.

16. COMMUNITY AND LIVEABILITY

16.1 Community and Liveability Quarterly Report January to March 2020

The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division for the third quarter of the 2019 / 2020 Financial Year.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire
Seconded By Cr. A. N. Smith

That this Report be received and noted.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

16.2 Community and Liveability Report COVID-19 Library Takeaway Service

The Libraries were recently required to closed under the state and federal government legislation enforced as a result of the COVID-19 pandemic. While the closure was mandatory and lockdown essential, the Libraries team wanted to uphold our services to the community and ensure our residents did not lose their appetite for a good read or a familiar movie or TV series, the Library Takeaway initiative was born.

COUNCIL RESOLUTION

Moved By Cr. M. J. James
Seconded By Cr. K. A. Maguire

That this report be received and noted.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

17. NOTICES OF MOTION

17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

17.1.1 Executive Services Report Councillor M.J. James Notice of Motion Concept Design for Tara Pool and the sites adjacent

The purpose of this Report is to bring to Council's attention the Notice of Motion from Councillor M.J. James entitled "Councillor M.J. James Notice of Motion Concept Design for Tara Pool and the sites adjacent".

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. A. N. Smith

That Council consider, as part of the 20-21 budget process, funding the development of a concept design for the Tara Pool Precinct encompassing the council-owned properties adjacent to the current Tara Pool to

- achieve improved aesthetic presentation and safety, and
- give consideration to future tourism and community potential of the precinct;

and further, that this concept design be done in conjunction with the design of the Tara Pool Replacement Project (part of COVID-19 Recovery package).

POINT OF ORDER

Cr I.J. Rasmussen asked the Chairperson to decide a Point of Order in regard to motion not being as per the recommendation. The Chairperson determined that the motion was approved to proceed.

CARRIED

ABSENT. DID NOT VOTE: Cr. P. T. Saxelby

17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

17.2.1 Cr. O.G. Moore Notice of Motion

Cr O.G. Moore advised his intention to move a Motion at the next Ordinary Meeting of Council as follows:

1. That council reconsider the application of rates on Lot 3 on Crown Plan BWR1.

18. URGENT GENERAL BUSINESS

19. MEETING CLOSURE

The Meeting concluded at 11.46am.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting of Council held this 20 May 2020.

Submitted to the Ordinary Meeting of Council held this Wednesday, 17 June 2020.

Signed:

Cr. P.M. McVeigh

MAYOR OF WESTERN DOWNS REGIONAL COUNCIL

UNCONFIRMED

Title **Executive Services Mayoral Report May 2020**

Date 5 June 2020

Responsible Manager R. Musgrove, CHIEF EXECUTIVE OFFICER

Summary

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of May 2020

Link to Corporate Plan

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and noted.

Background Information

Nil

Report

1. Meetings, delegations and forums attended by the Mayor during the month of May 2020:

Date	Who/Where	Details
6 May 2020	<ul style="list-style-type: none"> • Councillor Information Session • Development Assessment Panel Meeting • Meeting with Premier and Queensland Mayors 	Dalby Dalby Phone
7 May 2020	<ul style="list-style-type: none"> • Queensland Resources Council teleconference COVID 19 Update 	Phone
11 May 2020	<ul style="list-style-type: none"> • Media Opportunity - COVID-19 Recovery Package Announcement 	Dalby
14 May 2020	<ul style="list-style-type: none"> • Queensland Resources Council teleconference COVID 19 Update 	Phone
15 May 2020	<ul style="list-style-type: none"> • Meeting with Ann Leahy 	Phone
18 May 2020	<ul style="list-style-type: none"> • Councillor Information Session • Development Assessment Panel Meeting 	Dalby Dalby
19 May 2020	<ul style="list-style-type: none"> • Meeting with Southern Country Tourism 	Phone

20 May 2020	<ul style="list-style-type: none"> • Ordinary Meeting of Council • Audit committee Discussion • Meeting with Premier and Queensland Mayors 	Tara Tara Phone
21 May 2020	<ul style="list-style-type: none"> • Queensland Resources Council teleconference COVID 19 Update • Meeting with David Littleproud 	Phone Dalby
22 May 2020	<ul style="list-style-type: none"> • Radio Interview with 4WK Graham Healy • Local Government Association of Queensland - Civic Leaders Summit - Interview Panel • WIN TV Interview - Chinchilla Crash • ABC TV Interview - Chinchilla Crash 	Phone Phone Dalby Dalby
25 May 2020	<ul style="list-style-type: none"> • Meeting with Helmont Energy - Bioenergy Roadmap • Meeting with Green Hydrogen Hub • Meeting with Community Member 	Dalby Dalby Dalby
26 May 2020	<ul style="list-style-type: none"> • Meeting with Southern Queensland Landscapes 	Phone
27 May 2020	<ul style="list-style-type: none"> • Meeting with Premier and Queensland Mayors 	Phone
28 May 2020	<ul style="list-style-type: none"> • ABC radio Interview - Tara Lagoon Parklands • Queensland Resources Council teleconference COVID 19 Update 	Phone Phone
30 May 2020	<ul style="list-style-type: none"> • Presenting a letter to a Community Member - 100th Birthday 	Dalby

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Conclusion

The forgoing represents activities undertaken by the Mayor during the month of May 2020.

Attachments

Nil

Authored by: A. Lyell, Executive Services Administration Officer

Title (030.2019.539.001) Community and Liveability Report Development Application Material Change Use Extension Educational Establishment Lot 2 SP295613 Lot 10 RP869017 88 Oak Street 67 Rodger Street Chinchilla Christian Community Ministries Ltd C/-Lennox Plan

Date 2 June 2020

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this report is for Council to decide the proposed development for Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land described as Lot 2 on SP295613 and Lot 10 on RP869017, situated at 88 Oak Street and 67 Rodger Street, Chinchilla.

Link to Corporate Plan

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. The application for a Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land described as Lot 2 on SP295613 and Lot 10 on RP869017 and situated at 88 Oak Street and 67 Rodger Street, Chinchilla, be approved, subject to the following conditions:

APPROVED PLANS AND DOCUMENT

1. The development shall be carried out generally in accordance with the Approved Plans and Document listed below, subject to and modified by the conditions of this approval:

Plan No: SK-A23, Revision B

Description: Master Plan, Stage 3 & 4 Site Plan, prepared by Alpha Architects, dated 20.11.19

Plan No: SK-A24, Revision A

Description: Master Plan, Stage 3 & Stage 4 Part Site Plan - Car Park, prepared by Alpha Architects, dated 20.11.19

Plan No: SK-A02, Revision A

Description: Proposed 3 GLA, Floor Plan & Elevations, prepared by Alpha Architects, dated 20.11.19

- Plan No:** SK-A02, Revision A
Description: Proposed Ball Court, Toilet and Store Building, Floor Plan, prepared by Alpha Architects, dated 20.11.19
- Plan No:** 2601 - A-4.1, Revision B
Description: Proposed Court Cover, Elevations, prepared by Spantech, dated 1/6/2020
- Plan No:** 2601 - A-4.2, Revision B
Description: Proposed Court Cover, Elevations, prepared by Spantech, dated 1/6/2020
- Plan No:** SK0, Revision P2
Description: 2 x GLA Buildings - Yr 5 & Yr 6, Site Plan, prepared by Alpha Architects, dated 26.11.19
- Plan No:** SK1, Revision P1
Description: 2 x GLA Buildings - Yr 5 & Yr 6, Floor Plan & Roof Plan, prepared by Alpha Architects, dated 11.11.19
- Plan No:** SK2, Revision P2
Description: 2 x GLA Buildings - Yr 5 & Yr 6, Elevations & Sections, prepared by Alpha Architects, dated 26.11.19
- Plan No:** SK3, Revision P1
Description: 2 x GLA Buildings - Yr 5 & Yr 6, Perspective, prepared by Alpha Architects, dated 11.11.19
- Document:** CW19058, Revision 0
Description: Site Based Stormwater Management Plan, prepared by Civil Works Engineers, dated 24/04/20

2. Where there is any conflict between the conditions of this development approval and the details shown on the Approved Plans and Document, the conditions of this development approval must prevail.

APPROVED DEVELOPMENT

3. The approved development is Material Change of Use to establish an Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) as shown on the Approved Plans and Document.
4. The development is to occur over two stages, Stages 3 and 4, as shown on the Approved Plans.
5. Conditions within this approval are applicable to each stage of the development, unless otherwise specified.

COMPLIANCE, TIMING AND COSTS

6. All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.
7. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

FEES AND CHARGES

8. All fees, rates, interest and other charges levied on the property, shall be paid in full, in accordance with the rate at the time of payment.

MAINTENANCE

9. The development (including landscaping, parking, driveways and other external spaces) shall be maintained in accordance with the Approved Plans and Document, subject to and modified by any conditions of this approval.
10. The site shall be maintained in a clean and orderly state at all times, to Council's satisfaction.

NOISE EMISSIONS

11. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Noise) Policy 2008*.

AIR EMISSIONS

12. Air emissions (odour and dust) from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2008*.

WASTE MANAGEMENT

13. All waste generated from construction of the proposed development shall be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Waste Reduction and Recycling Act 2011*.
14. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011*.

VISUAL AND GENERAL AMENITY

15. All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of development works and any ensuing defects liability period.

LIGHTING

16. Direct lighting or lighting does not exceed 8.0 lux at 1.5 metres beyond the boundary of the site.

LANDSCAPING

17. Landscaping is to be provided to the site's Rodger Street frontage and in Stages 3 and 4 Car Park as shown on Approved Plan SK-A23, Revision B, prepared by Alpha Architects, dated 20.11.19 and generally in accordance with Approved Landscape Master Plan SK-A07, prepared by Alpha Architects, dated 21/02/2017.

INFRASTRUCTURE CHARGES

18. All infrastructure charges including those associated with Council's Water, Sewerage, Stormwater, Transport and Parks Networks are now levied under the *Planning Act 2016*. As required under Section 119 of the *Planning Act 2016*, a separate Infrastructure Charges Notice is attached for the development.

ENGINEERING WORKS

19. Submit to Council, an Operational Work application for all civil works including earthworks, stormwater, access, and car parking.

20. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant standards.
21. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the work has been undertaken in accordance with the Approved Plans and Document and to Council's requirements, prior to commencement of the use.
22. Be responsible for the full cost of any alterations necessary, to easements and/or other public utility installations in connection with the development.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

23. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
24. Repair all damage incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damage immediately upon completion of work associated with the development.

CONSTRUCTION AND NUISANCE MANAGEMENT PLAN

25. Submit to Council for endorsement, a Construction and Nuisance Management Plan for the approved development work for the site prior to commencement of construction. The Plan is to cover where applicable, the following:
 - air quality management;
 - noise and vibration management;
 - complaint management;
 - preparation of site work plans;
 - workers' car parking arrangements; and
 - traffic control during works.
26. Implement the approved Construction Management Plan at all times during construction of the development.
27. Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.

STORMWATER MANAGEMENT

28. Provide stormwater management generally in accordance with the Approved Conceptual Site Based Stormwater Management Plan prepared by Civil Works Engineers, Job No. CW19058, Revision 0, dated 24/04/20, subject to detailed design and except as altered by conditions of this development approval.
29. Design and construct stormwater drainage to ensure that there is no nuisance or interference with the current use or potential future uses of all downstream properties including road reserves and the like, for design storms of ARI2, ARI5, ARI10, ARI20 and ARI50.
30. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in flood damage on other properties.
31. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

32. Design and construct stormwater drainage incorporating measures to prevent any solid matter or floatable oils being carried into the existing stormwater system.

WATER SUPPLY

33. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

34. Connect the development to Council's existing reticulated sewerage system via a single connection.

PARKING AND ACCESS - GENERAL

35. Design and construct all sealed areas with concrete, asphalt or a two-coat bitumen seal.
36. Provide a minimum of forty-eight (48) car parking spaces for Stage 3, and fifty (50) car parking spaces for Stage 4.
37. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
38. Line mark or otherwise delineate the car park aisles and driveways within the development with directional arrows on the pavement, to enable all vehicles to enter and leave the site in a forward gear.
39. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

VEHICLE ACCESS

40. Construct a commercial crossover between the property boundary and the edge of the Rodger Street road pavement, having a minimum width of 8 metres, generally in accordance with Council's Standard Drawing No. R-006, Revision A. Ensure that crossover splay is designed to accommodate turning movements of a Small Rigid Vehicle.
41. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

REDUNDANT CROSSOVERS

42. Remove all redundant crossovers and reinstate the road pavement, services, verge and any footpath to Council's standard immediately adjacent to the frontage of the site.

ELECTRICITY AND TELECOMMUNICATIONS

43. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

44. Earthworks per site involving a quantity of material greater than 50m³ requires an Operational Work application.
45. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EROSION AND SEDIMENT CONTROL - GENERAL

46. Ensure that all reasonable action is taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
47. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

ENVIRONMENTAL HEALTH

48. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
 - 48.1 do not cause nuisance to adjoining residents by the way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours;
 - 48.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and
 - 48.3 do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).
49. Do not release contaminants or contaminated water directly or indirectly from the land subject to this approval, or to the ground or groundwater at the land subject to this approval, except for:
 - 49.1 uncontaminated overland stormwater flow; and
 - 49.2 uncontaminated stormwater to the stormwater system.

REFERRAL AGENCY RESPONSE

1. Department of State Development, Manufacturing, Infrastructure and Planning dated 30 January 2020.

ADVISORY NOTES

NOTE 1 - Relevant Period

*"A part of a development approval lapses at the end of the following period (the **currency period**)—*

Material Change of Use

"(a) for any part of the development approval relating to a material change of use—if the first change of use does not happen within—

- (i) the period stated for that part of the approval; or*
- (ii) if no period is stated—6 years after the approval starts to have effect."*

NOTE 2 - Aboriginal Cultural Heritage

It is advised that under Section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships' website www.datsip.qld.gov.au.

NOTE 3 - General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 4 - General Safety of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 5 - Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken three (3) months after the approval takes effect. If the works are completed prior to this time, please contact Council for an earlier inspection. A property note to this effect will be placed on Council's records.

NOTE 6 - Duty to Notify of Environmental Harm

If a person becomes aware that serious or material environmental harm is caused or threatened by an activity or an associated activity, that person has a duty to notify Western Downs Regional Council.

Background Information

The relevant background information to this application is as follows:

Application No: 030.2019.539.001	Assessment No: 12072	Keywords Index: AD6.6.2 & LG7.6.1
PART 1: APPLICATION		
Applicant:	Christian Community Ministries Pty Ltd C/- Lennox Planning and Development	
Owner:	Christian Community Ministries Property Pty Ltd atf Christian Community Ministries Property Trust	
Site Address:	88 Oak Street and 67 Rodger Street, Chinchilla	
Site Area:	Lot 2: 4.612ha Lot 10: 1.000ha	
Real Property Description:	Lot 2 on SP295613 and Lot 10 on RP869017	
Proposed Development:	Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park)	
Level of Assessment:	Impact	
Type of Application:	Material Change of Use	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Community Facilities and Low Density Residential	
Precinct:	N/A	
Overlays:	<ul style="list-style-type: none">• Bushfire Risk - Medium• Flood Hazard - Low• Extractive Industry - Petroleum Lease PL185 - Authority to Prospect ATP676• Natural Resources - Agricultural Land Class A - Groundwater Vulnerability Area• Stormwater Overland Flow - Minor Flow Path	
Pre-lodgement Meeting:	No	
Application Lodgement Date:	03/12/2019	

Properly Made Application:	Yes	Date: 10/12/2019
Confirmation Notice Issued:	Yes	Date: 19/12/2019
PART 3: INFORMATION REQUEST		
Information Request Issued:	Yes	Date: 08/01/2020
Applicant's Response:	Yes	Date: 28/04/2020
PART 2: REFERRALS		
Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP)	<ul style="list-style-type: none"> · On 15/01/2020 DSDMIP advised that they would not be issuing an Information Request. · Council received the Concurrence Agency response, with conditions from DSDMIP on 30/01/2020 	
PART 4: PUBLIC NOTIFICATION		
Start Date:	Yes	Date: 08/05/2020
Notice of Compliance Received:	Yes	Date: 01/06/2020
Submissions:	One (1)	
PART 5: DECISION PERIOD		
Date Commenced:	02/06/2020	
Decision Due Date:	08/07/2020	

Report

1. Site

The subject site comprises two allotments, described as Lot 2 on SP295613 and Lot 10 on RP869017, and is located at 88 Oak Street and 67 Rodger Street, Chinchilla.

Lot 2 on SP295613 is included in the Community Facilities Zone and Low Density Residential Zone, is developed and contains the Chinchilla Christian College, and is accessed via Oak and Rodger Streets.

Lot 10 on RP869017 is included in the Low Density Residential Zone, is developed and contains a Dwelling, and is accessed via Rodger Street. The Dwelling is currently occupied by a Christian College staff member who undertakes maintenance of the property. The Dwelling will remain on the site.

2. Approval History

Lot 2 on SP295613, which contains the Chinchilla Christian College was created as part of combined application 030&035.2017.83.001 for a Preliminary Approval affecting the Planning Scheme in accordance with Section 242 of the *Sustainable Planning Act 2009* and a Boundary Realignment. This development was approved via a Negotiated Decision Notice on 14 September 2017 by Western Downs Regional Council and was to establish an Educational Establishment and Child Care Centre Uses on the newly realigned site.

As a result, a 20 Year Master Plan for the Chinchilla Christian College was approved. The Preliminary Approval Document, namely the Chinchilla Christian College Development Code, was also approved by Council. The future stages of the Chinchilla Christian College, in accordance with the Approved Master Plan, are required to be assessed in accordance with the Chinchilla Christian College Development Code.

Since the original Preliminary Approval and Development Permit for Stage 1 were issued, the following additional Development Permits have been issued:

- 030.2019.387.001 Material Change of Use to establish an Educational Establishment (2 Classrooms and Locker Room) on Lot 2 on SP295613 situated at 88 Oak Street, Chinchilla was approved by Council on 25 September 2019. The development involved converting an existing covered area into 2 Classrooms (General Learning Areas) and Locker Room for secondary school use.

- 030&035&040.2019.329.001 Material Change of Use to establish an Educational Establishment (Athletic Oval), Reconfiguring a Lot (Dividing Land into Parts by Agreement - Lease Exceeding 10 Years) and Operational Work (Earthworks) on Lot 2 on SP295613, Lot 10 on RP869017 and Lot 226 on LY201 situated at 88 Oak Street, 67 Rodger Street and Slessar Street, Chinchilla was approved by Council on 23 October 2019. The development involves the establishment of an Athletic Oval for the existing Chinchilla Cristian College which includes an extension of the School grounds south into part of Lot 266 on LY201. The Reconfiguring a Lot component of the approval is to establish a lease area to accommodate the proposed Athletic Oval. The lease area is approximately 4ha. The Operational Work component of the approval is for earthworks involving cutting and filling to establish a level Oval surface, to redirect an existing swale and to continue to convey stormwater runoff from the site.

3. Proposal

The proposed development involves two stages of the Chinchilla Christian College extension as illustrated on the Approved Masterplan, Stages 3 and 4. Stage 3 comprises 3 General Learning Areas (GLAs), a covered ball court with storage area and toilets and a car park extension of 48 additional spaces. Stage 4 comprises a further 50 car parking spaces and 4 GLA buildings for primary students.

A review of the Approved Master Plan and the current proposal plans shows there is some divergence from the approved layout and staging, however, it is considered that this proposal is still generally in accordance with the Master Plan. In terms of layout, the following changes are noted:

- Stage 3 as originally proposed on the Master Plan, included a car park extension, administration building extension and Child Care addition. As part of the current proposal, Stage 3 now comprises 3 GLAs, a covered ball court with storage area and toilets and a car park extension. The applicant has advised that the administration extension and Child Care Centre addition have been deferred, as current facilities are suitable.
- Stage 4 as originally approved on the Master Plan, included 2 GLAs. As part of the current proposal, Stage 4 comprises 4 GLAs. Two GLAs for Year 6 have been added in place of a toilet block and sports store.
- The car park on the eastern side of the property has been rearranged and moved slightly south.
- The ball court has moved south.
- The toilet block and sports store have been incorporated into the Ball Court design.

In relation to the car parking, the proposed Stage 3 and Stage 4 car park will provide a combined 98 spaces. Stage 3 will provide 48 spaces, which exceeds the 26 spaces of the Stage 3 car park on the approved Master Plan. As part of the original Preliminary Approval, no additional parking was required at Stage 4, however, a further 50 spaces are proposed. The applicant has advised that this is reflective of the College's enrolment growth above projections and bringing forward the Classrooms from Stage 5 and the Covered Ball Court from Stage 6.

The current application for Stages 3 and 4 of the Approved Master Plan, triggers assessment against the Approved Chinchilla Christian College Development Code. The development also involves an encroachment (eastern side of the car park for both stages) into 67 Rodger Street, Chinchilla (Lot 10 on RP869017). As the current proposal includes development over an additional site and development that was not included on the Approved Master Plan, the application also requires assessment against the Western Downs Planning Scheme 2017 incorporating Amendment 1.

4. Assessment

The following are the Assessment Benchmarks applying to this development:

ASSESSMENT MATTERS							
Assessment Benchmarks	<p>The development was assessed against the following Assessment Benchmarks:</p> <ul style="list-style-type: none"> ▪ Chinchilla Christian College Development Code ▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> · Community Facilities Zone Code · Low Density Residential Zone Code · Bushfire Hazard Overlay Code · Flood Hazard Overlay Code · Natural Resources Overlay Code · Stormwater Overland Flow Path Overlay Code · Transport, Access and Parking Code · Infrastructure Services Code 						
Reasons for Decision	<p>The development was assessed against all of the Assessment Benchmarks listed above and complies with all of these with the exception listed below.</p> <table border="1"> <thead> <tr> <th>Assessment Benchmark</th> <th>Reasons for the Approval Despite Non-compliance with Benchmark</th> </tr> </thead> <tbody> <tr> <td colspan="2">Low Density Residential Code</td> </tr> <tr> <td> <p>The purpose of the Low Density Residential Zone Code is to provide for predominantly dwelling houses supported by community uses and small scale services and facilities for local residents.</p> <p>Inconsistent Development within the Low Density Residential Zone includes the following:</p> <p>Educational Establishment</p> </td> <td> <p>Despite the development being identified as an Inconsistent Use for the Zone, the proposal is considered suitable based on the following:</p> <ul style="list-style-type: none"> ▪ The proposed development is an extension to the existing Chinchilla Christian College. The expansion of the School has already been approved by Council as part of the Preliminary Approval as shown on the Approved Master Plan. The proposed development is generally in accordance with the existing Preliminary Approval and Master Plan. ▪ The proposed development is within the reasonable amenity expectations of the residents of the adjacent properties given the development is for an extension to an existing use. ▪ The site is also partially Zoned Community Facilities. An Educational Establishment is identified as a Consistent Use within the Community Facilities Zone. </td> </tr> </tbody> </table>	Assessment Benchmark	Reasons for the Approval Despite Non-compliance with Benchmark	Low Density Residential Code		<p>The purpose of the Low Density Residential Zone Code is to provide for predominantly dwelling houses supported by community uses and small scale services and facilities for local residents.</p> <p>Inconsistent Development within the Low Density Residential Zone includes the following:</p> <p>Educational Establishment</p>	<p>Despite the development being identified as an Inconsistent Use for the Zone, the proposal is considered suitable based on the following:</p> <ul style="list-style-type: none"> ▪ The proposed development is an extension to the existing Chinchilla Christian College. The expansion of the School has already been approved by Council as part of the Preliminary Approval as shown on the Approved Master Plan. The proposed development is generally in accordance with the existing Preliminary Approval and Master Plan. ▪ The proposed development is within the reasonable amenity expectations of the residents of the adjacent properties given the development is for an extension to an existing use. ▪ The site is also partially Zoned Community Facilities. An Educational Establishment is identified as a Consistent Use within the Community Facilities Zone.
Assessment Benchmark	Reasons for the Approval Despite Non-compliance with Benchmark						
Low Density Residential Code							
<p>The purpose of the Low Density Residential Zone Code is to provide for predominantly dwelling houses supported by community uses and small scale services and facilities for local residents.</p> <p>Inconsistent Development within the Low Density Residential Zone includes the following:</p> <p>Educational Establishment</p>	<p>Despite the development being identified as an Inconsistent Use for the Zone, the proposal is considered suitable based on the following:</p> <ul style="list-style-type: none"> ▪ The proposed development is an extension to the existing Chinchilla Christian College. The expansion of the School has already been approved by Council as part of the Preliminary Approval as shown on the Approved Master Plan. The proposed development is generally in accordance with the existing Preliminary Approval and Master Plan. ▪ The proposed development is within the reasonable amenity expectations of the residents of the adjacent properties given the development is for an extension to an existing use. ▪ The site is also partially Zoned Community Facilities. An Educational Establishment is identified as a Consistent Use within the Community Facilities Zone. 						

4.1 Chinchilla Christian College Development Code

The proposed development is consistent with the Development Code prepared for the 20 year growth of the Chinchilla Christian College previously approved by Council.

The development complies with the criteria of the Code relating to building height, building set backs, site coverage etc. The road frontage setbacks from the proposed car parking area on Rodger Street are landscaped and include pedestrian paths a minimum of 1.2m wide for the full frontage. Landscaping is proposed along the frontage of Rodger Street between the entrance and exit crossovers. Landscaping will also be undertaken within the car parking area, in accordance with the Approved Landscape Master Plan.

The proposed GLA buildings are consistent with the Approved Master Plan (with 1 of the 2 classrooms in the previous location of the toilet block/store) and the car park will be constructed at ground level having no impact on flood flow.

The Code requires the provision of on-site car parking spaces based on the staff numbers, student numbers and visitors to the site. A condition was included on the Preliminary Approval requiring a total number of car parking spaces to be provided and spaces to be provided for Stages 3, 5, 6 and 9. The applicant has advised that the projected 2022 student numbers at the School are as follows:

·	Primary	-	310 students
·	Secondary excluding Year 12	-	212 students
·	Year 12	-	16 students
·	Total students excluding Year 12	-	522

The projected 2022 FTE for all staff (teachers and non-teachers combined) is 52.69. Therefore the requirement for on-site car parking as per the Code is 143 car spaces including 2 person with disability (PWD) spaces.

The existing availability of sealed car parking spaces at the school is comprised of:

·	Main car park	=	36 spaces including 2 PWD
·	Western car park	=	13 spaces
·	Drop Zone (adjoining main car park)	=	8 spaces

Therefore the existing availability of car parking is 57 spaces including 2 PWD. A further 98 car parks will be constructed as part of the current development proposal, resulting in a total of 155 on-site car parking spaces. The number exceeds the car parking requirement for 143 spaces.

The proposed development is compliant with the Chinchilla Christian College Development Code.

4.2 Overlays

Bushfire Hazard Overlay Code

- A very small portion in the south-western corner of Lot 2 on SP295613 is identified as being subject to Medium Bushfire Hazard.
- The site has an established history of being used for Educational Establishment purposes. Buildings and structures associated with the development are located outside the area identified as Medium Bushfire Hazard.
- On this basis, it is considered that the development complies with the relevant Performance Outcomes of the Bushfire Hazard Overlay Code.

Flood Hazard Overlay Code

- A very small portion in the south-western corner of Lot 2 on SP295613 is identified as being subject to Low Flood Hazard.
- No buildings or structures are proposed to be located within the area identified as Low Flood Hazard.
- The applicant provided a Flood Impact Assessment prepared by Water Technology with the original Preliminary Approval application. The car parking area is the same impervious area as the Master Plan and will be constructed at ground level, therefore there will be no changes to flood parameters from this location.

As part of the Site Based Stormwater Management Plan prepared by Civil Works Engineers, Job No. CW19058, Revision 0, dated 24/04/20, it was determined that, as the applicant is proposing to mitigate stormwater discharge from the proposed car park, and the stormwater basin will be located outside the existing overland flow path, no update to the Flood Impact Assessment Report was required.

- On this basis, it is considered that the development complies with the relevant Performance Outcomes of the Flood Hazard Overlay Code.

Natural Resources Overlay Code

- The subject site is identified as Good Quality Agricultural Land - Class A and Groundwater Vulnerability Area.
- The Acceptable Outcomes applicable to sites on Agricultural Land and Water Resource Catchment Areas are only applicable to Material Change of Use development on sites included in the Rural Zone. As the site is located within the Low Density Residential and Community Facilities Zones, assessment against the Code is not applicable in this instance.

Stormwater Overland Flow Path Overlay Code

- The majority of the subject site is identified as being within a Minor Stormwater Overland Flow Path.
- As part of the response to Council's Information Request, the applicant provided a Site Based Stormwater Management Plan prepared by Civil Works Engineers. The Site Based Stormwater Management Plan recommends a concept stormwater drainage design for the development as following:

"Proposed Stormwater Drainage

Due to the topography of the existing site and location of the proposed car park, it is not possible to provide a typical stormwater detention basin and discharge to the existing swale via gravity. In addition, as the proposed car park is located in a flood area, a detention basin would not be effective.

As such, it is proposed to provide a detention system offline to offset the additional flows generated by constructing a new impervious car park. The detention basin will be located at the southern end of the access road capturing flows for the existing access road, existing buildings and open space in the western portion of the site. The basin will then discharge directly to the southern boundary via an outlet-controlled pipe and weir. The remainder of the site will be captured via the internal swales discharging directly to the overland flow path."

- Council's Development Engineer has reviewed the Stormwater Management Plan and has recommended a condition requiring stormwater management be generally in accordance with the Approved Stormwater Management Plan to ensure that there is no nuisance.
- On this basis, it is considered that the development complies with the relevant Performance Outcomes of the Stormwater Overland Flow Path Overlay Code.

4.3 Development Codes

Transport Access and Parking Code

- The Planning Scheme requires on-site car parking be provided for an Educational Establishment at a rate of 1 space per employee full-time equivalent and for Primary and Secondary School 1 space per 15 students. This is less than the requirements as identified under the Chinchilla Christian College Development Code.
- There is currently 57 on-site car parking spaces available with a further 98 spaces to be constructed as part of the current development proposal, resulting in a total 155 on-site car parking spaces. This exceeds the Planning Scheme car parking requirement for 88 spaces.
- A condition was included in the Preliminary Approval requiring a total number of car parking spaces to be provided and spaces to be provided for future development stages. As noted above, the proposed development is compliant with the Chinchilla Christian College Development Code car parking requirement.
- As part of the proposed development, two new vehicle access crossovers are proposed to establish car park entry and exit points on Rodger Street.
- Standard conditions regarding the access are recommended.

5. Public Notification

The application for a Material Change of Use to establish an Educational Establishment on a site zoned Low Density Residential is Impact Assessable in the Western Downs Planning Scheme 2017 incorporating Amendment 1.

Public Notification was undertaken for a period of 15 business days in accordance with the requirements of the *Planning Act 2016* and Development Assessment Rules.

The applicant:

- published a notice in the Chinchilla News on 7 May 2020;
- placed a notice on the frontage of the land from 7 May 2020 until 28 May 2020; and
- posted letters to adjoining land owners on 1 May 2020.

One (1) properly made submission was received in relation to the proposed development. The concerns raised by the submitter and the Planning Officer's response are outlined in the table below:

Submitter's Concerns	Planning Comments
<p><i>"The DA for a CCC high school infrastructure, fencing and landscape will remove a view I once had."</i></p>	<p>The adjoining properties are Zoned Low Density Residential in the Western Downs Planning Scheme incorporating Amendment 1. The maximum density of development outlined in the Overall Outcomes of the Low Density Residential Zone is ten times the maximum density of the Rural Residential Zone. Therefore, a loss of view would be anticipated as this locality was developed, irrespective of the proposed school expansion.</p> <p>The majority of the subject site is included in the Community Facilities Zone. An Educational Establishment is identified as a Consistent Use within the Community Facilities Zone.</p>

Submitter's Concerns	Planning Comments
	<p>The proposed development is an extension to the existing Chinchilla Christian College. The expansion of the School has already been approved by Council as part of the Preliminary Approval as shown on the Approved Master Plan. The proposed development is generally in accordance with the existing Preliminary Approval and Master Plan.</p> <p>A Landscape Master Plan was approved as part of the Preliminary Approval. Landscaping is proposed along the western boundary of the site adjoining the nearest residence to provide separation between the buildings and the boundary.</p>
<p><i>"My property was purchased for privacy reasons and on the assumption that neighbouring land on four sides would remain rural residential, large residential or low density residential. Rates are also paid on this assumption. Considering all of the above and the excessive noise generated by a high school D.A. would mean an invasion and violation of my privacy. For all the reasons above my property will also be devalued."</i></p>	<p>As discussed above, the adjoining properties are Zoned as Low Density Residential in the Western Downs Planning Scheme incorporating Amendment 1.</p> <p>Property values are not considered to be a valid planning ground on which to assess a development application.</p>
<p><i>"Under no circumstances will I tolerate any noise form any period warning or speakers except for special circumstances or for emergency use only."</i></p>	<p>Noise associated with the proposed development will be between the hours of 7am and 5pm Monday to Friday.</p> <p>Conditions are recommended to ensure that any noise from the site meets the relevant environmental standards and does not cause nuisance or environmental harm to the nearest sensitive receptors.</p>
<p><i>Principal of CCC has assured me that the driveway and parking on the Western high school front boundary on the D.A. will be used for staff and emergency purposes only. I would like this stipulated in any D.A. approval. Any additional use would have a major impact on traffic and parking on the street and footpath on the front of my property."</i></p>	<p>The applicant has previously advised that the western access will be used for staff and emergency vehicles only.</p> <p>As part of the proposed development, two new vehicle access crossovers are proposed to establish car park entry and exit points on Rodger Street.</p>
<p><i>"Parking is not adequate at the CCC at present and D.A fails to address parking in the future."</i></p>	<p>There is currently 57 on-site car parking spaces available with a further 98 spaces to be constructed as part of the current development proposal, resulting in a total 155 on-site car parking spaces.</p> <p>The number exceeds the Western Downs Planning Scheme incorporating Amendment 1 car parking requirement for an Educational Establishment which equate to 88 spaces.</p>

Submitter's Concerns	Planning Comments
	The proposed development is also compliant with the Chinchilla Christian College Development Code car parking requirement, exceeding the car parking requirement for 142 spaces.
<i>"CCC infrastructure in the D.A. is on my property and neighbouring properties and is illegal."</i>	The proposal plans indicate that landscaping will be planted along the western boundary of the site. Any landscaping planted will be wholly within the school lot.
<p>Stormwater/Kerb and Channel</p> <ul style="list-style-type: none"> · <i>"Guttering on Oak Street needs to be completed to separate the road from the sidewalk and to stop cars parking on the sidewalk making it safer for pedestrians. My front boundary isn't guttered."</i> · <i>Ground surfaces and road surfaces of the high school D.A. are not specified. No road guttering or drainage provisions are included in the D.A. which will have major impact on water runoff and flood height. All runoff water would be expected to be contained on CCC property. Third party insurance (including flood) will need to be provided for."</i> 	<p>Council's Consultant Development Engineer has reviewed the applicant's Stormwater Management Report and provided conditions to ensure there will be no worsening of stormwater runoff exiting the site.</p> <p>Kerb and channel along Oak Street exists for the full length of the road frontage of the subject site. It is not considered reasonable to require extension of the kerb and channel along Oak Street beyond the property boundary.</p>
<i>"No noise management plan included in the D.A. The D.A. is in a noise sensitive area. The D.A. is not comprehensive enough and should include such information as number and position of speakers/buzzers. No fencing specifications or options are included, including sound proof wall insulation details."</i>	Conditions have been recommended to ensure noise emissions from the site do not exceed the limits specified in the <i>Environmental Protection (Noise) Policy 2008</i> . This will ensure no nuisance or environmental harm will occur as a result of the proposed development.
<i>"Staff and student numbers of the high school are not specified in the D.A."</i>	The applicant advised in the development application, the School's projected enrolment growth for primary and secondary students to 2022, and the projected 2022 number of full-time equivalent staff.
<i>"WDRC have stated no buildings would be over 5m in height from ground level."</i>	<p>In accordance with the Western Downs Planning Scheme incorporating Amendment 1, the maximum building height in the Community Facilities Zone is 9.5m. The maximum building height in the Low Density Residential Zone is 8.5m.</p> <p>All proposed buildings comply with the maximum height requirement.</p>

Submitter's Concerns	Planning Comments
<p><i>"Considering the driveway on the high school front western boundary is initially for emergency use only, no access for construction for stage 1 is accounted for."</i></p>	<p>The proposed development is for Stages 3 and 4. A Development Permit was issued for Stage 1 with access permitted at two points along Oak Street; one being for access to the main car park, the other providing access to the western staff car park.</p>

6. Infrastructure Charges

Council's Infrastructure Charges Resolution (No. 7.1) 2017 requires payment of infrastructure contributions for an Educational Establishment based on the Gross Floor Area (GFA) of the development.

The applicant has provided GFAs and details of new impervious area for the purpose of calculating infrastructure charges, and has requested a separate Infrastructure Charges Notice for each element of the proposal, that is one for each of the following:

- Three General Learning Areas (Stage 3)
- Ball Courts including Storage Area
- Ball Court Amenities
- Car Park (Stage 3)
- Car Park (Stage 4)
- Two General Learning Areas (Stage 4)

The applicant advises that separate Infrastructure Charges Notices are required, as each element has a different funding project and costs need to be applied for and apportioned accordingly. In accordance with the request, six separate Infrastructure Charges Notices are applicable (copies attached).

Consultation (Internal/External)

Internal

Council's Principal Planner and Consultant Development Engineer have reviewed the development application and provided advice where applicable.

External

The Department of State Development, Manufacturing, Infrastructure and Planning was a Concurrence Agency to the application. On 30 January 2020, the Department issued a Concurrence Agency response approving the development with conditions. A copy of the Referral Notice is included as an attachment to this Report.

Legal/Policy Implications (Justification if applicable)

An applicant or any eligible submitter may elect to appeal against Council's decision in accordance with the relevant Section of the *Planning Act 2016*, which states:

"Chapter 6 Dispute Resolution

Part 1 Appeal Rights

229 Appeals to Tribunal or P&E Court

(1) *Schedule 1 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.*
- (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."

Budget/Financial Implications

Nil

Conclusion

The proposed development has been assessed against the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1 and the Chinchilla Christian College Development Code. Proposed Stages 3 and 4 are generally in accordance with an Approved Master Plan, resulting in an appropriate expansion of the existing Chinchilla Christian College. It is considered that the proposed development is suitable for the locality and will not detrimentally affect the amenity of the area. It is recommended that the application be approved subject to the attached recommended conditions.

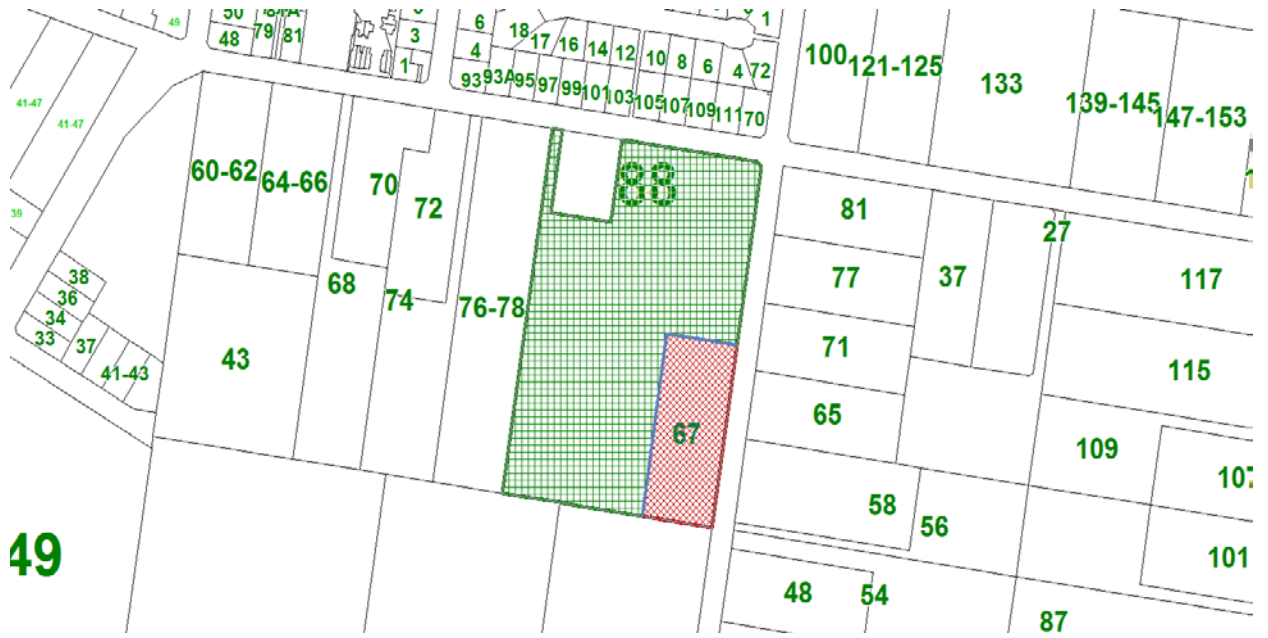
Attachments

1. Attachment 1 - Locality Plans
2. Attachment 2 - Proposal Plans
3. Attachment 3 - Site Based Stormwater Management Plan
4. Attachment 4 - Referral Agency Response
5. Attachment 5 - Infrastructure Charges Notice 1

6. Attachment 6 - Infrastructure Charges Notice 2
7. Attachment 7 - Infrastructure Charges Notice 3
8. Attachment 8 - Infrastructure Charges Notice 4
9. Attachment 9 - Infrastructure Charges Notice 5
10. Attachment 10 - Infrastructure Charges Notice 6

Authored by: Kym Bannerman, PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 - Locality Plans



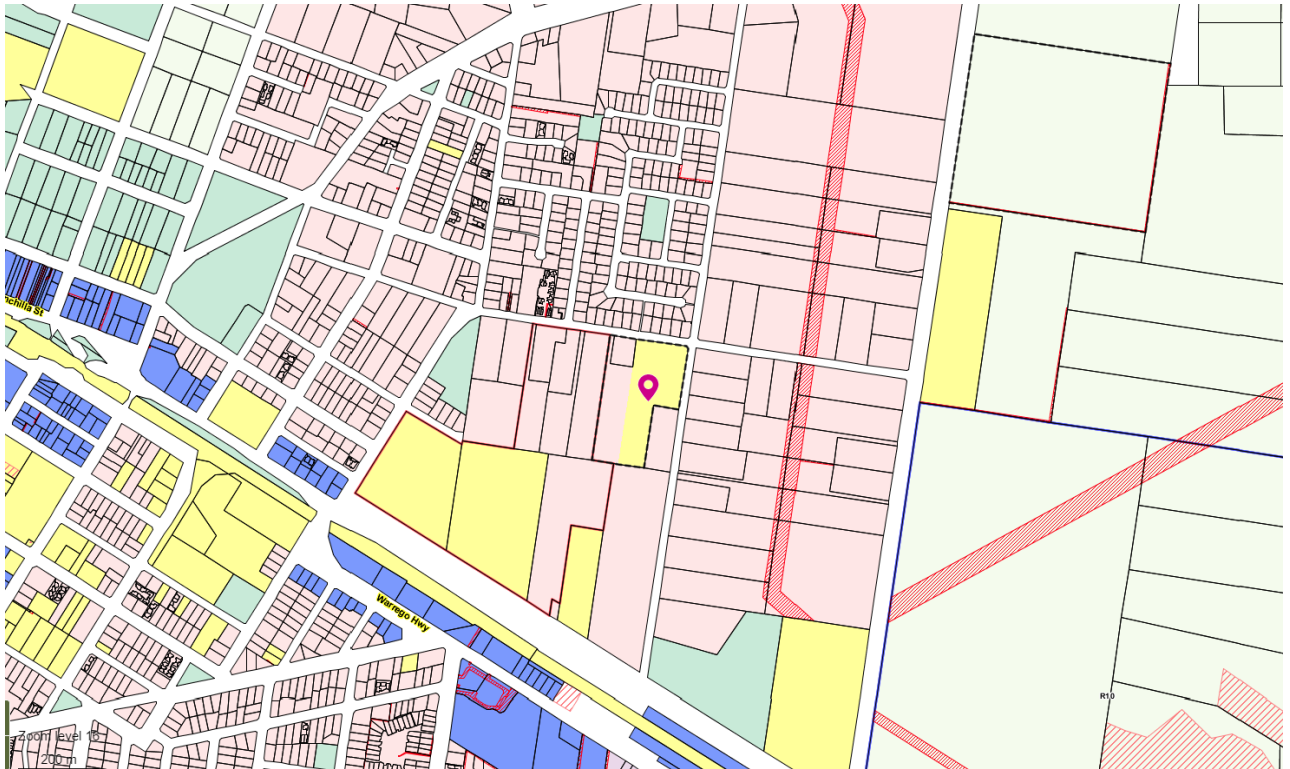
Zoning Map of Site in Western Downs Planning Scheme 2017 incorporating Amendment 1



LEGEND

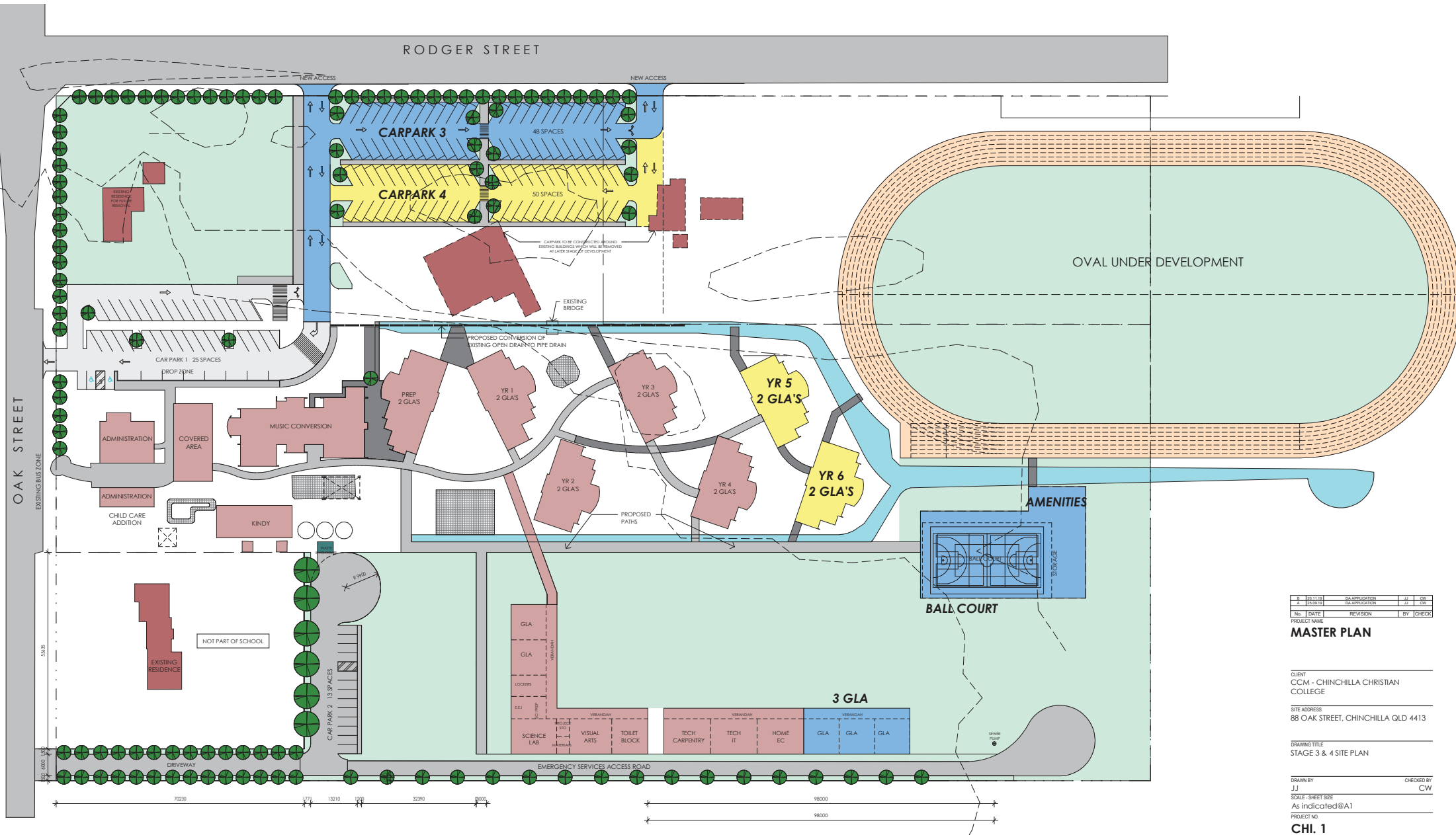
- Rural Zone
- Community Facilities Zone
- Recreation and Open Space Zone
- Rural Residential Zone / Rural Residential 4000 Precinct
- Low Density Residential Zone
- Township Zone
- Low Impact Industry Zone
- Medium Impact Industry Zone
- Local Centre Zone
- District Centre Zone
- Medium Density Residential Zone
- Low Density Residential Zone
- Major Centre Zone
- Township Zone / Mowbullán - Bunya Mountains Tourist Precinct
- Rural Zone / Rural 10 Precinct

Zoning Map of Locality in Western Downs Planning Scheme 2017 incorporating Amendment 1



Aerial Map of Site





LEGEND - PROPOSED BUILD YEAR



STAGE 3 & 4 SITE PLAN
SCALE: 1:500

NO.	DATE	REVISION	BY	CHECK
1				

MASTER PLAN

CLIENT
CCM - CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK STREET, CHINCHILLA QLD 4413

DRAWING TITLE
STAGE 3 & 4 SITE PLAN

DRAWN BY
JJ

CHECKED BY
CW

SCALE: SHEET SIZE
As indicated@A1

PROJECT NO.
CHI. 1

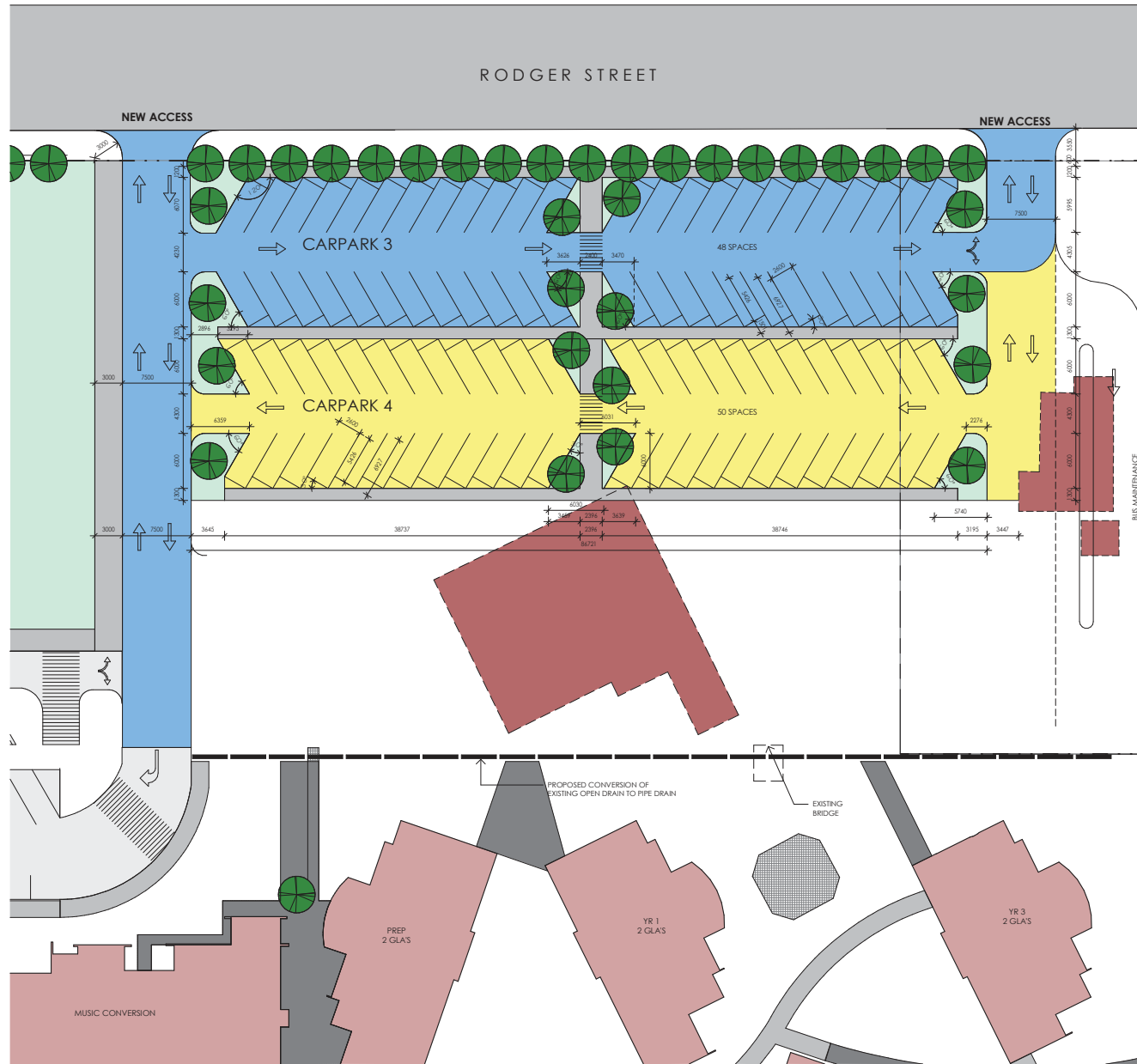
DRAWING NO.
SK-A23

REVISION
B

ALPHA
architects

ALL COPYRIGHT OR ALL DRAWINGS AND DOCUMENTS ARE OF THE WORKS ACCORDING FROM THIS IS VESTED BY THE ARCHITECT. THE USE HEREBY IS RESTRICTED TO THE PROJECT AND TO THE DESIGN FOR WHICH THEY WERE ORIGINALLY PREPARED. FOR WHICH AND TO THE PROJECT FOR WHICH THEY WERE ORIGINALLY PREPARED. USE OTHERWISE, WITHOUT ACCORDANCE HERETO, IS PROHIBITED. BUILDERS MUST VERIFY ALL DIMENSIONS AT JOB BEFORE COMMENCING WORK OR SHOP DRAWINGS.

IMPERVIOUS AREA	
STAGE 3 - CARPARK	2,089,238 SQM
STAGE 4 - CARPARK	1,561,152 SQM



NO.	DATE	REVISION	BY	CHECK

MASTER PLAN

CLIENT
CCM - CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK STREET, CHINCHILLA QLD 4413

DRAWING TITLE
STAGE 3 & STAGE 4 PART SITE PLAN - CAR PARK

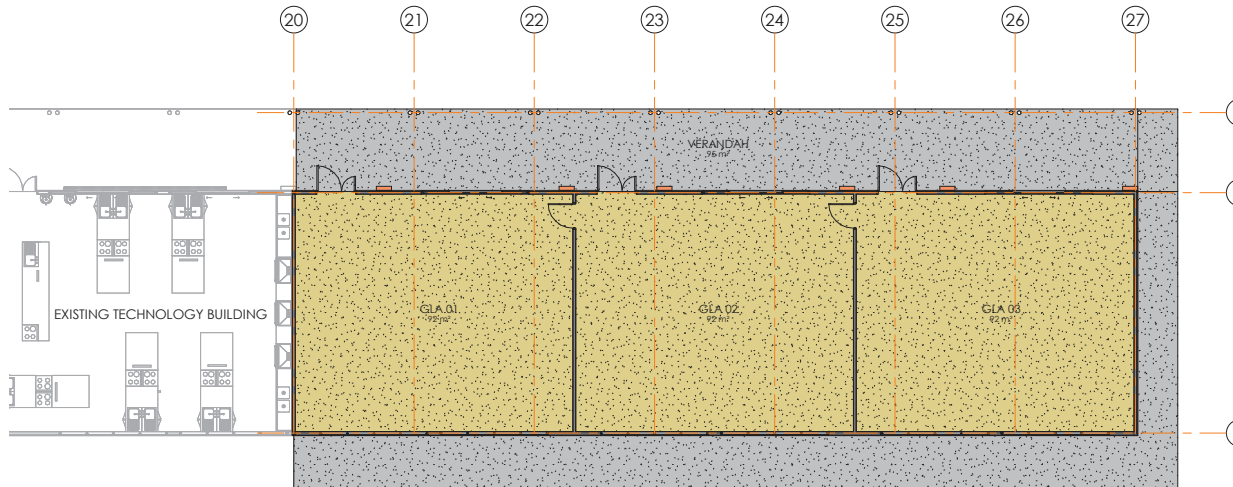
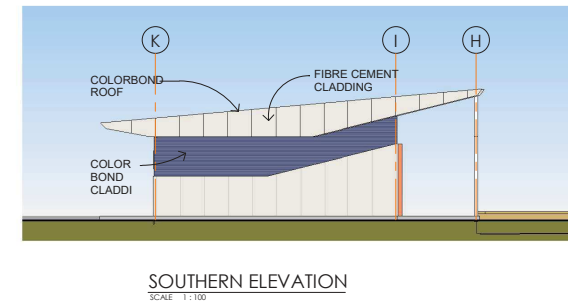
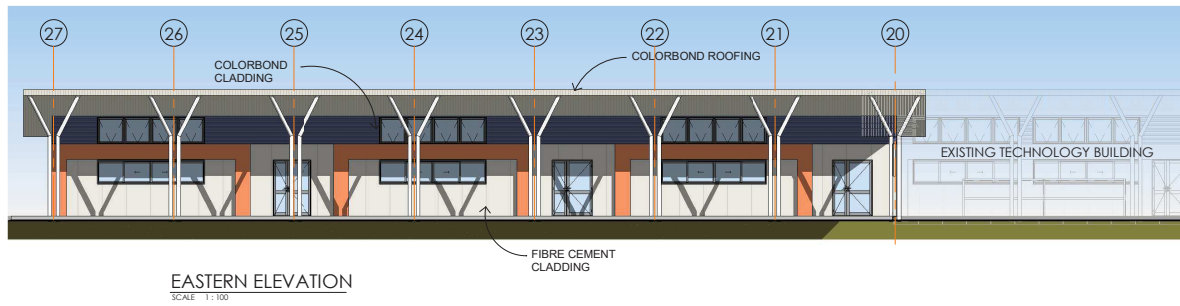
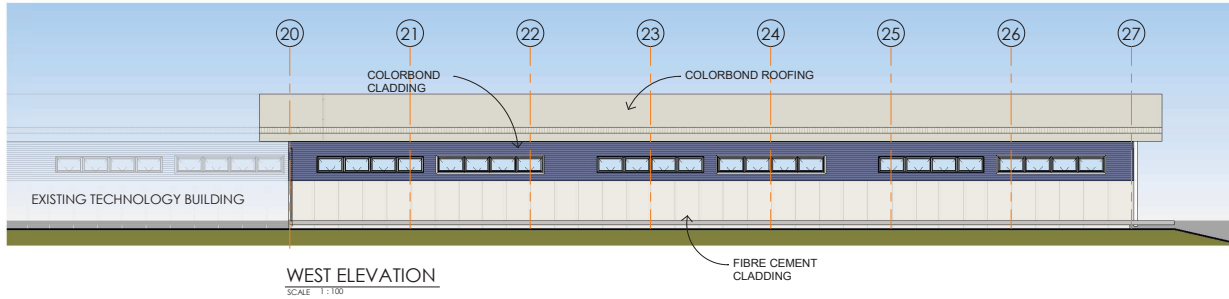
DRAWN BY: JJ CHECKED BY: RR

SCALE: SHEET SIZE
As indicated@A1

PROJECT NO.
CHI. 1

DRAWING NO. REVISION
SK-A24 A

☰ STAGE 3 & STAGE 4 PART SITE PLAN - CAR PARK
SCALE 1:250



FLOOR PLAN
SCALE 1:100

	IMPERVIOUS AREA	GFA
STAGE 3 - 2 GLAS	470.758 SQM	289.909 SQM

NO.	DATE	REVISION	BY	CHECK
A	10/11/19	SK	RR	
PP	10/11/19			
PT	10/11/19			

PROPOSED 3 GLA

CLIENT
CCM / CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK STREET, CHINCHILLA, QLD 4413

DRAWING TITLE
FLOOR PLAN & ELEVATIONS

DRAWN BY
RR

CHECKED BY
RR

SCALE: SHEET SIZE
1:100@A1

PROJECT NO.
CHI.07

DRAWING NO.
SK-A02

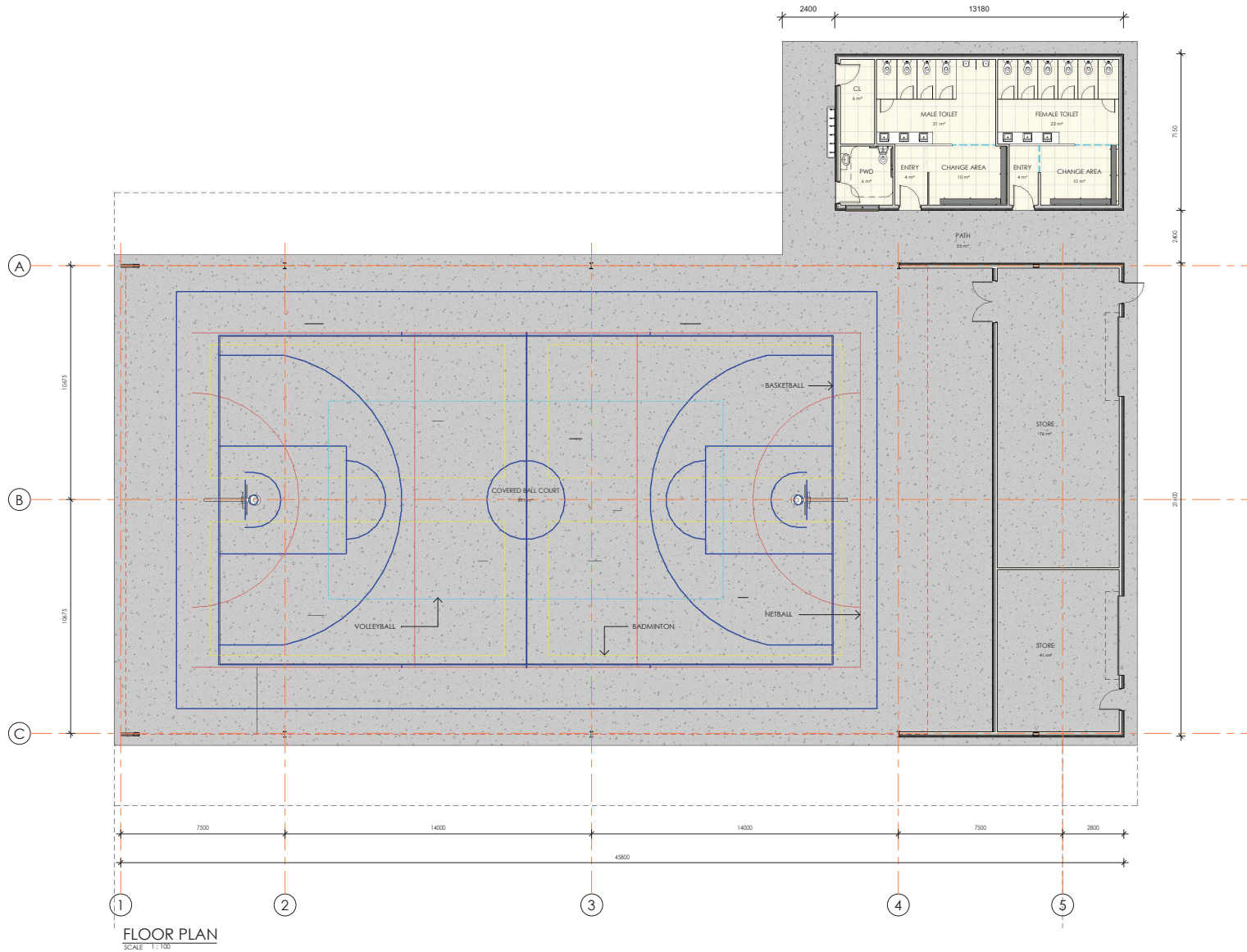
REVISION
A

PRELIMINARY

ALPHA
architects

ALL COPYRIGHT OR ALL DRAWINGS AND DOCUMENTS AND OF THE WORKS EXECUTED FROM THEM IS VESTED IN THE ARCHITECTS. THE USE THEREOF IS RESTRICTED TO THE PROJECT AND NOT BE REPRODUCED FOR ANY OTHER PROJECT AND TO BE USED FOR WHICH AND TO THE PROJECT FOR WHICH THEY WERE ORIGINALLY PREPARED. USE OTHERWISE, WITHOUT ACCORDANCE HEREWITH, IS PROHIBITED. PLEASE REFER TO THE DRAWINGS FOR ALL DIMENSIONS AND FOR ANY CONFLICTING WORK OR SHOP DRAWINGS.

	IMPERVIOUS AREA	GFA
BALL COURTS & STORAGE	1,176,679 SQM	129,600 SQM
BALL COURTS AMENITIES	112,590 SQM	94,237 SQM



FLOOR PLAN
SCALE 1:100

NO.	DATE	REVISION	BY	CHECK
A	10/11/19	SK APPROVALS	JL	DR
FP	11/2/19	BSA APPROVAL		
FP	12/1/19	FINAL		

PROPOSED BALL COURT, TOILET AND STORE BUILDING

CLIENT
CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK ST CHINCHILLA QLD 4413

DRAWING TITLE
FLOOR PLAN

DRAWN BY
RR

CHECKED BY
CW

SCALE: SHEET SIZE
1 : 100 @ A1

PROJECT NO.
CHI.5

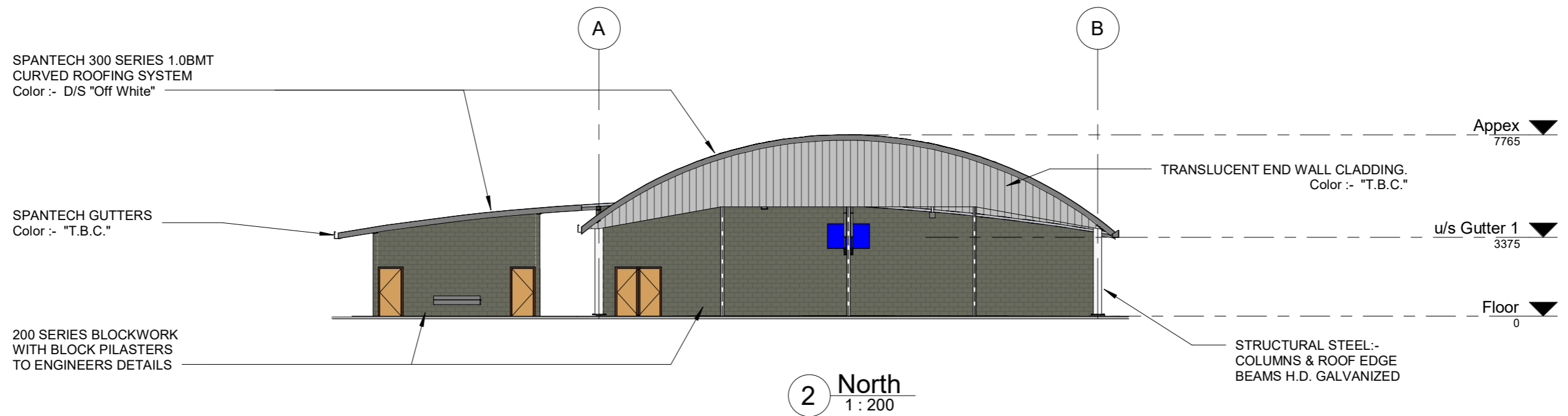
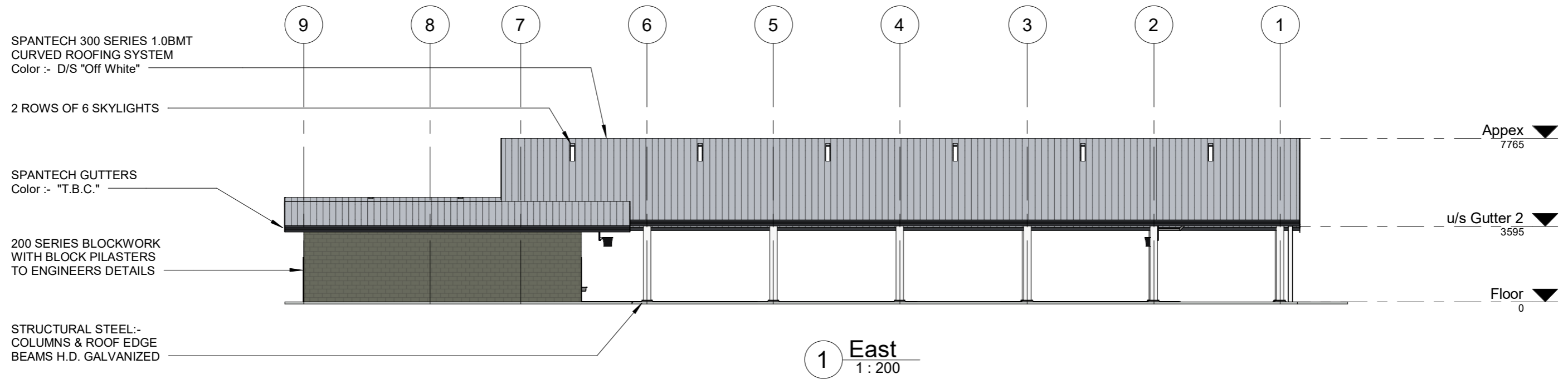
DRAWING NO.
SK-A02

REVISION
A



ALL COPYRIGHT OF ALL DRAWINGS AND DOCUMENTS ARE OF THE WORKS RECEIVED FROM THEM IS VESTED IN THE ARCHITECT. THE USE HEREBY IS RESTRICTED TO THE PROJECT AND TO THE DESIGN AND CONSTRUCTION OF THE PARTICULAR PROJECT AND TO THE SITE FOR WHICH AND TO THE DESIGN AND CONSTRUCTION OF THE PARTICULAR PROJECT. USE OF DRAWINGS IN ACCORDANCE HERWITH IS PROHIBITED. BUILDERS MUST KEEP ALL DRAWINGS AT JOB BEFORE COMMENCING WORK OR STOP DRAWINGS.

PAPER PRINT SIZE : A-3



ALL DIMENSIONS IN MILLIMETERS

Rev.	Description	Date	Drawn	chk
B	Amenities added for DA Approval	1/6/2020	SCQ	RSL
A	Preliminary	29/4/2020	SCQ	RSL

CONFIDENTIAL
INFORMATION CONTAINED IN THIS DOCUMENT IS PROPRIETARY TO SPANTECH PTY.LTD.
 THIS DOCUMENT IS PROVIDED ON A CONFIDENTIAL BASIS AND UNAUTHORISED COPYING OF THE DOCUMENT OR DISCLOSURE OF MATERIAL CONTAINED HEREIN IS PROHIBITED.

© COPYRIGHT BLAZELY DESIGNS PTY.LTD.
 COPYING OF THIS DOCUMENT IS STRICTLY PROHIBITED AND IF MAY NOT BE REPRODUCED IN ANY MATERIAL FORM WITHOUT THE EXPRESS CONSENT OF THE COPYRIGHT OWNER

E-Mail: enquiries@spantech.com.au
 Ph:(07) 55934449

Project: Chinchilla Christian College
 Proposed Court Cover
Address: 88 Oak St. Chinchilla, Qld.

Drawing Title: Elevations
 Page 44 of 236

Scale:
 1 : 200

Controlled	<input checked="" type="checkbox"/>	Signature	Date
Registered		J.H.	1.6.20
Reviewed		R.S.L.	1.6.20

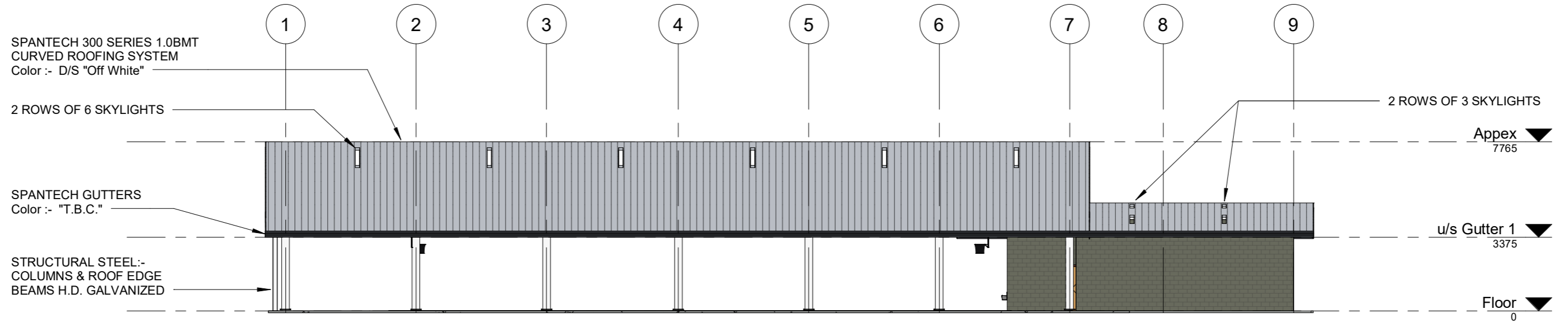
Drawing Status:

- PRELIMINARY
- APPROVAL
- TENDER
- INFORMATION
- FOR CONSTRUCTION
- AS BUILT

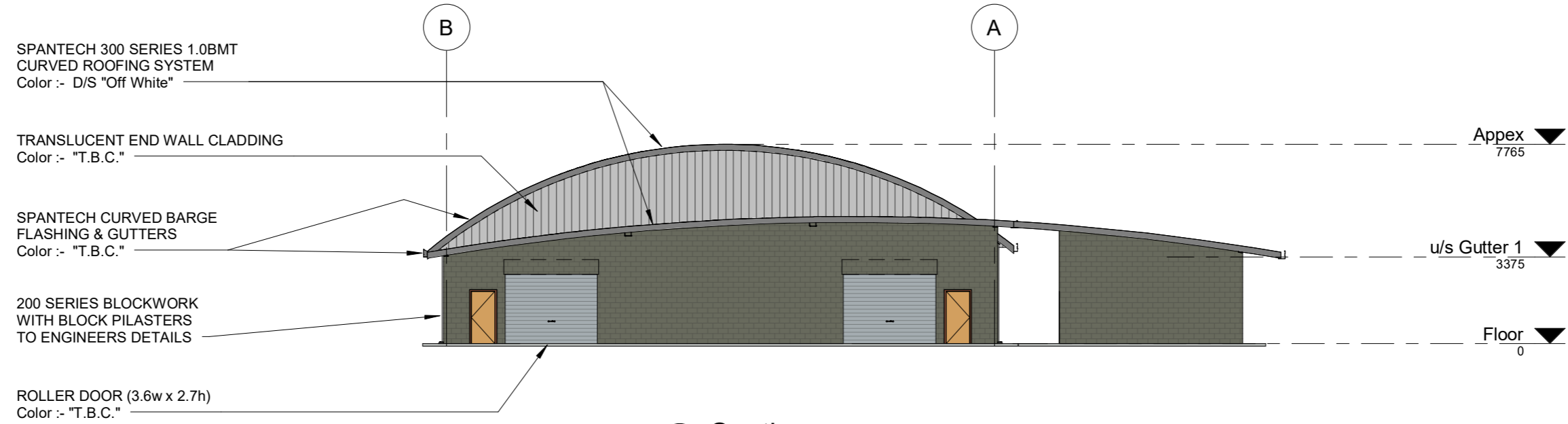
Drawing No:
2601- A-4.1

REVISION B

PAPER PRINT SIZE : A-3



3 West
1 : 200



4 South
1 : 200

ALL DIMENSIONS IN MILLIMETERS

Rev.	Description	Date	Drawn	chk
B	Amenities added for DA Approval	1/6/2020	SCQ	RSL
A	Preliminary	29/4/2020	SCQ	RSL

CONFIDENTIAL
INFORMATION CONTAINED IN THIS DOCUMENT IS PROPRIETARY TO SPANTECH PTY.LTD.
 THIS DOCUMENT IS PROVIDED ON A CONFIDENTIAL BASIS AND UNAUTHORISED COPYING OF THE DOCUMENT OR DISCLOSURE OF MATERIAL CONTAINED HEREIN IS PROHIBITED.

© COPYRIGHT BLAZELY DESIGNS PTY.LTD.
 COPYING OF THIS DOCUMENT IS STRICTLY PROHIBITED AND IF MAY NOT BE REPRODUCED IN ANY MATERIAL FORM WITHOUT THE EXPRESS CONSENT OF THE COPYRIGHT OWNER

E-Mail: enquiries@spantech.com.au
 Ph:(07) 55934449

Project: Chinchilla Christian College
 Proposed Court Cover
 Address: 88 Oak St. Chinchilla, Qld.

Drawing Title: Elevations
 Page 45 of 236

Scale: 1 : 200

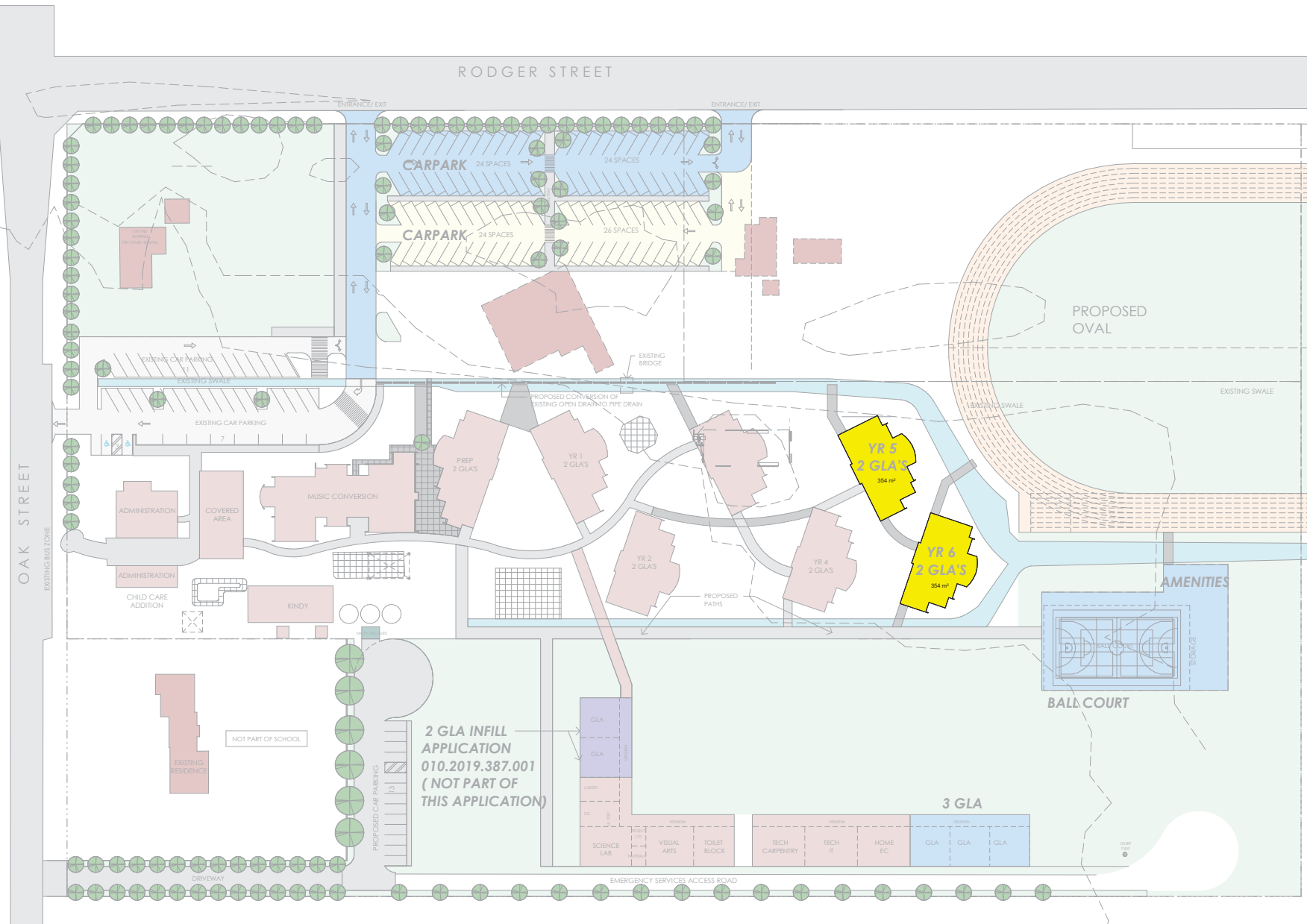
Controlled	<input checked="" type="checkbox"/>	Signature	Date
Registered		J.H.	1.6.20
Reviewed		R.S.L.	1.6.20

Drawing Status:

- PRELIMINARY
- APPROVAL
- TENDER
- INFORMATION
- FOR CONSTRUCTION
- AS BUILT

Drawing No:
2601- A-4.2

REVISION B



RODGER STREET

OAK STREET

SITE PLAN
SCALE: 1:150

IMPERVIOUS AREA	
2 GLA YEAR 5	354 m ²
2 GLA YEAR 6	354 m ²

BY	DATE	DESCRIPTION	ISSUED	REV
GC	11/11/20	2020 QUARTERLY	1	00

2 X GLA BUILDINGS - YR 5 & YR 6

CLIENT
CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK STREET
CHINCHILLA QLD 4413

DRAWING TITLE
SITE PLAN

DRAWN BY
GC

CHECKED BY
RR

SCALE: SHEET SIZE
1 : 500 @ A1

PROJECT NO.
CHI 13

DRAWING NO.
SKO

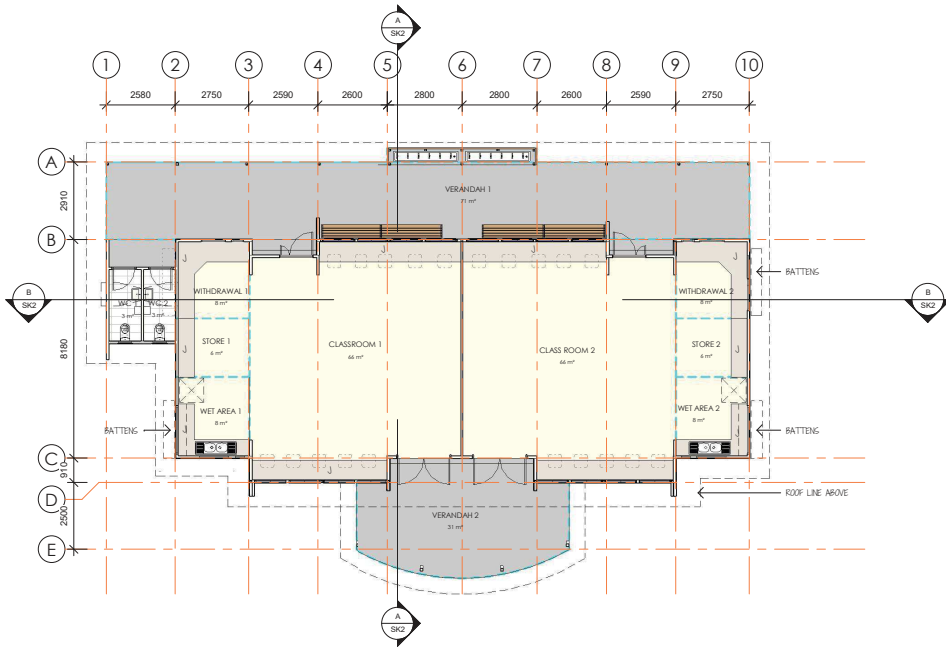
REVISION
P2

PRELIMINARY

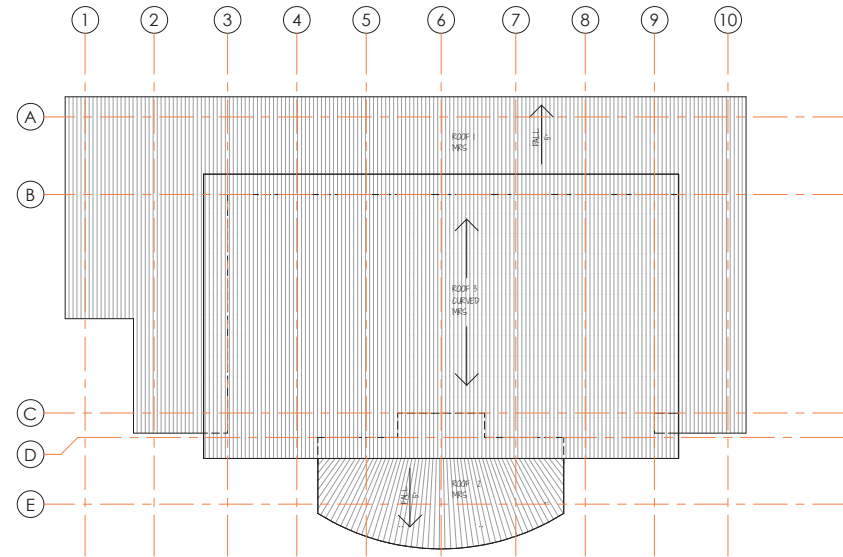


AS COPYRIGHT OF ALL DRAWINGS AND DOCUMENTS AND OF THE WORKS EXECUTED FROM THEM IS VESTED IN THE ARCHITECT THE USE THEREOF IS RESTRICTED TO THE PROJECT EXCEPT AS INDICATED FOR THE PARTICULAR PROJECT AND TO THE USE FOR WHICH AND TO THE PERSON FOR WHICH THE SAME WERE ORIGINALLY PREPARED. USE OTHERWISE THAN BY ACCORDANCE HERWITH IS PROHIBITED. BUILDERS MUST VERIFY ALL DIMENSIONS AT 200 BEFORE COMMENCING WORK. OR SHOP DRAWINGS.

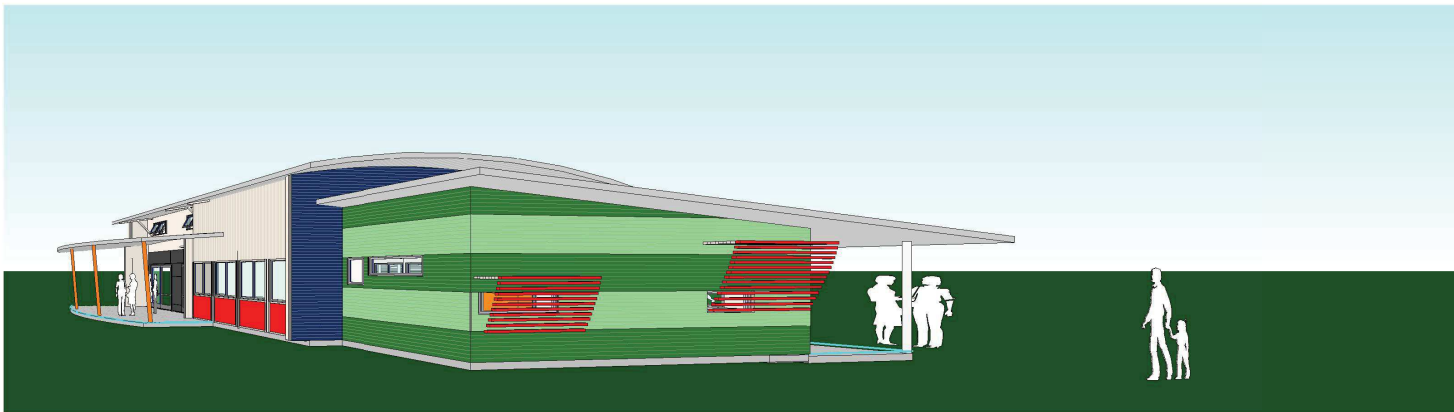
11/26/2019 12:31:19 PM



FLOOR PLAN
SCALE 1:100



ROOF PLAN
SCALE 1:100



PT.	11/11/19	FOR CLIENT APPROVAL	CG	RR
NO.	DATE	REVISION	BY	CHECK

**2 X GLA BUILDINGS -
YR 5 & YR 6**

CLIENT
CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK STREET
CHINCHILLA QLD 4413

DRAWING TITLE
FLOOR PLAN & ROOF PLAN

DRAWN BY
CG

CHECKED BY
RR

SCALE: SHEET SIZE
1 : 100 @ A1

PROJECT NO.
CHI 13

DRAWING NO.
SK1

REVISION
P1

PRELIMINARY

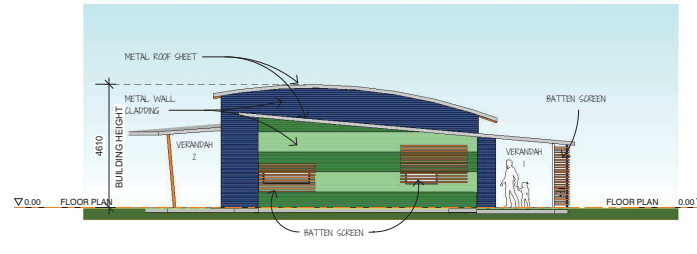
ALPHA
architects

ALL COPYRIGHT OF ALL DRAWINGS AND DOCUMENTS ARE OF THE WORKS RECEIVED FROM THEM IS VESTED IN THE ARCHITECT. THE USE HEREBY IS RESTRICTED TO THE PROJECT AND TO THE REGION FOR WHICH THE PARTICULAR PROJECT AND TO THE USE FOR WHICH AND TO THE PROJECT FOR WHICH THEY WERE ORIGINALLY PREPARED. USE OUTSIDE THESE ACCORDANCE HEREBY IS PROHIBITED. BUILDERS MUST KEEP ALL DRAWINGS AT JOB BEFORE COMMENCING WORK OR STOP DRAWINGS.

11/11/2019 2:45:57 PM



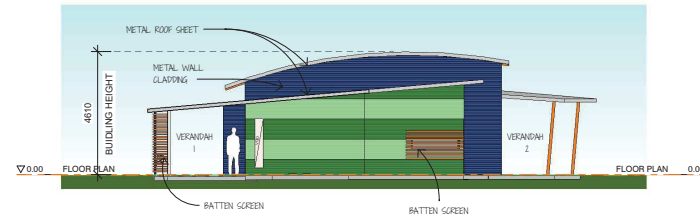
NORTH ELEVATION
SCALE 1:100



EAST ELEVATION
SCALE 1:100



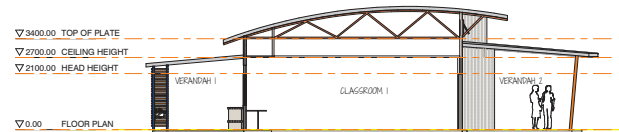
SOUTH ELEVATION
SCALE 1:100



WEST ELEVATION
SCALE 1:100



SECTION BB
SCALE 1:100



SECTION AA
SCALE 1:100

DR	DR 11/10	DA APPLICATION	SS	RR
DR	12/11/10	FOR CLIENT APPROVAL	SS	RR
NO.	DATE	REVISION	BY	CHECKED BY
PROJECT NAME				

**2 X GLA BUILDINGS -
YR 5 & YR 6**

CLIENT
CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK STREET
CHINCHILLA QLD 4413

DRAWING TITLE
ELEVATIONS & SECTIONS

DRAWN BY
GG

CHECKED BY
RR

SCALE: SHEET SIZE
1 : 100 @ A1

PROJECT NO.
CHI 13

DRAWING NO.
SK2

REVISION
P2

PRELIMINARY

ALPHA
architects

IN COPYRIGHT OF ALL DRAWINGS AND DOCUMENTS AND OF THE WORKS DERIVED FROM THEM IS RESERVED IN THE ARCHITECT THE USE THEREOF IS RESTRICTED TO THE PROJECT AND TO THE PERSON FOR WHOM THEY WERE ORIGINALLY PREPARED. FOR OTHER USE OR TO BE REPRODUCED FOR OTHER PROJECTS WITHOUT THE WRITTEN PERMISSION OF ALPHA ARCHITECTS IS PROHIBITED. ALL RIGHTS RESERVED.

11/26/2019 12:31:34 PM



BY	11/11/19	FOR CLIENT APPROVAL	CG	RR
NO.	DATE	REVISION	BY	CHECKED
PROJECT NAME				

**2 X GLA BUILDINGS -
YR 5 & YR 6**

CLIENT
CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK STREET
CHINCHILLA QLD 4413

DRAWING TITLE
PERSPECTIVE

DRAWN BY
CG

CHECKED BY
RR

SCALE: SHEET SIZE
@A1

PROJECT NO.
CHI 13

DRAWING NO.
SK3

REVISION
P1

ALPHA
architects

ALL COPYRIGHT OF ALL DRAWINGS AND DOCUMENTS ARE OF THE WORKS RECEIVED FROM THEM IS VESTED IN THE ARCHITECT. THE USE THEREOF IS RESTRICTED TO THE PROJECT SCOPE INDICATED FOR THE PARTICULAR PROJECT AND TO THE SITE FOR WHICH AND TO THE DESIGN FOR WHICH THEY WERE ORIGINALLY PREPARED. FOR WHICH AND TO THE PROJECT FOR WHICH THEY WERE ORIGINALLY PREPARED. USE OTHERWISE THAN IN ACCORDANCE HEREWITH IS PROHIBITED. BUILDERS MUST KEEP ALL DRAWINGS AT JOB BEFORE COMMENCING WORK OR SHOP DRAWINGS.



**SITE BASED STORMWATER
MANAGEMENT PLAN**

CW19058

PROPOSED DEVELOPMENT AT

**Chinchilla Christian College
Chinchilla**

PREPARED FOR

Christian Community Ministries Ltd

April 2020

Civil Works Engineers

PO Box 13, Moorooka QLD 4105

176 Boniface Street, Archerfield QLD 4108

Tel: (07) 3195 8180

Email: info@civilworks.com.au

Web: www.civilworks.com.au

COPYRIGHT

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means electronic, mechanical, photocopying, recording or otherwise, without the prior permission of Civil Works Engineers.

SUPERSESION CLAUSE

Upon receipt of this document please ensure that any earlier versions are destroyed. No earlier versions may be retained or copied without the written permission of Civil Works Engineers.

REPORT OWNERSHIP AND USE

This document is and shall remain property of Civil Works Engineers. This document may only be used for the purposes for which it was commissioned and in accordance with the Terms of Engagement for the commission.

**SITE BASED STORMWATER
MANAGEMENT PLAN**

CW19058

PROPOSED DEVELOPMENT AT
Chinchilla Christian College
Chinchilla

PREPARED FOR
Christian Community Ministries Ltd



REVISION / CHECKING					
Rev No.	Date	Issued By	Signed	Reviewed By	Signed
0	24/04/20	H. Redman		J. McDonald	
Authorised By:		R. Andrade	 RPEQ 7675	Dated:	24/04/20

Table of Contents

1.	Introduction	4
2.	Site Characteristics	5
3.	Stormwater Quantity.....	8
4.	Stormwater Quality.....	15
5.	Erosion and Sediment Management	16
6.	Conclusion	18
7.	Recommendation	19

List of Appendices

- APPENDIX A – Concept Engineering Sketch
- APPENDIX B – Proposed Site Plan
- APPENDIX C – Dial Before You Dig
- APPENDIX D – Rational Method Calculations
- APPENDIX E – Structure Data
- APPENDIX F – WBNM Results

1. Introduction

This Site Based Stormwater Management Plan has been prepared for the proposed carpark development at Chinchilla Christian College. The site is within the local government area of Western Downs Regional Council (WDRC) and as such will be assessed against the Western Downs Planning Scheme 2017. For clarity and consistency, the aforementioned property will be referred to as the “site” from herein.

1.1. Background Information

This report has been prepared utilising the following available information:

- Proposed Master Plan provided by Alpha Architects (Appendix B);
- Nearby services information provided by Dial Before You Dig (Appendix C); and,
- Intensity Frequency Duration Data from Bureau of Meteorology

1.2. Scope of Report

This report will address the requirements for stormwater quantity and quality, including the following specific items:

- General
 - Identify the location of the lawful point/s of discharge for the development;
 - Prepare a stormwater drainage concept design for the proposed development including any proposed quantity measures;
- Stormwater Quantity
 - Identify the requirements for stormwater detention;
 - If applicable, identify strategies to ensure that stormwater discharge from the development is kept at pre-development flows for all storm events up to, and including, 100 year ARI;
 - If applicable, demonstrate that the proposed development will not adversely impact neighbouring properties;
- Stormwater Quality
 - Identify the development’s classification (low or high risk) and the relevant policies and guidelines that the development is obligated to comply with;
 - If applicable, identify water quality objective targets as determined by the Local Authority Planning Schemes & Department of Infrastructure, Local Government and Planning;
 - If applicable, identify a suitable “stormwater treatment train” aimed to comply with the identified water quality objectives;
 - If applicable, demonstrate compliance to the determined water quality objectives with the use of MUSIC Software; and,
 - If applicable, provide details on monitoring and maintenance requirements for all stormwater treatment devices incorporated within this development.

2. Site Characteristics

2.1. Site Description

The development site is described as Lot 1-2 on SP295613 and Lot 10 on RP869017. The development also includes a partial lease on Lot 266 on LY201. The total development site area is 96,620² and currently operates as an education facility, consisting of buildings, sheds, parking, cleared land and vegetated land. The site is currently zoned a combination of community facilities zone and low density residential.

The site is bounded by Oak Street to the north, Slessar Street to the south, Rodger Street to the east and low density residential/community facilities to the west. Refer to Figure 1 for the site locality plan.



Figure 1 – Site Locality Plan (Nearmap, 2020)

2.2. Existing Stormwater Drainage

The entire site flows to the overland flow path that runs east to west approximately halfway between Oak and Slesser Streets. There is some existing infrastructure located on the site consisting of underground pipes and swales to convey flow from impervious areas to the lawful point of discharge. The site has two points of discharge:

Point A - Piped headwall at the southern end of the access road discharging through Lot 2 RP202873 ultimately discharging to the overland flow path.

Point B – Existing and proposed swales through the site convey majority of the site’s flows and discharge directly to the overland flow path located within the leased land on Lot 266 on LY201.

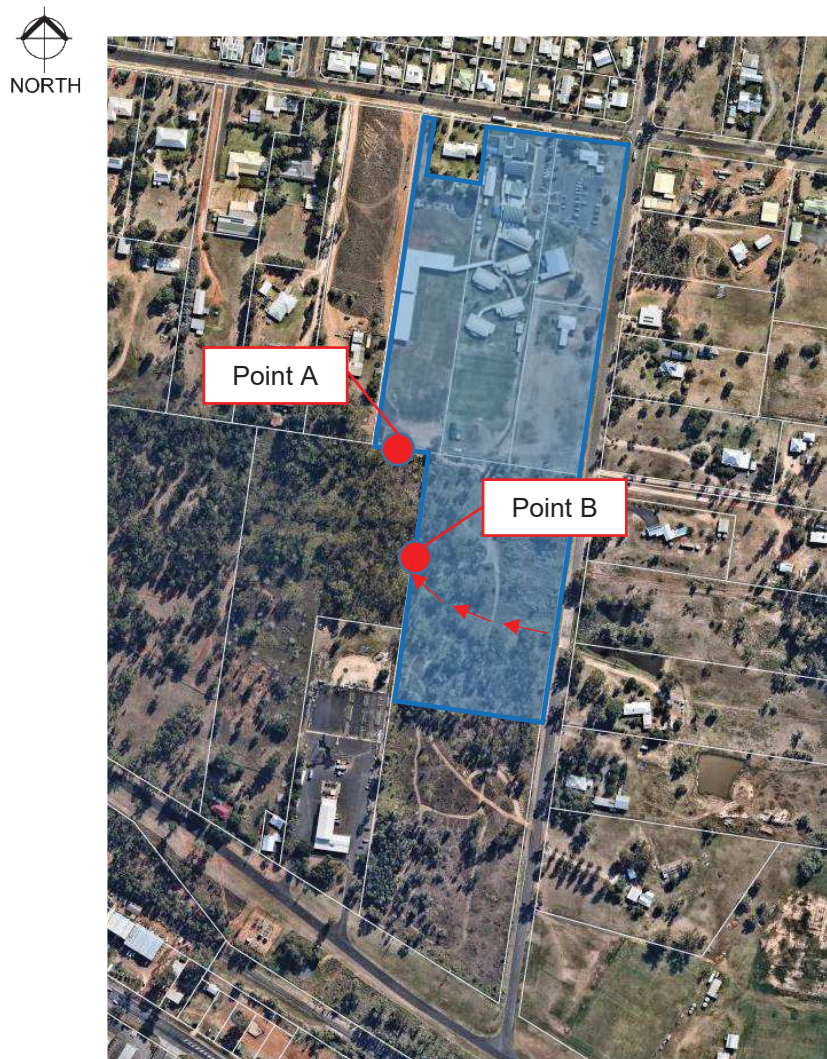


Figure 2 – Lawful Points of Discharge (Nearmap, 2020)

2.3. Proposed Development

It is proposed to construct a new sealed carpark and associated access roads, footpaths and stormwater drainage. The carpark is to be constructed in multiple stages.

Stage 1: 46 parking spaces and associated access road

Stage 2: 42 parking spaces

Stage 3 (Future): 48 parking spaces, parent drop zone and bus maintenance/parking

For the purpose of this report, Stage 3 has been included in the calculations for stormwater mitigation.

2.4. Flood Impact Assessment

A flood impact assessment for the site was originally undertaken by Water Technology to determine the impacts the proposed development has on pre-existing flood levels and velocities.

As we are proposing to mitigate stormwater discharge from the proposed carpark, and the basin will be located outside of the existing overland flow path, it was deemed that no update to the Flood Impact Assessment report was required.

2.5. Proposed Stormwater Drainage

In response to the Information Request dated 8 January 2020 – Item 2, it is proposed to provide stormwater detention in order to mitigate any stormwater nuisance that the proposed development might cause. Due to the topography of the existing site and location of the proposed carpark, it is not possible to provide a typical stormwater detention basin and discharge to the existing swale via gravity. In addition, as the proposed carpark is located in a flood area, a detention basin would not be effective.

As such, it is proposed to provide a detention system offline to offset the additional flows generated by constructing a new impervious carpark. The detention basin will be located at the southern end of the access road capturing flows from the existing access road, existing buildings and open space in the western portion of the site. The basin will then discharge directly to the southern boundary via an outlet-controlled pipe and weir (Point A). The remainder of the site will be captured via the internal swales discharging directly to the overland flow path (Point B).

3. Stormwater Quantity

Stormwater runoff discharging to Point A is proposed to be mitigated in order to offset the additional flows generated by the proposed carpark which will ultimately discharge directly to the overland flow path (Point B).

As per Council's Information Request dated 8 January 2020, it was requested to assess the stormwater impacts and potential nuisance from the site only. As such, stormwater calculations and modelling have been undertaken to determine the mitigation measures required to ensure the combined discharge from Points A and B do not exceed the pre-development discharge rates. For the purposes of modelling the site catchments have been split, however, overall assessment of the impacts caused by the development will be assessed for the site as a whole. It should be noted that by mitigating flows discharging to Point A, it results in an increase in flow discharging directing to the overland flow path (Point B) and ultimately results in no worsening.

Due to the topography of the site, catchment areas have been estimated and rationalised to best meet the conditions on site. Minor discrepancies may exist, but are not expected to have any significant impact on the outcome of the modelling.

3.1. Pre-Development

Assessment of the pre-development discharge for the existing site catchments have been undertaken using the Rational Method to calibrate the Water Bounded Network Model (WBNM), in accordance with QUDM.

3.1.1. Rational Method Calculations

The following parameters have been adopted for using the Rational Method:

Existing Catchment A

- **Catchment Area** – 16,180 m²
- **Runoff Coefficient (C₁₀)** – 0.59 (QUDM Section 4.5 – Table 4.5.3).
- **Time of Concentration (t_c)** – 33 minutes

Overland sheet flow was used as per QUDM Section 4.6 to determine the existing time of concentration.

Existing Catchment B

- **Catchment Area** – 80,440 m²
- **Runoff Coefficient (C₁₀)** – 0.52 (QUDM Section 4.5 – Table 4.5.3).
- **Time of Concentration (t_c)** – 33 minutes

Overland sheet flow and channelised flow was used as per QUDM Section 4.6 to determine the existing time of concentration.

- **Rainfall Intensity (mm/hr)** – Data obtained from Australian Government Bureau of Meteorology – IFD Generator using the latitude and longitude for the site.

The peak flow rates can be seen in Table 1 below. Refer to Appendix D for the calculation spreadsheet.

Table 1 – Pre-Development Discharge – Rational Method

Catchment	Q ₁ (m ³ /s)	Q ₂ (m ³ /s)	Q ₅ (m ³ /s)	Q ₁₀ (m ³ /s)	Q ₂₀ (m ³ /s)	Q ₅₀ (m ³ /s)	Q ₁₀₀ (m ³ /s)
Existing Catchment A (m ³ /s)	0.088	0.120	0.165	0.193	0.232	0.297	0.344
Existing Catchment B (m ³ /s)	0.440	0.595	0.820	0.961	1.152	1.478	1.710
Total (m³/s)	0.528	0.715	0.985	1.154	1.383	1.775	2.054

3.1.2. Pre-Development WBNM Parameters

The WBNM analysis was undertaken for the 1 to 100 year ARI storm events and the standard storm durations from 10 minute to 180 minutes. The Pre-Development site was modelled in the WBNM using a Lag Parameter within the recommended range of 1.3 to 1.8 specified in the WBNM User Guide (2007).

The loss values presented in Table 2 have been determined to achieve the best possible calibration. These loss values have been adopted across the specified catchments modelled and are within the recommended ranges for South East Queensland specified in Australian Rainfall & Runoff Volume 1 (AR&R, 1987).

Table 2 – WBNM Loss Parameters

Lag Parameter	Initial Loss (mm)	Continuing Loss(mm/hr)	Impervious Initial Loss (mm)
1.8	18	5	0

3.1.3. Pre-Development WBNM Catchments

Table 3 below outlines the Pre-Development catchment modelled.

Table 3 – Pre-Development Catchments

Catchment Name	Catchment Size (ha)	Fraction Impervious (%)
Existing Catchment A	1.618	30
Existing Catchment B	8.044	13

3.1.4. Pre-Development WBNM Results

The comparison between Pre-Development Rational Method and WBNM peak flows for combined Existing Catchments A and B can be seen in Table 4.

Table 4 –Pre-Development WBNM Peak Flows

Rainfall Events (ARI)	1 year	2 year	5 year	10 year	20 year	50 year	100 year
Existing Catchment A-B Rational Method (m ³ /s)	0.528	0.715	0.985	1.154	1.383	1.775	2.054
Existing Catchment A-B WBNM (m ³ /s)	0.347	0.609	0.973	1.204	1.534	1.854	2.194

It can be seen that there are some variances between the Rational Method and WBNM peak flows, however loss parameters have been set in order to achieve the best possible calibration. Moreover, calibration to the major storm (Q100) is considered to be well within the target range of ±10%.

3.2. Post-Development

Assessment of the post-development discharge for the proposed development has been undertaken using a Water Bounded Network Model (WBNM), in accordance with QUDM and WDRC Planning Scheme - Schedule 6 -Policy 1.

3.2.1. Post-Development Catchments

Table 5 below outlines the post-development catchment modelled. All WBNM parameters such as Lag Parameters and Loss values etc, were retained as presented in Table 2.

It is proposed to provide a detention system offline to offset the additional flows generated by constructing a new impervious carpark. The detention basin will be located at the southern end of the access road capturing flows from the existing access road, existing buildings and open space in the western portion of the site (Proposed Catchment A). The basin will then discharge directly to the southern boundary via an outlet-controlled pipe and weir (Point A). The remainder of the site (Proposed Catchment B) will be captured via the internal swales discharging directly to the overland flow path (Point B).

Table 5 – Post-Development Catchments

Catchment Name	Catchment Size (ha)	Fraction Impervious (%)
Proposed Catchment A	1.618	30
Proposed Catchment B	8.044	20

3.2.2. Post-Development Unmitigated WBNM Results

Table 6 presents the post-development unmitigated peak flows for Catchments A-B.

Table 6 – Post-Development Unmitigated Peak Flows

Catchments A-B							
Parameter	1 year	2 year	5 year	10 year	20 year	50 year	100 year
Pre-Development WBNM (m ³ /s)	0.347	0.609	0.973	1.204	1.534	1.854	2.194
Unmitigated Post-Development WBNM (m ³ /s)	0.445	0.731	1.122	1.364	1.710	2.038	2.392
Variance (m ³ /s)	0.098	0.112	0.149	0.160	0.176	0.184	0.198
Variance (%)	28.2	20.0	15.3	13.3	10.4	9.3	8.5

As the peak flows increase in the Post-development scenario, stormwater mitigation is required to limit Post-Development flows to or below Pre-Development flows.

3.2.3. Detention Basin

The proposed detention basin is presented in Table 7.

Table 7 – Detention Basin Parameters

Basin Parameter	Basin 1
Basin Area (m ²)	897
Basin Height (m)	0.500
Total Basin Volume (m ³)	355.6
Outlet 1	300mm dia pipe at 0m (i.e. invert)
Weir	4m wide weir at 0.23m

3.2.4. Post-Development WBNM Results

Table 8 below presents the post-development mitigated discharges for Catchments A-B. Refer to Appendix E for stage storage calculations and Appendix F for the WBNM results.

Table 8 – Existing Catchment A – Post-Development Mitigated Discharge

Parameter	1 year	2 year	5 year	10 year	20 year	50 year	100 year
Pre-Development WBNM (m ³ /s)	0.347	0.609	0.973	1.204	1.534	1.854	2.194
Mitigated WBNM (m ³ /s)	0.350	0.580	0.948	1.154	1.449	1.785	2.123
Variance (m ³)	0.003	-0.029	-0.025	-0.050	-0.085	-0.069	-0.071
Variance (%)	0.9	-4.8	-2.6	-4.2	-5.5	-3.7	-3.2
Detention Volume (m ³)	143.0	171.0	193.0	205.0	219.0	235.0	249.0
Detention Basin Water Depth (m)	0.226	0.266	0.296	0.312	0.331	0.352	0.370

As shown in Table 8 above, the proposed stormwater basin limits stormwater discharge for all ARIs at or below the pre-development peak flows besides the 1-year event for the development of Stages 1-3 of the proposed carpark. Due to the minor increase (<1%) in flow for the 1-year event it is not expected to cause any actionable nuisance to neighbouring properties.

It is noted that the proposed basin has storage in excess of the Q100 event and as such, provides some capacity for future development on the site. Additional modelling will be required to confirm outlet controls and storage is sufficient for future development.

3.3. Lawful Point of Discharge

There are two lawful points of discharge for the site:

Point A - Piped headwall at the southern end of the access road discharging through Lot 2 RP202873 ultimately discharging to the overland flow path.

Point B – Existing and proposed swales through the site convey majority of the sites flows and discharge directly to the overland flow path located within the leased land on Lot 266 on LY201.

4. Stormwater Quality

Chinchilla and the Western Downs Regional Council area fall within the Western Queensland Climatic Region. As per Appendix 2 – Stormwater management design objectives – Table B of the State Planning Policy, Water Quality Objectives are not required to be met by population centres less than 25,000. As such, compliance with the SPP for water quality is not required.

The proposed impervious carpark areas provide some form of stormwater quality treatment by capturing and directing surface runoff to a large turfed swale prior to discharging to the overland flow path. Other parts of the site provide large buffer areas for stormwater runoff prior to leaving the site.

5. Erosion and Sediment Management

5.1. Objectives

The objective of Erosion and Sediment Management is to limit soil erosion and control sediment discharge from the proposed development by using suitable control devices during the four (4) primary phases; Existing, Earthworks, Construction and the Proposed Use.

Typical erosion and sediment control measures that will be incorporated into these development phases are highlighted in the following section.

5.2. Erosion & Sediment Management During Development Phases

Phase 1 - Existing

Prior to construction commencing, the following sediment and erosion control measures will be implemented to minimise disturbance and ensure water quality is maintained:

- Designation of transport routes to ensure minimal vegetation disturbance. Transport routes will have construction exits in accordance with IECA Guidelines,
- Construction entry/exit to be installed and will comprise of a designed gravel pad or placement of hardwood logs in accordance with the IECA Guidelines,
- Install sediment fences around the proposed site (along tow of batter alignment),
- Install check dams if required, and
- Install dust control fences adjacent to the proposed earthworks areas (along property boundary).

Phase 2 - Earthworks and Phase 3 - Construction

The following measures will be undertaken to mitigate water quality impacts during construction phase:

- Sediment fences to be erected at the base of all batters and stockpiles to prevent sediment transportation off site;
- Turf filter strips to be placed along all road verges;
- Diversion swales to divert sediment laden water;
- Rock check dams are to be placed intermittently along diversion swales;
- Incorporate a temporary sediment basin in the treatment of sediment laden water;
- Re-vegetation of all disturbed areas as soon as possible;
- All sediment control structures to be maintained in an effective manner and inspected after each stormwater event. No structure is to accumulate sediment above 40% of its capacity;
- Construction of water quality treatment devices are to be undertaken in the final stages of construction of the development to ensure that clogging of the filter media is avoided; and
- Regular monitoring of water quality to determine the effectiveness of the sediment and erosion control measures.

Phase 4 - Proposed Development

Once construction is completed, the following strategies will be implemented to limit soil erosion and control sediment discharge leaving the site:

A monitoring program will be established for the stormwater treatment devices, if required, however un-trilled devices are not proposed and monitoring may be of little benefit.

5.3. Erosion Control Measures

The time of disturbance on-site should be kept to a minimum by ensuring that construction works immediately follow the earthworks phase. Consideration to staging works should be given to minimise the area of exposed works at any given time.

Areas that may be subject to concentrated flow and that have been cleared may require turfing to ensure gully erosion does not start.

Any overburden that is not to be taken off-site should be stockpiled nearby and covered to prevent the mobilization of any particles into the drainage system.

The remaining exposed areas of the site are to be damped down as deemed necessary by the site supervisor to prevent dust. All batters are to have mulch or erosion control mats immediately after achieving final level.

Dust fencing is to be installed around the perimeter of earthworks to prevent wind velocities at ground level over the site.

The site is to be landscaped and revegetated in accordance with the approved Landscape Plans immediately after completion of construction activities to minimise the risk of erosion from exposed earthworks.

5.4. Sediment Control Measures

With reference to the IECA Guidelines and Current Best Practice methods, there are six (6) fundamental sediment control principles that have been identified for use during construction for this development site and are as follows:

- Construction Exit
- Sediment Fences
- Sediment Barriers
- Turfed Filter Strips
- Diversion Drains
- Sediment Basins

6. Conclusion

6.1. Lawful Point of Discharge

There are two lawful points of discharge for the site, and are proposed to be maintained post-construction:

Point A - Piped headwall at the southern end of the access road discharging through Lot 2 RP202873 ultimately discharging to the overland flow path.

Point B – Existing and proposed swales through the site convey majority of the sites flows and discharge directly to the overland flow path located within the leased land on Lot 266 on LY201.

6.2. Stormwater Quantity

It is proposed to provide a detention system offline to offset the additional flows generated by constructing a new impervious carpark. As per Council's Information Request dated 8 January 2020, it was requested to assess the stormwater impacts and potential nuisance from the site only. As such, stormwater calculations and modelling were undertaken to determine the mitigation measures required to ensure the combined discharge from Points A and B do not exceed the pre-development discharge rates.

6.3. Stormwater Quality

Chinchilla and the Western Downs Regional Council area fall within the Western Queensland Climatic Region. As per Appendix 2 – Stormwater management design objectives – Table B of the State Planning Policy, Water Quality Objectives are not required to be met by population centres less than 25,000. As such, compliance with the SPP for water quality is not required.

The proposed impervious carpark areas provide some form of stormwater quality treatment by capturing and directing surface runoff to a large turfed swale prior to discharging to the overland flow path. Other parts of the site provide large buffer areas for stormwater runoff prior to leaving the site.

6.4. Flood Impact Assessment

A flood impact assessment for the site was originally undertaken by Water Technology to determine the impacts the proposed development has on pre-existing flood levels and velocities.

As we are proposing to mitigate stormwater discharge from the proposed carpark, and the basin will be located outside of the existing overland flow path, it was deemed that no update to the Flood Impact Assessment report was required.

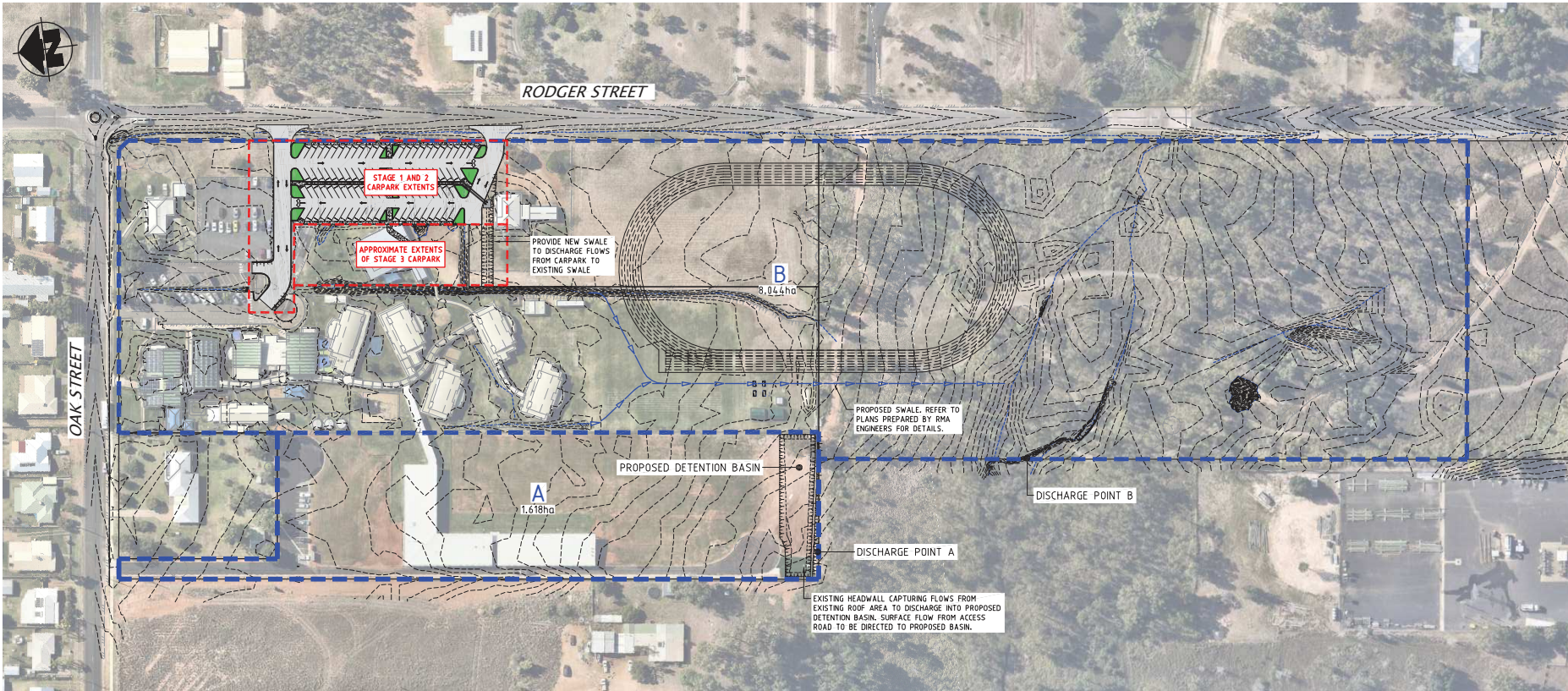
6.5. Erosion and Sediment Management

An Erosion and Sediment Control (ESC) plan will be completed as part of the detailed design phase of this development, incorporating the recommendations included within this report, and shall be undertaken prior to work commencing on site.

7. Recommendation

It is recommended that the concept stormwater drainage design presented in this report be approved. The final design outcomes are subject to detailed design, however, the design objectives presented in this report are to be maintained.

APPENDIX A – Concept Engineering Sketch



CATCHMENT PLAN
SCALE 1:1000

DO NOT SCALE. CONFIRM ALL DIMENSIONS ON SITE. ORIGINAL DRAWING SIZE - A1 © Copyright

ISSUE	AMENDMENT	DATE
A	PRELIMINARY ISSUE	24.02.20

- LEGEND**
- PROPOSED CATCHMENTS
 - PROPOSED DEVELOPMENT BOUNDARY
 - PROPOSED SWALE

ASSOCIATED CONSULTANT

PROJECT
CHINCHILLA CHRISTIAN COLLEGE CARPARK
CLIENT
CHRISTIAN COMMUNITY MINISTRIES LTD
TITLE
CONCEPT STORMWATER DRAINAGE PLAN

CIVILWORKS ENGINEERS
Property Development Solutions
176 Boniface Street, Archerfield, QLD 4108
PO Box 13, Moorooka QLD 4105
T (07) 3195 8180
E info@civilworks.com.au
W www.civilworks.com.au

Designed	HR	Drawn	HR	Date	24.04.20
Approved		Scale	AS SHOWN		
Drawing No.	CW19058-SK10			Rev.	A

EXISTING SERVICES NOTE
THIS DESIGN HAS BEEN PREPARED BASED ON SERVICE AUTHORITY AS CONSTRUCTED INFORMATION. NO POT HOLING HAS BEEN UNDERTAKEN TO VERIFY EXISTING SERVICE LOCATIONS AND DEPTHS. IT IS THE CONTRACTORS RESPONSIBILITY TO UNDERTAKE POT HOLING TO VERIFY THE DESIGN.

DIAL BEFORE YOU DIG NOTE
IT IS THE CONTRACTORS RESPONSIBILITY TO CONTACT 'DIAL BEFORE YOU DIG' PRIOR TO THE LOCATION OF EXISTING PUBLIC UTILITIES PRIOR TO EXCAVATION. ANY DAMAGE CAUSED TO EXISTING PUBLIC UTILITIES BY THE CONTRACTOR WILL BE REPAIRED BY THE RELEVANT AUTHORITY AT THE CONTRACTORS EXPENSE.

PRELIMINARY NOTE
ALL INTELLECTUAL PROPERTY RIGHTS (INCLUDING, WITHOUT LIMITATION, ALL COPYRIGHT AND DESIGN RIGHTS) SUBSISTING IN THE DRAWINGS AND RELATED INFORMATION BELONGS TO CIVIL WORKS ENGINEERS.

DRAWINGS OR INFORMATION ARE PROVIDED FOR GENERAL INFORMATION PURPOSES ONLY AND MAY NOT CONTAIN FULL DETAILS REQUIRED FOR CONSTRUCTION. CIVIL WORKS ENGINEERS MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, OF MERCHANTABILITY AND FITNESS OF THE DRAWINGS OR DATA FOR ANY PARTICULAR PURPOSE.

CIVIL WORKS ENGINEERS ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY LOSS OR DAMAGE CAUSED TO THE RECIPIENT OR ANY THIRD PARTY THROUGH USE OF THE DRAWINGS OR RELATED INFORMATION IN ANY WAY.



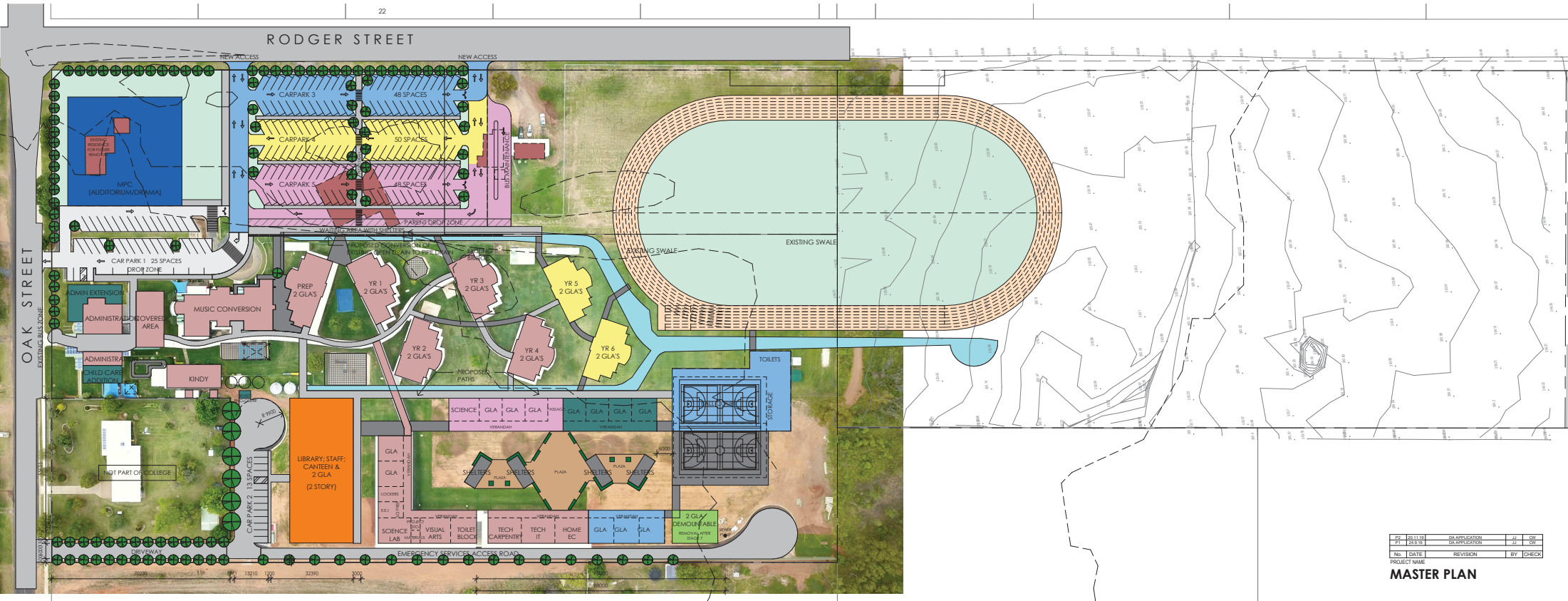
REAL PROPERTY DESCRIPTION
LOT No. 266
PLAN No. LY 201

REAL PROPERTY DESCRIPTION
LOT No. 1-2
PLAN No. SP 295613

REAL PROPERTY DESCRIPTION
LOT No. 10
PLAN No. RP 869617

APPENDIX B – Master Plan

RODGER STREET



OAK STREET

PROPOSED MASTERPLAN. Rev I
SCALE: 1:1750

LEGEND - PROPOSED BUILD YEAR

- Stage 3
2020 BUILD
- Stage 5
2022 BUILD
- Stage 7
2025 BUILD
- Stage 9
2028 BUILD
- Stage 4
2021 BUILD
- Stage 6
2023 BUILD
- Stage 8
2026 BUILD
- Stage 10
2030 BUILD

NO.	DATE	REVISION	BY	CHECK
PP	15/11/18	ON APPLICATION	JJ	DP
PP	15/11/18	ON APPLICATION	JJ	DP

MASTER PLAN

CLIENT
CCM - CHINCHILLA CHRISTIAN COLLEGE

SITE ADDRESS
88 OAK STREET, CHINCHILLA QLD 4413

DRAWING TITLE
STAGING PLAN - REVISION I

DRAWN BY
JJ

CHECKED BY
CW

SCALE: SHEET SIZE
As indicated @A1

PROJECT NO.
CHI. 1

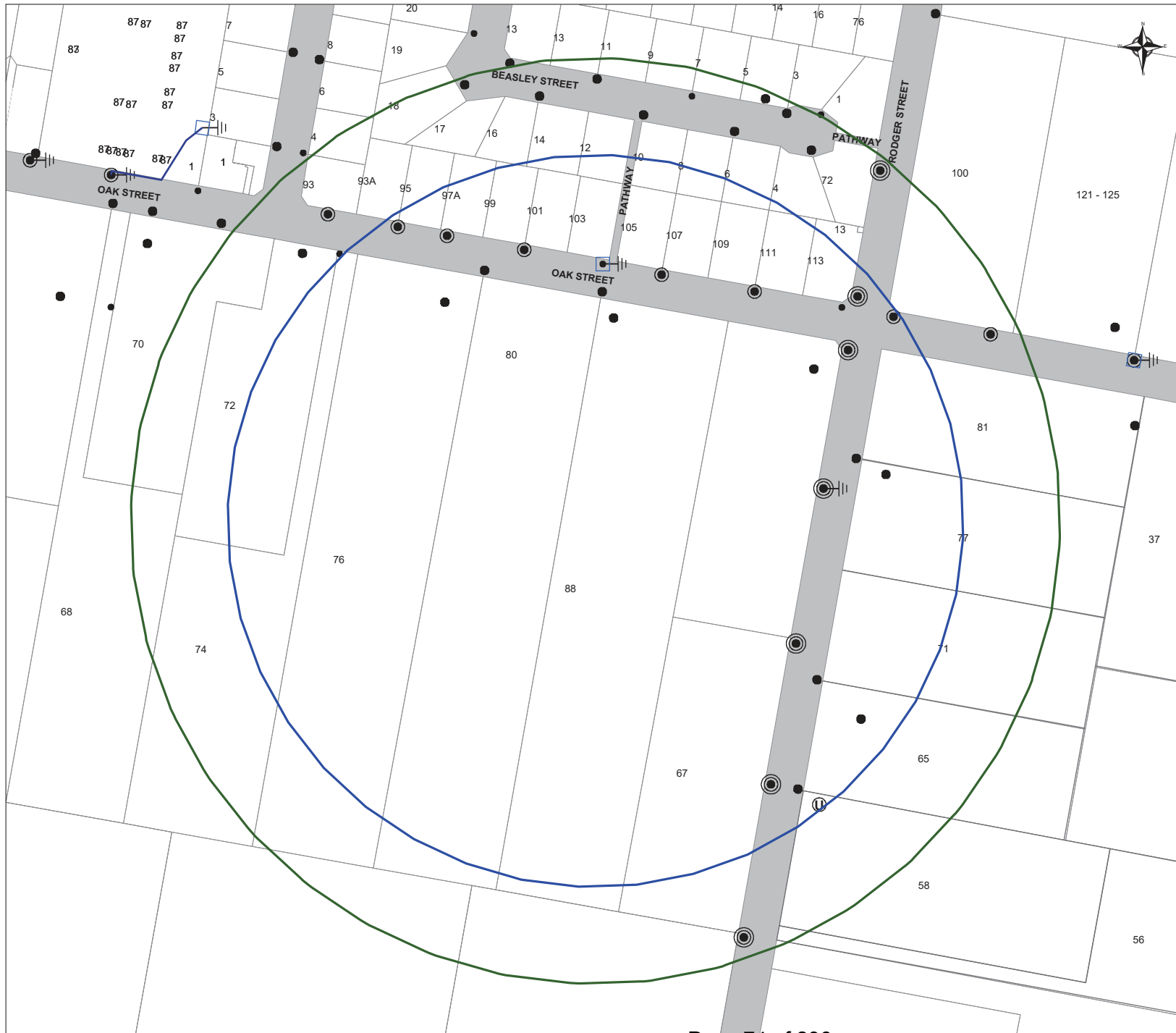
DRAWING NO.
SK-A22

REVISION
P2

PRELIMINARY

ALL COPYRIGHT OR ALL DRAWINGS AND DOCUMENTS ARE OF THE WORKS RECEIVED FROM THEM IS VESTED IN THE ARCHITECT. THE USE HEREBY IS RESTRICTED TO THE PROJECT AND TO THE REGION FOR WHICH THEY WERE ORIGINALLY PREPARED. FOR WHICH AND TO THE REGION FOR WHICH THEY WERE ORIGINALLY PREPARED. USE OUTSIDE THESE ACCORDANCE HEREBY IS PROHIBITED. BUILDERS MUST KEEP ALL DRAWINGS AT JOB BEFORE COMMENCING WORK OR STOP DRAWINGS.

APPENDIX C – Dial Before You Dig



93501848-18808653

Sheet: 1 Layer: All Layers

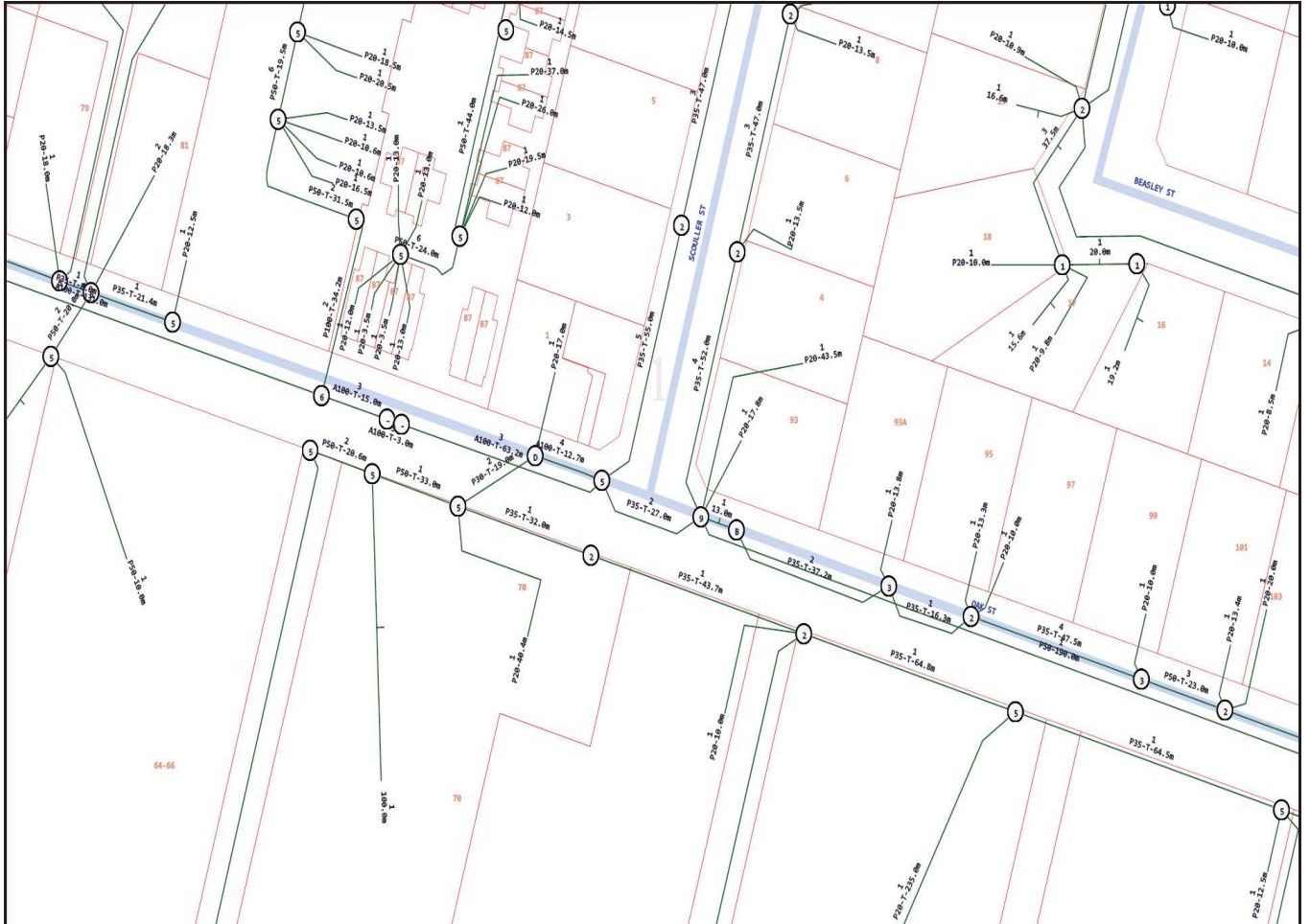
Created By: svc-SmallworldEO_PRD

Created Date 06/01/2020 14:17:10

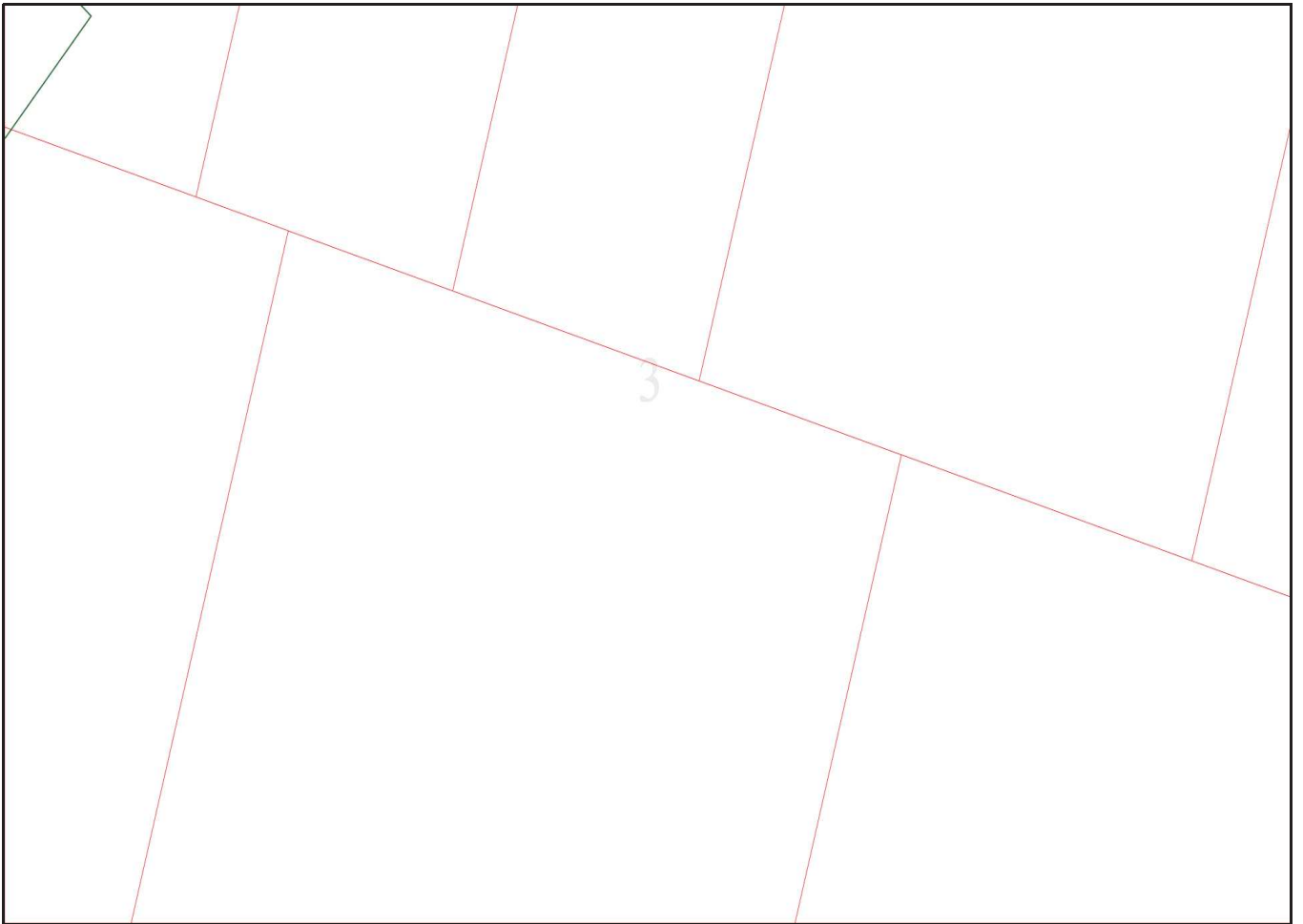
Scale: 1:2000

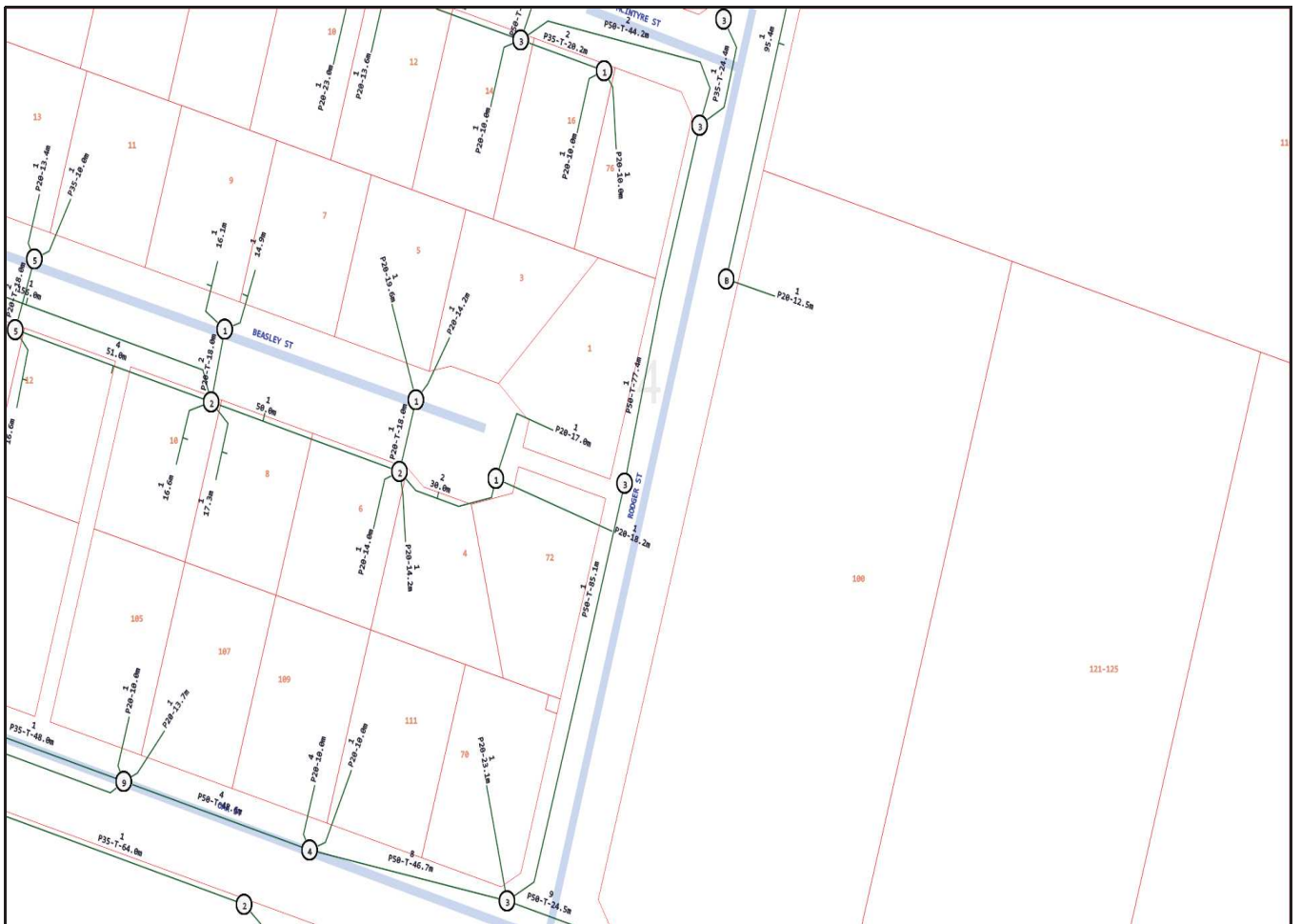
LEGEND

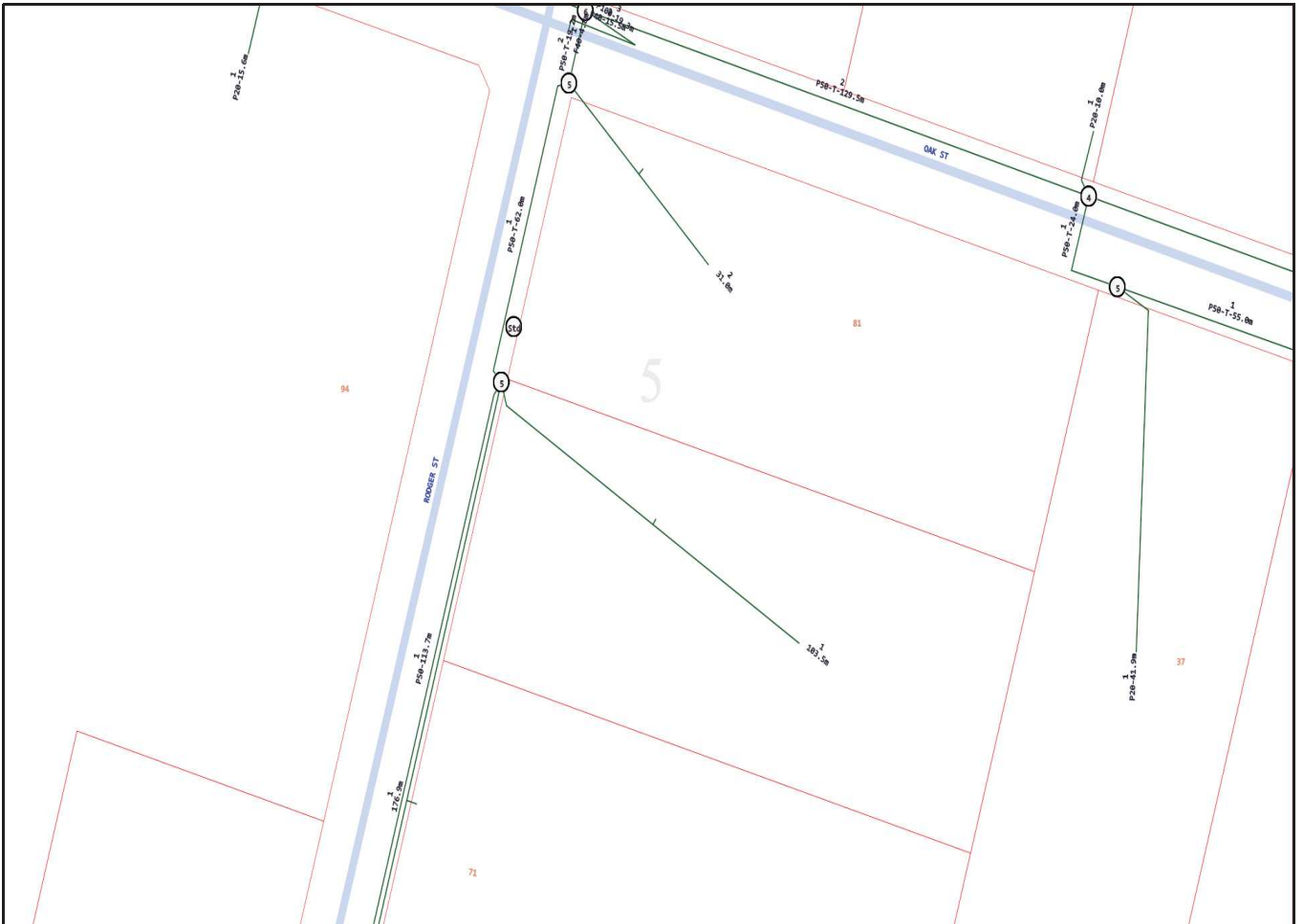
- Segments [Electric]**
 - Cable Segment.HV Route - 11kV
 - Cable Segment.LV Route - 415V
 - Connector Point Installation.External Location - Earth Existing
- Distribution Structures [Electric]**
 - Accurate Route.Route
 - ⊙ Pole.Existing Location - Unknown
 - ⊙ Pole.Existing Location - HV/LV
 - ⊙ Pole.Existing Location - LV
 - Pole.Existing Location - SL
 - ⊙ Pole.Existing Location - TR/HV/LV
- Substation Site [Electric]**
 - Substation.Existing Location - Pole Mounted Distribution
 - Substation.Existing Location - Padmount
- DBYD [Misc_oracle]**
 - ▭ DBYD Request.Ergon Search Area
 - ▭ DBYD Request.Area
- DCDB Text [Operational_cadastre]**
 - Abc Def Qvas.Label Geom
- DCDB [Operational_cadastre]**
 - Abc Def Road.Text.Name Annotation
 - ▭ Land.Parcel.Area Geom
 - ▭ Land.Parcel.Medium.Area Geom
 - ▭ Easement.Area Geom
 - ▭ Road.Coverage.Area Geom
- Unregistered Plan [Operational_cadastre]**
 - URP.Lot.Geometry

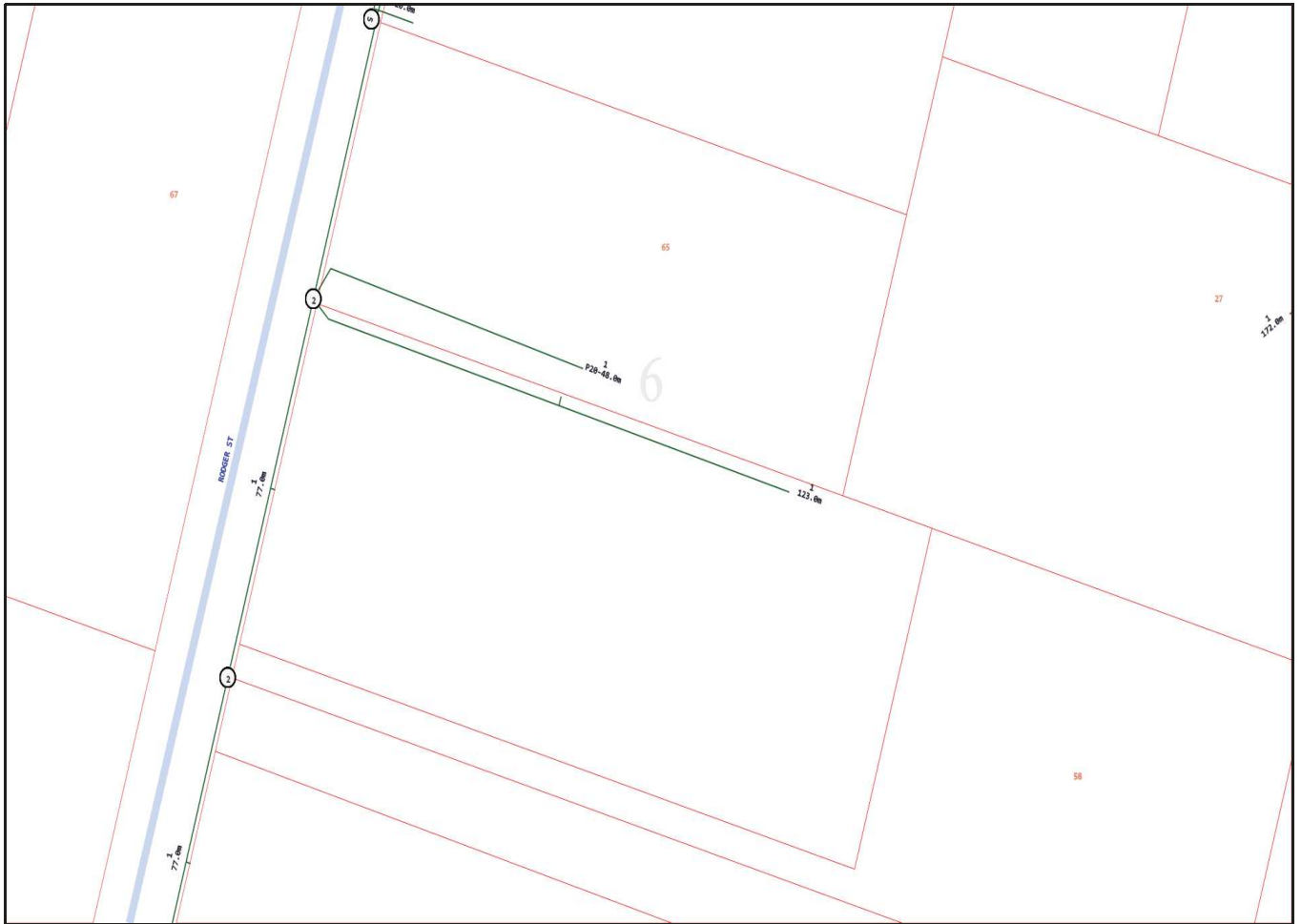








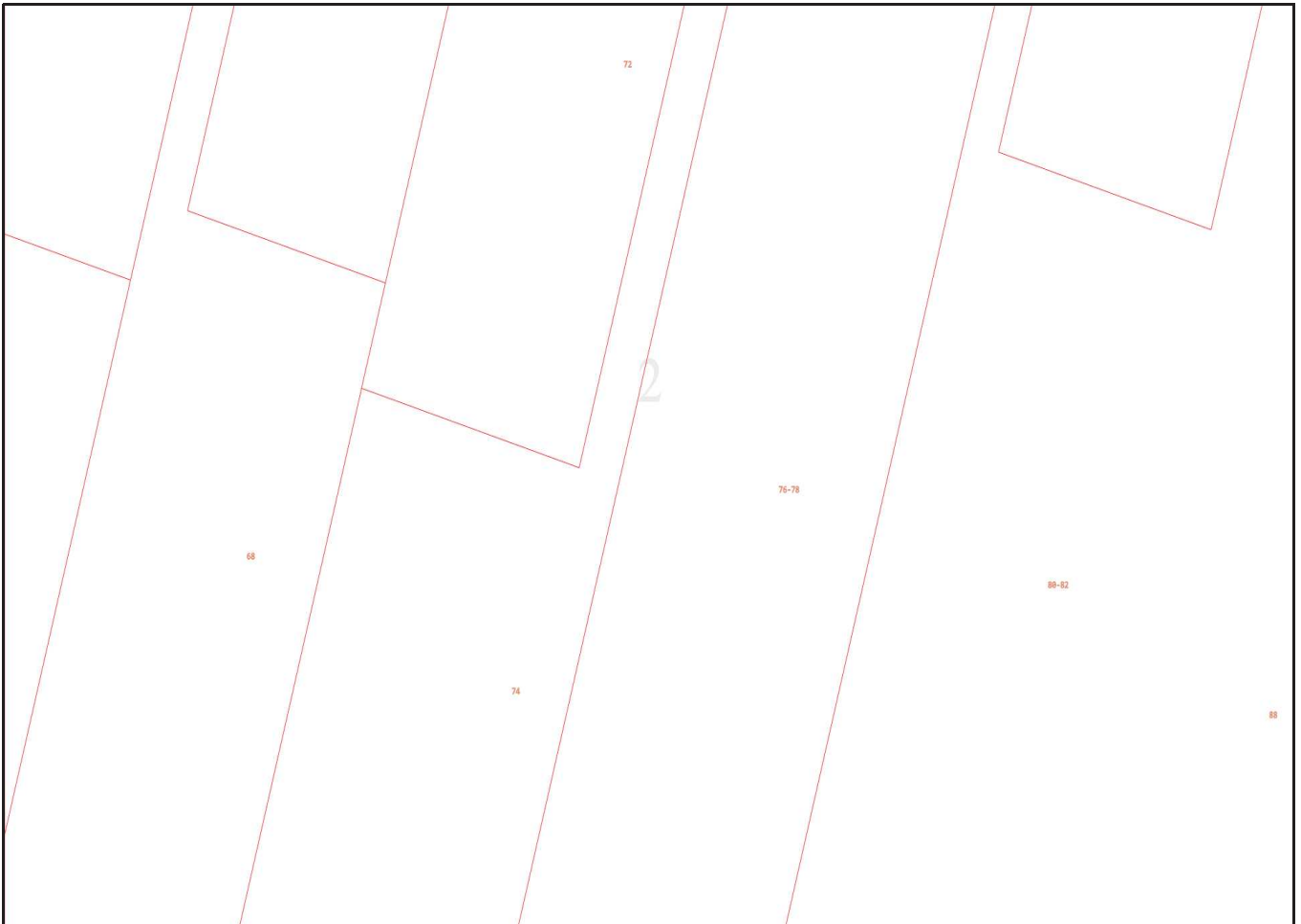


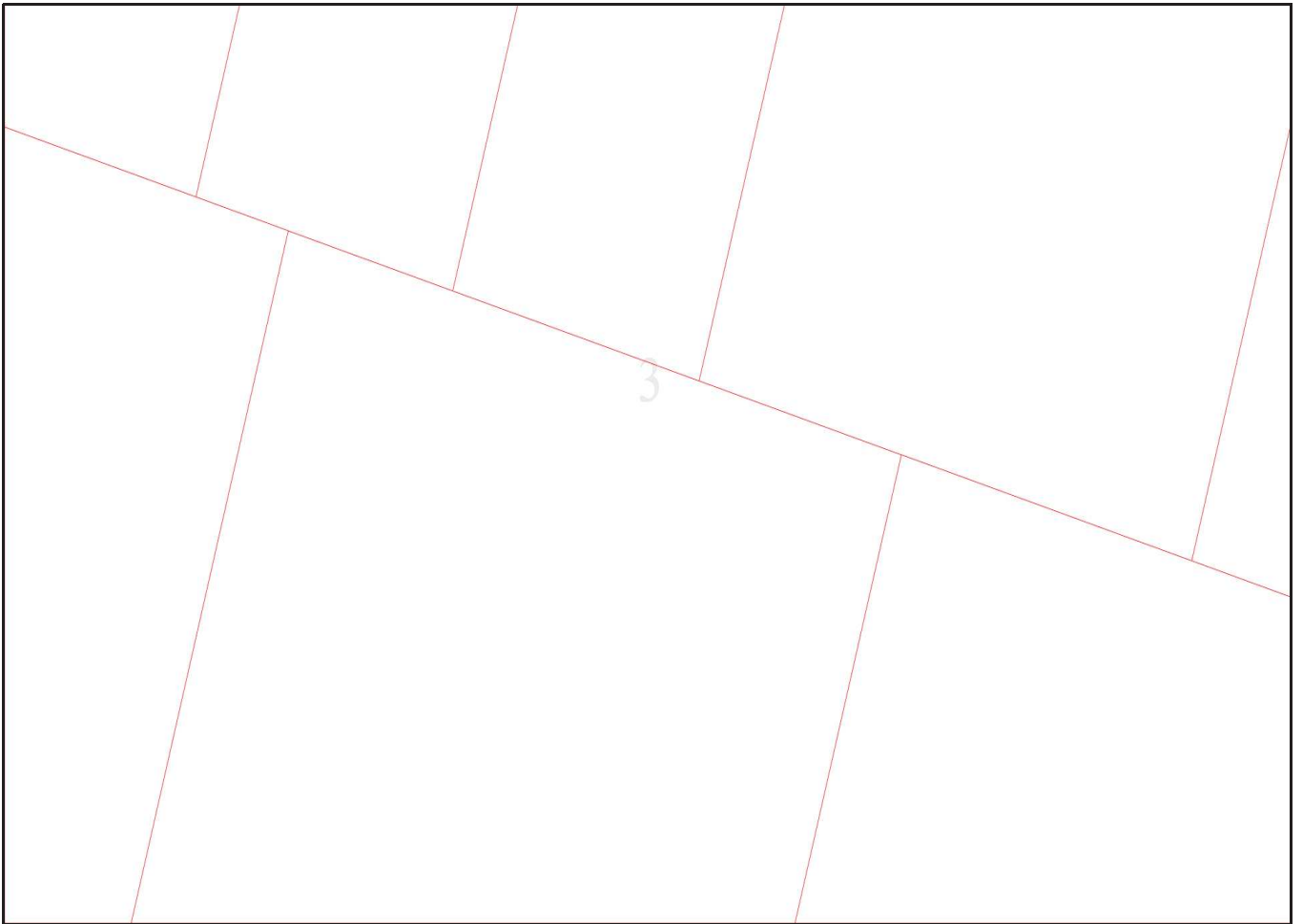


Emergency Contacts

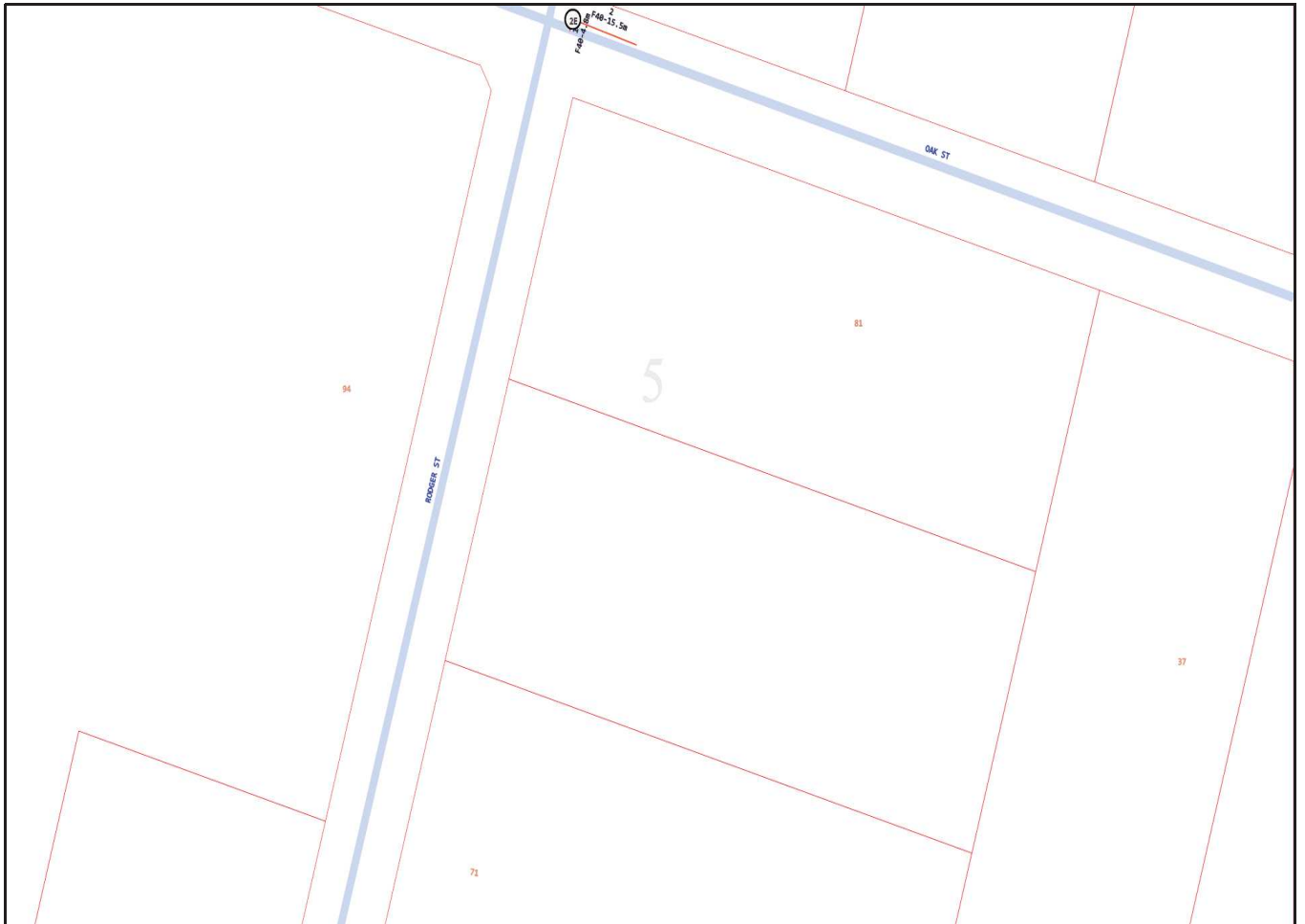
You must immediately report any damage to **nbn**TM network that you are/become aware of. Notification may be by telephone - 1800 626 329.

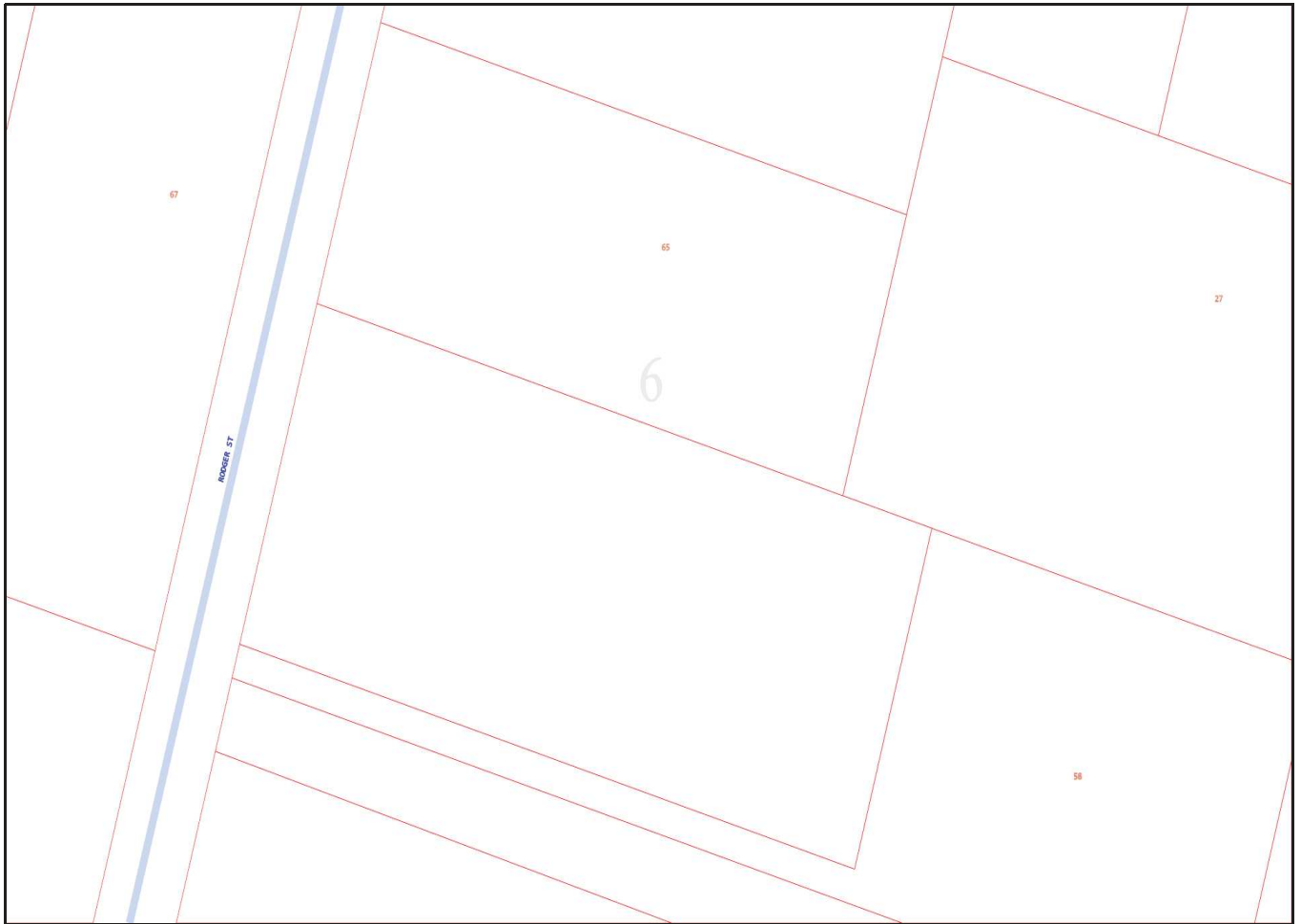












Emergency Contacts

You must immediately report any damage to **nbn**TM network that you are/become aware of. Notification may be by telephone - 1800 626 329.

Cable Plan



For all Telstra DBYD plan enquiries -
 email - Telstra.Plans@team.telstra.com
 For urgent onsite contact only - ph 1800 653 935 (bus hrs)

Sequence Number: 93501850
 Please read Duty of Care prior to any excavating

TELSTRA CORPORATION LIMITED A.C.N. 051 775 556

Generated On 06/01/2020 15:18:28

WARNING - Due to the nature of Telstra underground plant and the age of some cables and records, it is impossible to ascertain the precise location of all Telstra plant from Telstra's plans. The accuracy and/or completeness of the information supplied can not be guaranteed as property boundaries, depths and other natural landscape features may change over time, and accordingly the plans are indicative only. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy shown on the plans.

It is your responsibility to locate Telstra's underground plant by careful hand pot-holing prior to any excavation in the vicinity and to exercise due care during that excavation.

Please read and understand the information supplied in the duty of care statement attached with the Telstra plans. TELSTRA WILL SEEK COMPENSATION FOR LOSS CAUSED BY DAMAGE TO ITS PLANT.

Overview Map

Sequence No:



Western Downs Regional Council makes every effort that the information contained on this map is up to date and correct but accepts no responsibility for this information.

The information is provided as a guide only.



Not To Scale

Imagery sourced from Open StreetMaps

LEGEND:



Detail Map

- Gas
- Sewer
- Water

Affected DBYD Work Area

Map

Sequence No:



Western Downs Regional Council makes every effort that the information contained on this map is up to date and correct but accepts no responsibility for this information.
The information is provided as a guide only.



Not To Scale

LEGEND:

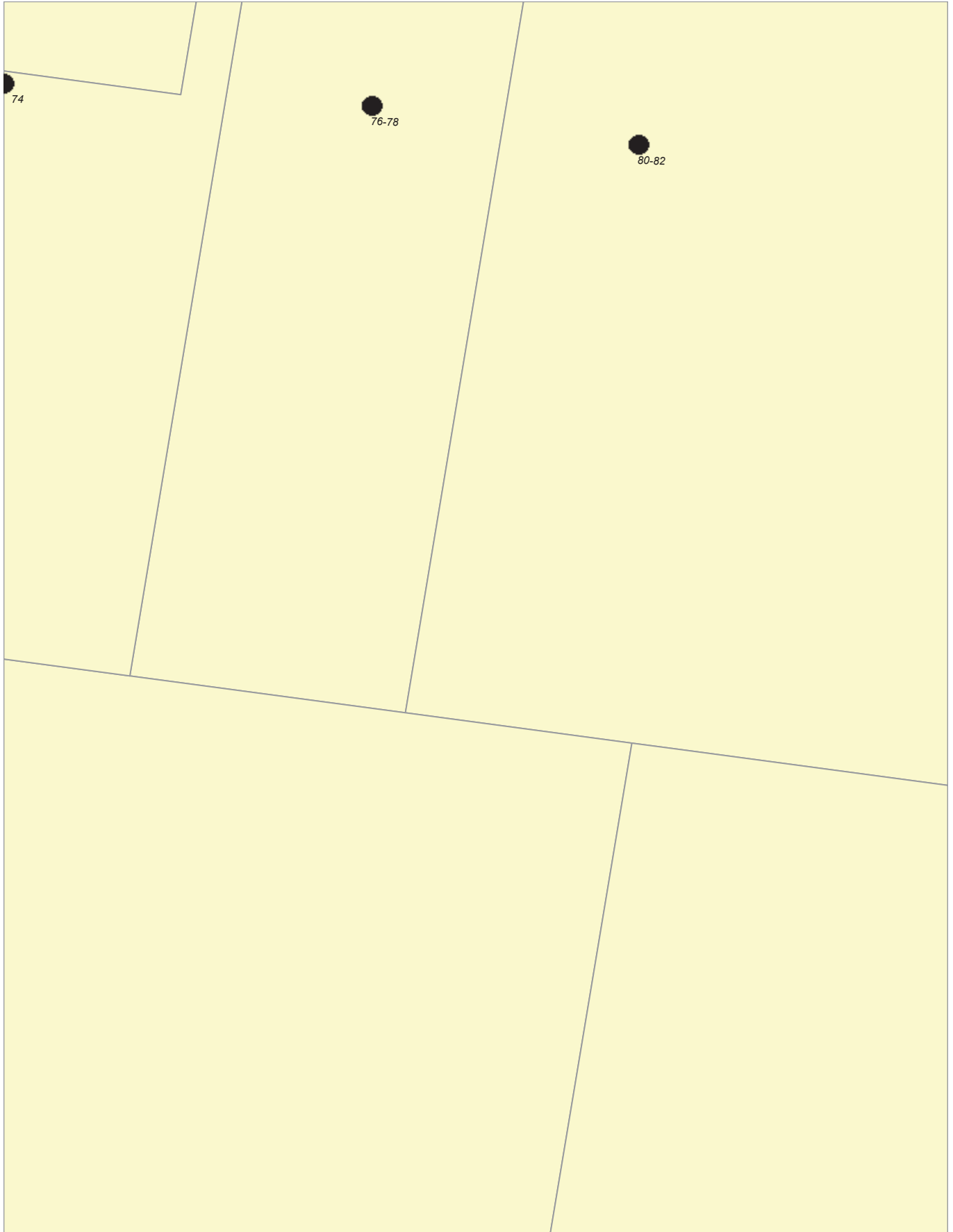
Property Boundary

Gas
 Sewer
 Water

Affected DBYD Work Area

Map

Sequence No:



Western Downs Regional Council makes every effort that the information contained on this map is up to date and correct but accepts no responsibility for this information.
The information is provided as a guide only.




Not To Scale

LEGEND:

 Property Boundary

 Gas
 Sewer
 Water

 Affected DBYD Work Area

Map

Sequence No:



Western Downs Regional Council makes every effort that the information contained on this map is up to date and correct but accepts no responsibility for this information.
The information is provided as a guide only.



Not To Scale

LEGEND:

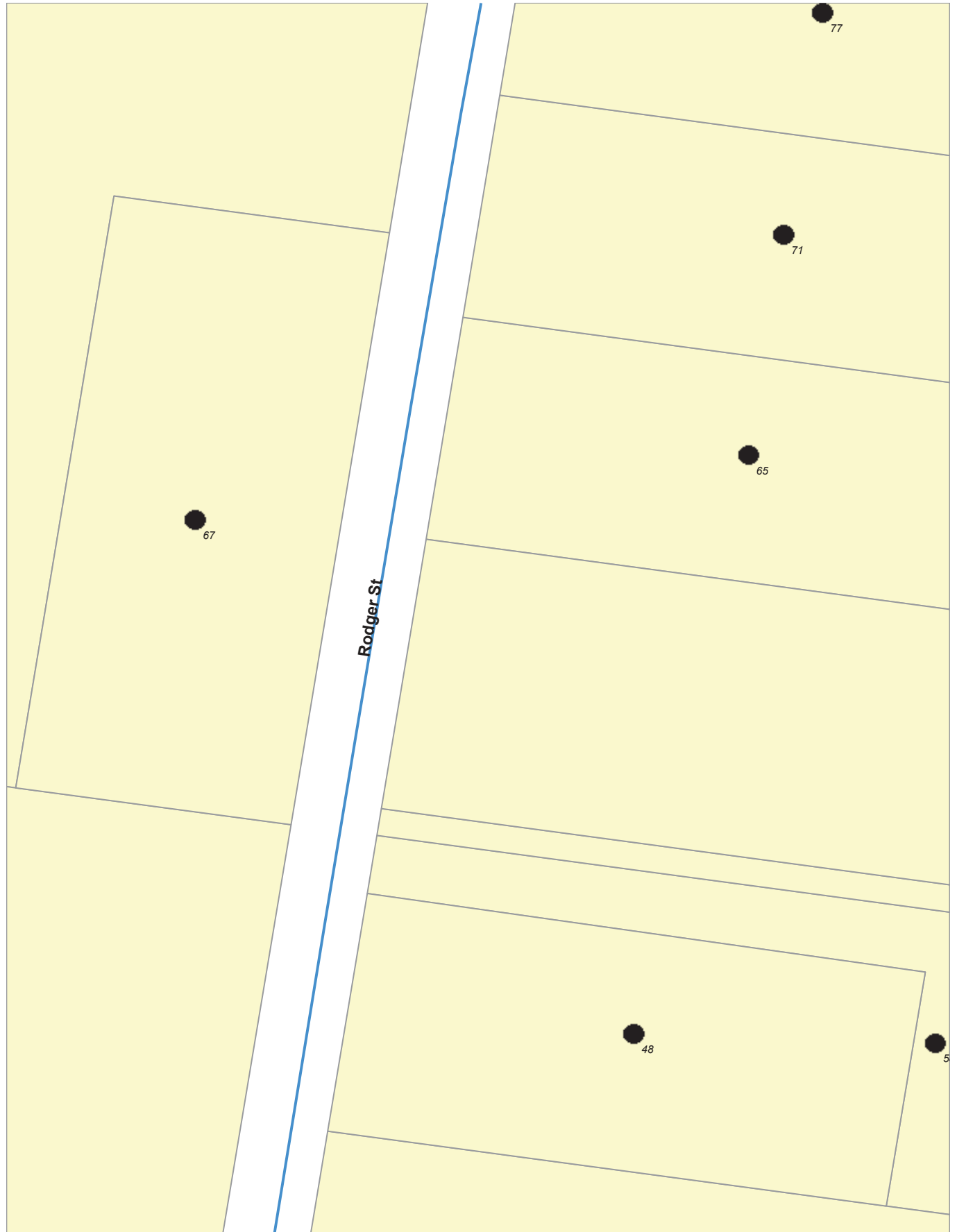
Property Boundary

Gas
Sewer
Water

Affected DBYD Work Area

Map

Sequence No:



Western Downs Regional Council makes every effort that the information contained on this map is up to date and correct but accepts no responsibility for this information.
The information is provided as a guide only.




Not To Scale

LEGEND:

 Property Boundary

 Gas
 Sewer
 Water

 Affected DBYD Work Area

APPENDIX D – Rational Method Calculations

Pre Development A			
tc	33	min	
C ₁	0.47	I ₁	41.7 mm/hr
C ₂	0.50	I ₂	53.1 mm/hr
C ₅	0.56	I ₅	65.5 mm/hr
C ₁₀	0.59	I ₁₀	72.9 mm/hr
C ₂₀	0.62	I ₂₀	83.2 mm/hr
C ₅₀	0.68	I ₅₀	97.5 mm/hr
C ₁₀₀	0.71	I ₁₀₀	108.1 mm/hr

Pre Development B			
tc	33	min	
C ₁	0.42	I ₁	41.7 mm/hr
C ₂	0.44	I ₂	53.1 mm/hr
C ₅	0.49	I ₅	65.5 mm/hr
C ₁₀	0.52	I ₁₀	72.9 mm/hr
C ₂₀	0.55	I ₂₀	83.2 mm/hr
C ₅₀	0.60	I ₅₀	97.5 mm/hr
C ₁₀₀	0.62	I ₁₀₀	108.1 mm/hr

	Areas (m ²)	Q _{3 months} (m ³ /s)	Q ₁ (m ³ /s)	Q ₂ (m ³ /s)	Q ₅ (m ³ /s)	Q ₁₀ (m ³ /s)	Q ₂₀ (m ³ /s)	Q ₅₀ (m ³ /s)	Q ₁₀₀ (m ³ /s)
Exist A	16180	0.044	0.088	0.120	0.165	0.193	0.232	0.297	0.344
TOTAL	16180	0.044	0.088	0.120	0.165	0.193	0.232	0.297	0.344

	Areas (m ²)	Q _{3 months} (m ³ /s)	Q ₁ (m ³ /s)	Q ₂ (m ³ /s)	Q ₅ (m ³ /s)	Q ₁₀ (m ³ /s)	Q ₂₀ (m ³ /s)	Q ₅₀ (m ³ /s)	Q ₁₀₀ (m ³ /s)
Exist B	80440	0.220	0.440	0.595	0.820	0.961	1.152	1.478	1.710
TOTAL	80440	0.220	0.440	0.595	0.820	0.961	1.152	1.478	1.710

RETURN PERIOD (YEARS)

DURATION	1	2	5	10	20	50	100
5 mins	92.5	119.	150.	168.	194.	230.	257.
6 mins	86.0	110.	139.	157.	181.	214.	240.
10 mins	70.6	90.6	113.	127.	147.	173.	194.
20 mins	52.8	67.4	83.5	93.2	107.	125.	139.
30 mins	43.2	55.0	67.8	75.5	86.2	101.	112.
1 hour	28.6	36.4	44.7	49.7	56.7	66.1	73.4
2 hours	17.5	22.3	27.5	30.6	35.0	40.9	45.5
3 hours	12.8	16.3	20.2	22.6	25.9	30.3	33.8
6 hours	7.35	9.43	11.8	13.3	15.3	18.1	20.2
12 hours	4.30	5.55	7.03	7.96	9.22	11.0	12.3
24 hours	2.61	3.38	4.32	4.92	5.73	6.84	7.73
48 hours	1.57	2.05	2.65	3.03	3.54	4.26	4.83
72 hours	1.11	1.45	1.90	2.18	2.55	3.09	3.52

APPENDIX E – Structure Data

Structure Data

	Subarea	IWL	D-Fact	Type			Elevation	Storage
	DEV_OSD	0	1	OUTLET	100	100	m	m ³
Weir	1	2	Pipe/Box	1	2	3	0.00	0.00
Diverts to Sub	DEV_OUT		Diverts to Sub	DEV_OUT			0.10	59.63
Crest Elev [m]	0.23		Invert [m]	0			0.15	91.53
Length [m]	4		No. Barrels	1			0.20	124.85
Weir Coeff	1.66		Ent. Type	1			0.25	159.63
Disch-Factor	1		Dia/(Width)[mm]	300			0.30	195.85
Directed to	BOTTOM		(Height)[mm]				0.35	233.55
Delay [mins]	0		Disch-Factor	1			0.40	272.73
			Directed to	BOTTOM			0.45	313.40
			Delay [mins]	0			0.50	355.60

APPENDIX F – WBNM Results

Results

Storm	1	2	3	4	5	6	7	
	1 Yr 60 Min	2 Yr 60 Min	5 Yr 60 Min	10 Yr 60 Min	20 Yr 60 Min	50 Yr 60 Min	100 Yr 60 Min	
Peak Flowrates at Subarea Outlet [Q m ³ /s]								
EX_A	0.108	0.181	0.277	0.334	0.414	0.485	0.563	
EX_B	0.256	0.464	0.719	0.872	1.120	1.369	1.632	
EX_OUT	0.347	0.609	0.973	1.204	1.534	1.854	2.194	
DEV_UNMIT_A	0.108	0.181	0.277	0.334	0.414	0.485	0.563	
DEV_UNMIT_B	0.337	0.55	0.845	1.03	1.296	1.553	1.83	
DEV_UNMIT	0.445	0.731	1.122	1.364	1.71	2.038	2.392	
DEV_OSD	0.041	0.106	0.18	0.227	0.289	0.36	0.431	
DEV_BYPASS	0.337	0.55	0.845	1.03	1.296	1.553	1.83	
DEV_OUT	0.35	0.58	0.948	1.154	1.449	1.785	2.123	
Variance	0.003	-0.029	-0.025	-0.050	-0.085	-0.069	-0.071	m ³ /s
Variance	0.9	-4.8	-2.6	-4.2	-5.5	-3.7	-3.2	%
Inflow Peak	0.108	0.181	0.277	0.334	0.414	0.485	0.563	
Outflow Peak	0.041	0.106	0.180	0.227	0.289	0.360	0.431	
Inflow Volume	238	350	483	562	675	826	945	
Max Vol Stored	143	171	193	205	219	235	249	
Max Water Elev	0.226	0.266	0.296	0.312	0.331	0.352	0.370	

SARA reference: 1912-14798 SRA
Council reference: A12072 & LG7.6.1

30 January 2020

Chief Executive Officer
Western Downs Regional Council
PO Box 551
DALBY QLD 4405
info@wdrc.qld.gov.au

Attention: Ms Kym Bannerman

Dear Kym

SARA response—88 Oak Street & 67 Rodger Street, Chinchilla

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

The development application described below was confirmed as properly referred by the Department of State Development, Manufacturing, Infrastructure and Planning (the department) on 23 December 2019.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	30 January 2020
Conditions:	The conditions in Attachment 1 must be attached to any development approval.
Advice:	Advice to the applicant is in Attachment 2 .
Reasons:	The reasons for the referral agency response are in Attachment 3 .

Development details

Description:	Development permit	Material change of use for extension to existing educational establishment (covered ball court, storage area, toilets, seven (7) classrooms and car park)
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 1, Table 1 (Planning Regulation 2017)	

Development application for an aspect of development stated in schedule 20

SARA reference: 1912-14798 SRA

Assessment Manager: Western Downs Regional Council

Street address: 88 Oak Street & 67 Rodger Street, Chinchilla

Real property description: Lot 2 on SP295613 and Lot 10 on RP869017

Applicant name: Christian Community Ministries Ltd

Applicant contact details: C/- Lennon Planning and Development
PO Box 4121
Springfield QLD 4300
andrew@lennoxplandev.com

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 4**.

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

For further information please contact Maria Johnson, Senior Planning Officer, on 4616 7302 or via email ToowoombaSARA@dsmip.qld.gov.au who will be pleased to assist.

Yours sincerely



Bernadette Plummer
A/Manager - DDSW Planning

cc Christian Community Ministries Ltd, andrew@lennoxplandev.com

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations provisions
Attachment 5 - Approved plans and specifications

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

No.	Conditions	Condition timing
Material change of use for extension to existing educational establishment		
Schedule 10, Part 9, Division 4, Subdivision 1, Table 1—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:		
1.	The development must provide the pedestrian pathways shown on the Stage 3 & 4 Site Plan, prepared by Alpha Architects, dated 20 November 2019, drawing number SK-A23, revision B as amended in red.	Prior to the commencement of use for the relevant stage and to be maintained at all times
2.	(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state-controlled road or railway corridor. (b) Any works on the land must not: <ul style="list-style-type: none"> (i) create any new discharge points for stormwater runoff onto the state-controlled road or railway corridor; (ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road or railway corridor; (iii) surcharge any existing culvert or drain on the state-controlled road or railway corridor; (iv) reduce the quality of stormwater discharge onto the state-controlled road or railway corridor. 	(a) and (b) At all times.

Attachment 2—Advice to the applicant

General advice	
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) version 2.5. If a word remains undefined it has its ordinary meaning.

Attachment 3—Reasons for referral agency response

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

The reasons for the department's decision are:

- The proposed school expansion has been conditioned to comply with State Code 6 of the SDAP
- vehicular traffic generated by the proposed expansion will not adversely impact on the safe and efficient operation of state transport infrastructure (Warrego Highway and the Western Line)
- conditioning will ensure stormwater impacts will be appropriately managed to ensure no adverse impacts to state transport infrastructure
- conditioning will ensure pedestrian pathways to public transport are provided.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The SDAP (version 2.5), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system

Attachment 4—Change representation provisions

(page left intentionally blank)

Attachment 5—Approved plans and specifications

(page left intentionally blank)

INFRASTRUCTURE CHARGES NOTICE

APPLICANT: Christian Community Ministries Ltd

APPROVED DEVELOPMENT: **STAGE 3 - 3 x GENERAL LEARNING AREAS**
 Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land situated at 88 Oak Street and 67 Rodger Street, Chinchilla

FILE REFS: 030.2019.539.001, A12071, A12072 & LG7.6.1

AMOUNT OF THE CHARGE: **\$33,784.00**

LAND TO WHICH CHARGE APPLIES: Lot 2 on SP295613 and Lot 10 on RP869017

PAYABLE TO: Western Downs Regional Council

WHEN PAYABLE: Prior to commencement of use

This charge is made in accordance with Council's *Infrastructure Charges Resolution (No. 7.1) 2017*.

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Educational Establishment (Education Facility Development Class)	\$110.00 per m ² (water, sewer, transport, parks networks)	Table 3.3.3, Col 2, Charge Area A	290m ²	\$31,900.00
	4.00/m ² impervious area (stormwater network)	Table 3.3.3, Col 3	471m ²	\$ 1,884.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Nil	-	-	-	-
			Water	\$ 9,251.00
			Sewer	\$ 9,251.00
			Stormwater	\$ 1,884.00
			Parks	\$ 6,699.00
			Transport	\$ 6,699.00
			TOTAL CHARGE	\$33,784.00

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

This infrastructure charge has been levied in accordance with Sections 119 to 121 of the *Planning Act 2016* and Council's ***Infrastructure Charges Resolution (No. 7.1) 2017*** for additional demand placed on Council's trunk infrastructure that will be generated by the approved development.

APPEALING DECISION

Under the *Planning Act 2016* the recipient of this Infrastructure Charges Notice may appeal against Council's decision to issue the Infrastructure Charges Notice. Chapter 6, Part 1 of the *Planning Act 2016* details the recipient's right to appeal Council's decision and how the recipient may appeal.

INFRASTRUCTURE CHARGES NOTICE

APPLICANT: Christian Community Ministries Ltd

APPROVED DEVELOPMENT: **STAGE 3 - BALL COURT INCLUDING STORAGE AREA**
 Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land situated at 88 Oak Street and 67 Rodger Street, Chinchilla

FILE REFS: 030.2019.539.001, A12071, A12072 & LG7.6.1

AMOUNT OF THE CHARGE: **\$19,008.00**

LAND TO WHICH CHARGE APPLIES: Lot 2 on SP295613 and Lot 10 on RP869017

PAYABLE TO: Western Downs Regional Council

WHEN PAYABLE: Prior to commencement of use

This charge is made in accordance with Council's *Infrastructure Charges Resolution (No. 7.1) 2017*.

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Educational Establishment (Education Facility Development Class)	\$110.00 per m ² (water, sewer, transport, parks networks)	Table 3.3.3, Col 2, Charge Area A	130m ²	\$14,300.00
	4.00/m ² impervious area (stormwater network)	Table 3.3.3, Col 3	1,177m ²	\$ 4,708.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Nil	-	-	-	-
			Water	\$ 4,147.00
			Sewer	\$ 4,147.00
			Stormwater	\$ 4,708.00
			Parks	\$ 3,003.00
			Transport	\$ 3,003.00
			TOTAL CHARGE	\$19,008.00

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

This infrastructure charge has been levied in accordance with Sections 119 to 121 of the *Planning Act 2016* and Council's ***Infrastructure Charges Resolution (No. 7.1) 2017*** for additional demand placed on Council's trunk infrastructure that will be generated by the approved development.

APPEALING DECISION

Under the *Planning Act 2016* the recipient of this Infrastructure Charges Notice may appeal against Council's decision to issue the Infrastructure Charges Notice. Chapter 6, Part 1 of the *Planning Act 2016* details the recipient's right to appeal Council's decision and how the recipient may appeal.

INFRASTRUCTURE CHARGES NOTICE

APPLICANT: Christian Community Ministries Ltd

APPROVED DEVELOPMENT: **STAGE 3 - BALL COURT AMENITIES**
 Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land situated at 88 Oak Street and 67 Rodger Street, Chinchilla

FILE REFS: 030.2019.539.001, A12071, A12072 & LG7.6.1

AMOUNT OF THE CHARGE: **\$10,792.00**

LAND TO WHICH CHARGE APPLIES: Lot 2 on SP295613 and Lot 10 on RP869017

PAYABLE TO: Western Downs Regional Council

WHEN PAYABLE: Prior to commencement of use

This charge is made in accordance with Council's *Infrastructure Charges Resolution (No. 7.1) 2017*.

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Educational Establishment (Education Facility Development Class)	\$110.00 per m ² (water, sewer, transport, parks networks)	Table 3.3.3, Col 2, Charge Area A	94m ²	\$10,340.00
	4.00/m ² impervious area (stormwater network)	Table 3.3.3, Col 3	113m ²	\$ 452.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Nil	-	-	-	-
			Water	\$ 2,998.60
			Sewer	\$ 2,998.60
			Stormwater	\$ 452.00
			Parks	\$ 2,171.40
			Transport	\$ 2,171.40
			TOTAL CHARGE	\$10,792.00

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

This infrastructure charge has been levied in accordance with Sections 119 to 121 of the *Planning Act 2016* and Council's ***Infrastructure Charges Resolution (No. 7.1) 2017*** for additional demand placed on Council's trunk infrastructure that will be generated by the approved development.

APPEALING DECISION

Under the *Planning Act 2016* the recipient of this Infrastructure Charges Notice may appeal against Council's decision to issue the Infrastructure Charges Notice. Chapter 6, Part 1 of the *Planning Act 2016* details the recipient's right to appeal Council's decision and how the recipient may appeal.

INFRASTRUCTURE CHARGES NOTICE

APPLICANT:	Christian Community Ministries Ltd
APPROVED DEVELOPMENT:	STAGE 3 - CAR PARK Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land situated at 88 Oak Street and 67 Rodger Street, Chinchilla
FILE REFS:	030.2019.539.001, A12071, A12072 & LG7.6.1
AMOUNT OF THE CHARGE:	\$8,356.00
LAND TO WHICH CHARGE APPLIES:	Lot 2 on SP295613 and Lot 10 on RP869017
PAYABLE TO:	Western Downs Regional Council
WHEN PAYABLE:	Prior to commencement of use

This charge is made in accordance with Council's *Infrastructure Charges Resolution (No. 7.1) 2017*.

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Educational Establishment (Education Facility Development Class)	4.00/m ² impervious area (stormwater network)	Table 3.3.3, Col 3	2,089m ²	\$8,356.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Nil	-	-	-	-
			Stormwater	\$8,356.00
			TOTAL CHARGE	\$8,356.00

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

This infrastructure charge has been levied in accordance with Sections 119 to 121 of the *Planning Act 2016* and Council's ***Infrastructure Charges Resolution (No. 7.1) 2017*** for additional demand placed on Council's trunk infrastructure that will be generated by the approved development.

APPEALING DECISION

Under the *Planning Act 2016* the recipient of this Infrastructure Charges Notice may appeal against Council's decision to issue the Infrastructure Charges Notice. Chapter 6, Part 1 of the *Planning Act 2016* details the recipient's right to appeal Council's decision and how the recipient may appeal.

INFRASTRUCTURE CHARGES NOTICE

APPLICANT: Christian Community Ministries Ltd

APPROVED DEVELOPMENT: **STAGE 4 - CAR PARK**
 Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land situated at 88 Oak Street and 67 Rodger Street, Chinchilla

FILE REFS: 030.2019.539.001, A12071, A12072 & LG7.6.1

AMOUNT OF THE CHARGE: **\$6,244.00**

LAND TO WHICH CHARGE APPLIES: Lot 2 on SP295613 and Lot 10 on RP869017

PAYABLE TO: Western Downs Regional Council

WHEN PAYABLE: Prior to commencement of use

This charge is made in accordance with Council's *Infrastructure Charges Resolution (No. 7.1) 2017*.

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Educational Establishment (Education Facility Development Class)	4.00/m ² impervious area (stormwater network)	Table 3.3.3, Col 3	1,561m ²	\$6,244.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Nil	-	-	-	-
			Stormwater	\$6,244.00
			TOTAL CHARGE	\$6,244.00

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

This infrastructure charge has been levied in accordance with Sections 119 to 121 of the *Planning Act 2016* and Council's ***Infrastructure Charges Resolution (No. 7.1) 2017*** for additional demand placed on Council's trunk infrastructure that will be generated by the approved development.

APPEALING DECISION

Under the *Planning Act 2016* the recipient of this Infrastructure Charges Notice may appeal against Council's decision to issue the Infrastructure Charges Notice. Chapter 6, Part 1 of the *Planning Act 2016* details the recipient's right to appeal Council's decision and how the recipient may appeal.

INFRASTRUCTURE CHARGES NOTICE

APPLICANT: Christian Community Ministries Ltd

APPROVED DEVELOPMENT: **STAGE 4 - 2 x GENERAL LEARNING AREAS**
 Material Change of Use to establish an Extension to Existing Educational Establishment (Covered Ball Court, Storage Area, Toilets, 7 Classrooms and Car Park) on land situated at 88 Oak Street and 67 Rodger Street, Chinchilla

FILE REFS: 030.2019.539.001, A12071, A12072 & LG7.6.1

AMOUNT OF THE CHARGE: **\$42,872.00**

LAND TO WHICH CHARGE APPLIES: Lot 2 on SP295613 and Lot 10 on RP869017

PAYABLE TO: Western Downs Regional Council

WHEN PAYABLE: Prior to commencement of use

This charge is made in accordance with Council's *Infrastructure Charges Resolution (No. 7.1) 2017*.

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Educational Establishment (Education Facility Development Class)	\$110.00 per m ² (water, sewer, transport, parks networks)	Table 3.3.3, Col 2, Charge Area A	364m ²	\$40,040.00
	4.00/m ² impervious area (stormwater network)	Table 3.3.3, Col 3	708m ²	\$ 2,832.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Nil	-	-	-	-
			Water	\$11,611.60
			Sewer	\$11,611.60
			Stormwater	\$ 2,832.00
			Parks	\$ 8,408.40
			Transport	\$ 8,408.40
			TOTAL CHARGE	\$42,872.00

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

This infrastructure charge has been levied in accordance with Sections 119 to 121 of the *Planning Act 2016* and Council's ***Infrastructure Charges Resolution (No. 7.1) 2017*** for additional demand placed on Council's trunk infrastructure that will be generated by the approved development.

APPEALING DECISION

Under the *Planning Act 2016* the recipient of this Infrastructure Charges Notice may appeal against Council's decision to issue the Infrastructure Charges Notice. Chapter 6, Part 1 of the *Planning Act 2016* details the recipient's right to appeal Council's decision and how the recipient may appeal.

Title (030.2019.545.001) Community and Liveability Report Development Application Material Change Use Outdoor Sales and Warehouse Lot 4 on RP160677 17499 Warrego Highway Dalby Goebbels C/- The Planning Place

Date 25 May 2020

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the development application for a Material Change of Use to establish Outdoor Sales and Warehouse on land described as Lot 4 on RP160677 including Easement C on RP121009 and Easement A on RP124165 and situated at 17499 Warrego Highway, Dalby.

Link to Corporate Plan

Strategic Priority: Great Liveability

- Our residents enjoy convenience of modern infrastructure and quality essential services.
- Valued recreational spaces, sporting and community facilities are provided regionally.
- A safe and well maintained road network connects our region.
- Our region remains an affordable place for families to live, work, prosper and play.
- We're recognised as one of the safest regions in Queensland.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. The application for a Material Change of Use to establish Outdoor Sales and Warehouse on land described as Lot 4 on RP160677, Easement C on RP121009 and Easement A on RP124165 situated at 17499 Warrego Highway, Dalby, be approved, subject to the following conditions:

APPROVED PLAN

1. The development shall be carried out generally in accordance with the Approved Plan listed below, subject to and modified by the conditions of this approval:

Plan No: 8579-P1, Rev E, Sheet 1 of 1
Description: Proposed Site Plan, prepared by ONF Surveyors, dated 11/05/2020
Amendment: Amended in red by Council on 28/5/2020

2. Where there is any conflict between the conditions of this development approval and the details shown on the Approved Plan, the conditions of this development approval must prevail.
3. The following further development Permit must be obtained prior to commencement of works associated with the process:
 - 3.1 Building Works associated with the proposed sign.

APPROVED DEVELOPMENT

4. The approved development is Material Change of Use for Outdoor Sales and Warehouse as shown on the Approved Plan.
5. The approval is for the storage of used agricultural equipment and machinery and does not include the scrapping, servicing, cleaning or sale of machinery parts in association with either use on the property.

COMPLIANCE, TIMING AND COSTS

6. All conditions of the approval shall be complied with within three (3) months of this approval taking effect and while the use continues, unless otherwise noted within these conditions.
7. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

FEES AND CHARGES

8. All fees, rates, interest and other charges levied on the property, shall be paid in full, in accordance with the rate at the time of payment.

MAINTENANCE

9. The development (including landscaping, parking, driveways and other external spaces) shall be maintained in accordance with the Approved Plan subject to and modified by any conditions of this approval.

INFRASTRUCTURE CHARGES

10. All infrastructure charges including those associated with Council's Water, Sewerage, Stormwater, Transport and Parks networks are now levied under the *Planning Act 2016*. As required under Section 119 of the *Planning Act 2016*, a separate **Infrastructure Charges Notice** is attached.

OPERATING HOURS - GENERAL

11. Unless otherwise approved in writing by Council's Planning and Environment Manager or an authorised delegate, the approved development is to operate between the following hours:

Monday to Friday:	6am to 6pm
Saturday:	8am to 12pm
Sunday and Public Holidays:	Nil

LANDSCAPING – GENERAL

12. The developer must submit to Council's Planning and Environment Manager or authorised delegate for endorsement, a detailed Landscape Plan for all landscaping associated with the development, prior to commencement of the development.
13. The Landscape Plan must detail:
 - 13.1 a minimum 3 metre wide landscaped area buffer with 2 rows of planting provided adjacent to the Warrego Highway frontage of the property exclusive of areas used for vehicular access;
 - 13.2 landscaping along both side boundaries at a planting rate of 1 tree per 10 metres at a minimum height of 1.8 metres;

- 13.3 the typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on-site;
 - 13.4 the number and size of plants to be used; and
 - 13.5 the typical planting detail including preparation, backfill, staking and mulching.
14. The applicant is to obtain consent from the gas pipeline operator regarding the siting and type of landscaping treatments to ensure landscaping is acceptable and that the safe operation of the gas pipeline within Easement C on RP121009 is not impacted. The written consent of the pipeline operator is to be provided in support of the Landscaping Plan to be submitted for Council's endorsement.
15. Once the Landscaping Plan is endorsed by Council, the developer must implement the Approved Landscape Plan, or as otherwise approved in writing by Council's authorised delegate. Any amendments approved by Council's authorised delegate are taken to be a part of the Approved Landscape Plan.

FENCING

16. A 1.8 metre high black powder coated pool type fence shall be provided along the entire frontage of the property to the Warrego Highway other than areas used to access the Warrego Highway.
17. The applicant is to engage a registered Surveyor to survey the boundaries of the approved Outdoor Sales and Warehouse areas illustrated on the Approved Plan. The Surveyor is to place survey pegs around the internal boundary of the Outdoor Sales and Warehouse use areas and an internal fence is to be constructed around the boundary of these areas with sufficient areas provided for vehicle access to these areas.
18. Fencing material used for the internal fencing shall be compatible with that used within the locality.
19. Boundary fences are not be erected in a parallel arrangement with the existing fences erected along the same boundary. That is, the existing fence shall be removed to facilitate construction of the new fence.

VISUAL AND GENERAL AMENITY

20. Any graffiti on buildings or structures associated with the development must be immediately removed.
21. The approved Outdoor Sales and Warehouse areas illustrated on the Approved Plan are to be maintained to ensure that vegetated areas (including grassed areas) are to be kept free of long grass and overgrown vegetation at all times.
22. The Outdoor Sales and Warehouse areas must be maintained in a clean and tidy manner at all times, and goods for display and storage are to be arranged in neat and orderly rows.
23. All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance varieties at all times.

REFUSE STORAGE AREAS

24. Refuse bin storage areas must be screened from public view. Where bin storage occurs outside any buildings, such storage areas shall be screened with a minimum 1.5 metre high solid screen fence or wall.

ACOUSTIC AMENITY - NOISE LIMITS

25. Noise from activities associated with the use of the site must not exceed the Acoustic Quality Objectives listed in the *Environment Protection (Noise) Policy 2008* when measured at any sensitive place or commercial place.

AIR EMISSIONS

26. Air emissions (odour and dust) from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2008*.

PARKING AND ACCESS - GENERAL

27. The applicant is to construct a 10 metre wide dust suppressive gravel hardstand surface as illustrated on the Approved Plan amended by Council.
28. In the event that bona fide complaints are received by Council in relation to dust emissions produced from the site, Council reserves the right to require the applicant to provide dust suppressive seal within the designated Warehouse and Outdoor Sales areas illustrated on the Approved Plan.
29. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

STORMWATER MANAGEMENT

30. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in flood damage on other properties.
31. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

EROSION AND SEDIMENT CONTROL - GENERAL

32. Ensure that all reasonable action is taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
33. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

ENVIRONMENTAL HEALTH

34. Do not release contaminants or contaminated water directly or indirectly from the subject land, or to the ground or groundwater on the land subject to this approval.

EASEMENTS

35. Prior to commencement of any works or activity within the easements of the gas transmission pipeline, the proponent must seek a third party works authorisation from the easement holder.

REFERRAL AGENCY RESPONSE

The application is subject to the following Referral Agency requirements:

1. Department of State Development, Manufacturing, Infrastructure and Planning's Concurrence Agency response dated 11 March 2020.

ADVISORY NOTES

NOTE 1 - Relevant Period

"To the extent a development approval is for a Material Change of Use of premises, the approval lapses if the first change of use under the approval does not start within the following period (the relevant period) -

- (a) **6 years** starting the day the approval takes effect;
- (b) *if the approval states a different period from when the approval takes effect—the stated period."*

NOTE 2 - Aboriginal Cultural Heritage

It is advised that under Section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships' website www.datsip.qld.gov.au

NOTE 3 - General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 4 - General Safety of Public during Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction work, and to ensure safe traffic control and safe public access in respect of work being constructed on a road.

NOTE 5 - Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken three (3) months after the approval takes effect. If the work is completed prior to this time, please contact Council for an earlier inspection. A property note to this effect will be placed on Council's records.

NOTE 6 - Duty to Notify of Environmental Harm

If a person becomes aware that serious or material environmental harm is caused or threatened by an activity or an associated activity, that person has a duty to notify Western Downs Regional Council.

NOTE 7 - Infrastructure Charges Notice

An Infrastructure Charges Notice is attached for the development.

NOTE 8 - Commencement of Use

- (i) Prior to commencement of this use, the applicant is to request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant.

- (ii) Upon receipt of confirmation from Council that all conditions of this Development Permit are considered compliant, the applicant is to notify Council within 20 business days, that this approved use has lawfully commenced.

Background Information

The relevant background information to this application is as follows:

Application No: 030.2019.545.001	Assessment No: A8253	Keywords Index: AD6.6.2 & LG7.6.1
Assessing Officer:	Dominic Bradley PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	Paul John Goebbels C/- The Planning Place	
Owner:	Paul John Goebbels	
Site Address:	17499 Warrego Highway, Dalby	
Site Area:	18.62ha	
Real Property Description:	Lot 4 on RP160677, Easement C on RP121009 and Easement A on RP124165	
Proposed Development:	Outdoor Sales and Warehouse	
Level of Assessment:	Code	
Type of Application:	Material Change of Use	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Medium Impact Industry	
Precinct:	N/A	
Overlays:	<ul style="list-style-type: none"> · Flood Hazard - Low, Medium and High · Infrastructure - Gas Pipeline and Buffer Area · Extractive Industry - Petroleum Lease · Stormwater Overland Flow Path - Minor · Agricultural Land Classification - Class A Agricultural Land · Scenic Amenity - Scenic Routes Buffer Area 	
Pre-lodgement Meeting:	No	
Application Lodgement Date:	03/12/2020	
Properly Made Application:	Yes	Date: 24/01/2020
Action Notice Issued:	Yes	Date: 17/12/2019
Required Action Taken:	Yes	Date: 21/01/2020
Confirmation Notice Issued:	Yes	Date: 05/02/2020
PART 2: REFERRALS		
Department of State Development, Manufacturing, Infrastructure and Planning (Department of Transport and Main Roads as Technical Agency - Concurrence Agency)	<p>On 06/02/2020, the applicant referred the application to the Department.</p> <p>On 20/02/2020, Council received a Confirmation Notice that the application has been referred by the applicant.</p> <p>On 12/03/2020, Council received a Concurrence Agency response subject to conditions, from the Department.</p> <p>On 20/05/2020, Council notified the Department of a minor change to the original application.</p> <p>On 21/05/2020, Council was advised that the Department did not intend to change its response subject to the minor change to the original application.</p>	
APA Group as the Gas Pipeline Licence Holder - Advice Agency	<p>On 06/02/2020, the applicant referred the application to APA Group as an Advice Agency for the application.</p> <p>On 06/03/2020, Council received a response from APA Group providing advice relevant to their jurisdiction.</p>	

	On 22/05/2020, Council notified APA Group of a minor change to the application. On 22/05/2020, Council was advised that APA Group did not intend to change their response subject to the minor change to the application.	
PART 3: INFORMATION REQUEST		
Information Request Issued:	Yes	Date: 19/02/2020
Applicant's Response:	Yes	Date: 12/05/2020
PART 5: DECISION PERIOD		
Date Commenced:	13/05/2020 Council was unable to decide the application while the minor change was reviewed by Referral Agencies, however, the applicant did not stop the clock.	
Decision Due Date:	17/06/2020	

Report

1. Background Information

1.1. Development History

The history of the development is summarised as follows:

- On 10 November 2017, the applicant lodged a development application for a Material Change of Use to establish a Warehouse on land described as Lots 4 and 5 on RP160677.
- On 16 November 2017, Council issued an Action Notice as the application was not a properly made application.
- A response to the Action Notice was not received from the applicant within the 20 business day period which concluded on 18 December 2017, hence the application lapsed.
- On 12 January 2018, the applicant advised that further time was required to lodge a properly made development application for a Material Change of Use for a Warehouse on the property, as the applicant had been unwell.
- Council agreed to this extension to allow the applicant time to respond or lodge a new development application based on the applicant's personal circumstances, in good faith.
- Subject to this extension, the applicant did not communicate with Council between January 2018 and January 2019 regarding the progress of preparing and submitting an application.
- Aerial imagery obtained by Council indicated that the use of the land for the purpose of a Warehouse had further increased in scale.
- On 7 February 2019, Council issued a Show Cause Notice regarding the unlawful development on Lots 4 and 5 on RP160677.
- On 19 March 2019, Council issued an Enforcement Notice under Section 168 of the *Planning Act 2016*, as Council had not received a response to the Show Cause Notice.
- On 3 December 2019, the applicant lodged the current application. The applicant's Solicitor has removed the farm machinery from Lot 5 on RP160677 and this lot will not form part of the application.

1.2 Site Context

The property is legally described as Lot 4 on RP160677 and is located at Warrego Highway Dalby. The property is located within the Medium Impact Industry Zone, gains access from Warrego Highway, and has an area of 18.62ha. The Flood Hazard, Infrastructure, Scenic Amenity and Stormwater Overland Flow Path Overlays are relevant to the assessment of this application.

The property is developed and features an existing residence and associated rural outbuildings and has also been used historically for agricultural purposes. The property is partially vegetated with mature pockets of native vegetation and the property also features two existing rural dams.

1.3 Proposal

The applicant owns and operates Goebbels Machinery Pty Ltd which purchases second-hand rural machinery, vehicles and associated parts for sale from 17394 Warrego Highway, Dalby (Lot 4 on RP803568). The business has operated historically from this site and has historic use rights to operate from this property.

However, the applicant has expanded the Goebbels Machinery business onto Lot 4 on RP160677 unlawfully, without obtaining the necessary development approval from Council for a Material Change of Use for a Warehouse and Outdoor Sales. As a result of compliance action taken by Council, the applicant has now lodged a development application for decision.

The development will not involve construction of any additional buildings on the property. The existing dwelling and associated outbuildings will continue to be used for the purpose of a dwelling and will not be used as part of the proposed business activities.

Currently, the applicant is using an area at the rear of the property to store surplus agricultural machinery, defined as a Warehouse. The applicant seeks to formalise the use at the rear of the property and use a total area of 4.4ha for the purpose of machinery storage.

The applicant also intends to use part of the property for Outdoor Sales where the agricultural equipment can be inspected and purchased by interested customers via appointment. The applicant has advised that an area of 4.6ha will be used for the purpose of agricultural machinery sales and will be located at the front of the site to be visible from the Warrego Highway.

The applicant has advised that the majority of agricultural equipment stored or for sale at the premises will be tillage machines (such as ploughs, scrapers, levellers, scarifiers, disc harrows, rippers, cultivators and combined tiller and rotary harrows). The applicant has advised that machinery sold will be sold as-is and will not be sold as raw materials or parts from the premises. The applicant has advised that the proposed uses on the property would not involve servicing or cleaning of vehicles, or the scrapping of machinery of vehicles for parts.

The applicant has advised that actual retail sales of agricultural machinery stored on the property will take place at the historic site (17394 Warrego Highway, Dalby) and the Outdoor Sales area will only be used for the inspection and transport of sold inventory.

The applicant has advised that the development will not include lighting and will be open between the hours of 6am and 6pm from Monday to Friday and between 8am and 12pm Saturdays each week. The business will not be operational from the property on Sundays or public holidays.

The applicant has indicated that no part-time or full-time staff will be employed at the business. Rather, the applicant will be the only employee involved in the operation of the business from the property.

The development will gain access via the existing vehicular access for the property to the Warrego Highway. The vehicles accessing the site will cross a gas pipeline easement (Easement C on RP121009) which runs along the frontage of the property.

The applicant has also indicated that the property will use part of the land for Outdoor Sales which is subject to Easement A on RP124165 which is also held by the gas pipeline operator. The Gas Operator has advised that this easement also includes associated pipeline infrastructure.

The applicant has advised that the development will be accessed via tractor, semi-trailers, trucks and light vehicles for the operation of the development. The applicant has estimated that semi-trailer vehicles movements would be 40 per month, tractor movements would be 2 per month and that light vehicle movements would be 7 vehicle trips per month. The applicant estimates that there would be 3 to 4 visitors inspecting the site on a daily basis.

2. Assessment

2.1 Assessment against the Western Downs Planning Scheme 2017 incorporating Amendment 1 (the Planning Scheme)

- The property is located within the Medium Impact Industry Zone in which the development of Outdoor Sales and a Warehouse is Code Assessable development.
- The development requires assessment against the following Codes:
 - Medium Impact Industry Zone
 - Transport, Access and Parking Code
 - Infrastructure Services Code
 - Infrastructure Overlay Code
 - Scenic Amenity Overlay Code
 - Flood Hazard Overlay Code
 - Stormwater Overland Flow Path Overlay Code
- The application has been considered against the abovementioned Codes as discussed below:

Medium Impact Industry Zone Code

- The property has been used for rural and residential purposes historically and the applicant now seeks to use the property lawfully for the purpose of a Warehouse and Outdoor Sales.
- The property is not directly adjoined by any land within a Residential Zone Category and the closest sensitive receptor is located 300 metres to the north-east on the other side of the Warrego Highway.
- It is noted that the proposed Warehouse use will be visually screened by mature vegetation on the property which will be retained subject to the development.
- The applicant has advised that the business will only operate from the property during daylight hours and will not utilise any outdoor lighting.
- The development will not involve construction of any building or structures on the property other than the construction of a new sign associated with the business.
- Accordingly, the design requirements relevant to building or structures developed within the Medium Impact Industry Zone are not applicable.

- The development footprint of the Outdoor Sales use will be set back sufficiently from the frontage of the Warrego Highway and the applicant has also indicated that landscaping treatments will be provided to soften the visual impact of the development.
- Council's Assessing Officer has also conditioned that fencing be provided to ensure the use areas are clearly defined and to ensure that the development provides an attractive commercial frontage to the Warrego Highway.
- The applicant has advised that they do not seek to utilise hardstand areas for the storage and display of agricultural equipment, as it is cost prohibitive to provide hardstand areas for development based on the scale of the development.
- Other existing industrial uses provide gravel hardstand for the display and storage of similar bulky goods to limit dust generated on the property, to ensure that stored and displayed goods are protected from deterioration and damage, and to provide an attractive commercial frontage.
- It is considered that nearby industrial uses provide an attractive frontage to the Warrego Highway and that the development should ensure that it does not detract from the character or amenity of the Medium Impact Industry Zone.
- The applicant has advised that alternative treatments could be provided to ensure that the development provides an attractive street frontage, such as landscaping, and ensuring that stored equipment is orderly and stored in neat rows at all times.
- Council's Assessing Officer has amended the proposal plan to ensure that a 10m wide strip along the road frontage with the Outdoor Sales Area will be surfaced with hardstand to provide an attractive frontage in combination with the conditioned landscaping and fencing arrangements.
- Due to the nature and operation of the development and proximity to surrounding land uses, it is unlikely that the development will result in significant impacts on the amenity or character of the Medium Impact Industry Zone or on surrounding land uses.
- Notwithstanding, the development will be conditioned to ensure that air and noise emissions are regulated to comply with the relevant legislative requirements.
- On this basis, it is considered that the development is consistent with the Medium Impact Industry Zone Code subject to the recommended conditions.

Transport, Access and Parking Code

- The property will utilise the existing bitumen crossover to the Warrego Highway.
- The Department of State Development, Manufacturing, Infrastructure and Planning (Department of Transport and Main Roads as Technical Agency) has issued a Concurrence Agency response advising that they have no requirements for the application and do not require the crossover to the Warrego Highway to be upgraded.
- The applicant has advised that no formalised parking will be provided to service the development, which is consistent with Acceptable Outcome 4 of the Transport, Access and Parking Code for the proposed uses.

- The applicant has advised that there would be suitable space for informal parking areas for customers inspecting machinery stored on the property within the designated Outdoor Sales Area.
- On this basis, it is considered that the development is compliant with the Transport, Access and Parking Code.

Infrastructure Services Code

- The property features an existing residence which will continue to service the applicant and resident of the property, including an effluent disposal system, drinking water, electricity and telecommunications.
- The applicant does not propose any additional buildings to facilitate the operation of the business on the property that would require additional infrastructure connections.
- On this basis, the development is consistent with the Infrastructure Services Code.

Scenic Amenity Overlay Code

- The Warrego Highway is a Scenic Route and the property is located within the Scenic Route Buffer identified within the Overlay Mapping of the Planning Scheme.
- Part of the Outdoor Sales development footprint is located within the Scenic Route Buffer of the Warrego Highway.
- However, the Outdoor Sales use will not involve construction of any buildings or structures within the Scenic Route and is conditioned to appear similar to other existing industrial land uses established within the Scenic Route Buffer Area along the Warrego Highway.
- The development will be conditioned to provide landscaping treatments adjacent to the Warrego Highway to enhance the visual amenity of the development.
- On this basis, it is considered that the development is consistent with the Scenic Amenity Overlay Code.

Infrastructure Overlay Code

- The development triggers assessment against the Infrastructure Overlay Code, as the property is intersected by a gas pipeline and associated easement owned by APA Group who are an Advice Agency for the application.
- The development footprint of the Outdoor Sales is partially located within the gas pipeline easement which impacts the property.
- The development will not involve any buildings or structures being constructed within the gas pipeline easement but will involve vehicles and agricultural equipment crossing over the pipeline.
- APA Group has provided an Advice Agency response which has been considered in conditioning the development to ensure that the infrastructure is not impacted by the development.

- On this basis, it is considered that the development is consistent with the Infrastructure Overlay Code.

Stormwater Overland Flow Path Overlay Code

- The property triggers assessment against the Stormwater Overland Flow Path Overlay Code, as the property is intersected by minor flow paths within the Overlay Mapping of the Planning Scheme.
- The applicant has amended the original design of the development to ensure that the development is outside the areas identified as Minor Flow Paths within the Overlay Mapping of the Planning Scheme.
- On this basis, it is considered that the development is consistent with the Stormwater Overland Flow Path Overlay Code.

Flood Hazard Overlay Code

- The development footprint for the proposed Outdoor Sales and Warehouse includes areas of the property located within the Medium and Low Flood Hazard Areas as illustrated by the Flood Hazard Overlay Mapping of the Planning Scheme.
- The development will be for the outdoor storage of large heavy farm machinery which will not be impacted by flooding on the property.
- The development will not involve construction of any additional buildings or habitable structures that would increase the number of people at risk of flooding.
- The property has flood safe access to the Warrego Highway which could be used in the event of an emergency.
- The applicant has amended the original design of the development to ensure that areas of the property used for a Warehouse and Outdoor Sales are predominantly located outside the areas illustrated as Medium Flood Hazard.
- The applicant has not advised that any fill will be placed on the property, therefore the overland land flow characteristics of the development will not be significantly altered.
- On this basis, it is considered that the development is consistent with the Flood Hazard Overlay Code.

3. Other Matters

3.1 Referral

- The application triggered referral to Concurrence Agency Department of State Development, Manufacturing, Infrastructure and Planning (Department of Transport and Main Roads as Technical Agency).
- The Department has provided a Concurrence Agency response which states that it has no requirements with respect to the application.
- The application also required referral to the APA Group as the Pipeline Licence Holder for Easement C on RP121009.

- APA Group has provided an Advice Agency response for the application (copy attached to this Report). The advice provided by APA Group has been considered in the assessment of the application.

3.2 Infrastructure Charges

- Outdoor Sales and Warehouse are included within the Industry Class of Council's Infrastructure Charges Resolution (No. 7.1) 2017.
- The development is located within Charge Area A of the Infrastructure Charges Resolution (No. 7.1) 2017.
- The property does have access to Water, Stormwater, Parks and Transport Trunk Infrastructure Networks.
- The development does not involve any additional structures or buildings for the proposed use and will not incur charges based on water, transport or parks networks.
- However, the development will include hardstand areas which will increase the impervious area of the property, thus posing more of a burden on the stormwater trunk infrastructure network.
- The applicant will be required to provide a gravel seal within part of the proposed Outdoor Sales Area to comply with the conditions of approval. The area that will need to be gravelled is 1,794.87m², which equates to \$7,179.48 in infrastructure charges.
- However, the applicant is also entitled to a credit based on the servicing trunk infrastructure networks, which would be \$50,400.00.
- On this basis, the applicant will not be required to pay infrastructure charges, as the infrastructure charges credit exceeds the charge applicable to the development.

3.3 Value of Project

- The development will not result in any building work, as no building or structures will be constructed. Therefore, the project value in this instance is nil.

Consultation (Internal/External)

Council's Consultant Development Engineer has assessed the development application and provided advice and recommended conditions of approval where applicable.

Council's Planning and Environment Manager and Principal Planner have reviewed the Report and provided comments where necessary.

Legal/Policy Implications (Justification if applicable)

An applicant may elect to appeal against Council's decision in accordance with the relevant Section of the *Planning Act 2016*, which states:

"Chapter 6 Dispute Resolution

Part 1 Appeal Rights

229 Appeals to Tribunal or P&E Court

(1) *Schedule 1 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.*
- (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."

Budget/Financial Implications

Nil

Conclusion

The proposed development has been assessed against the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. It is recommended that the application be approved, subject to the attached recommended conditions.

Attachments

1. Locality Plans
2. Proposal Plan
3. Referral Agency Responses
4. Infrastructure Charges Notice

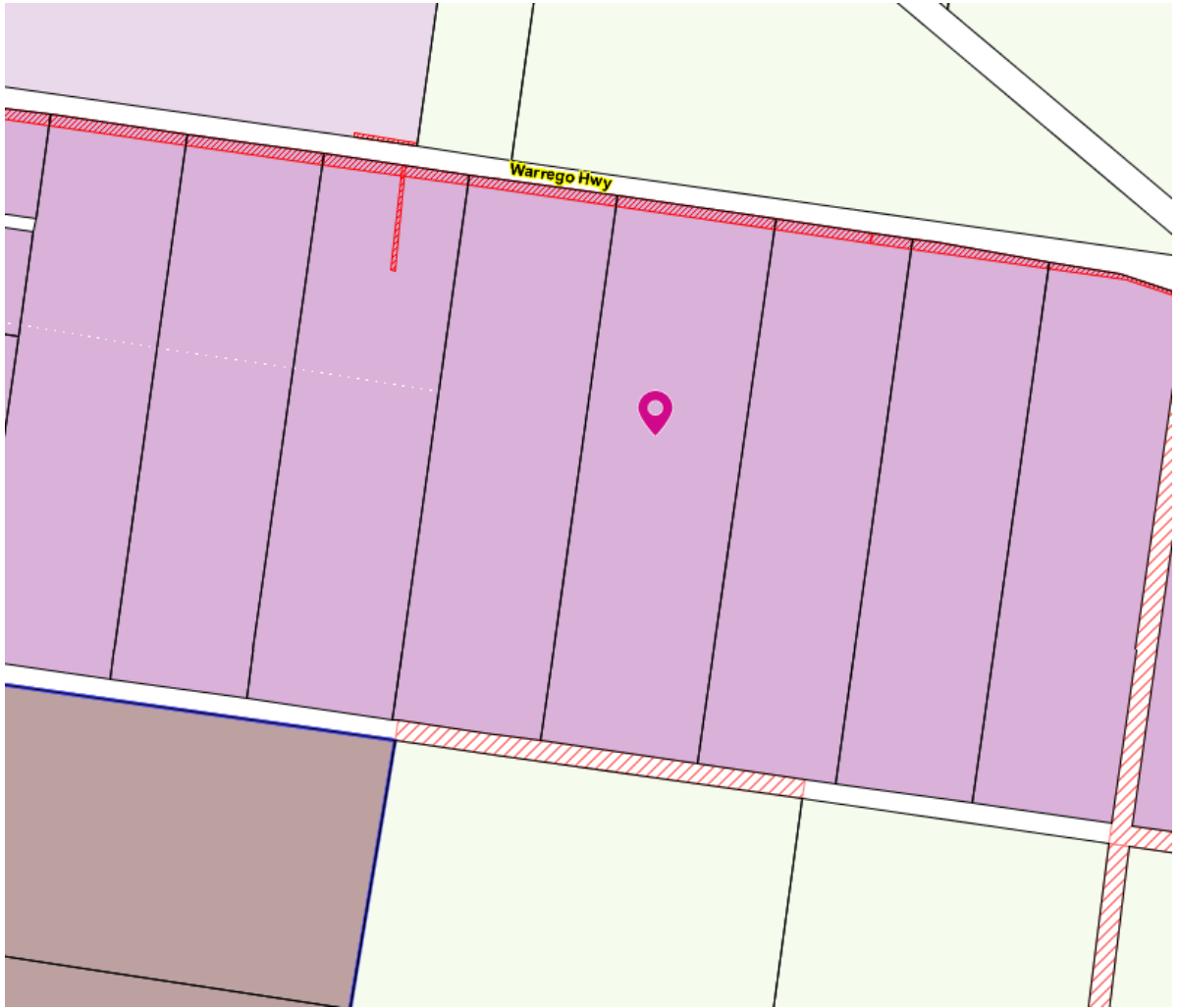
Authored by: Dominic Bradley, PLANNING OFFICER DEVELOPMENT ASSESSMENT

1. Locality Plans


Aerial Map



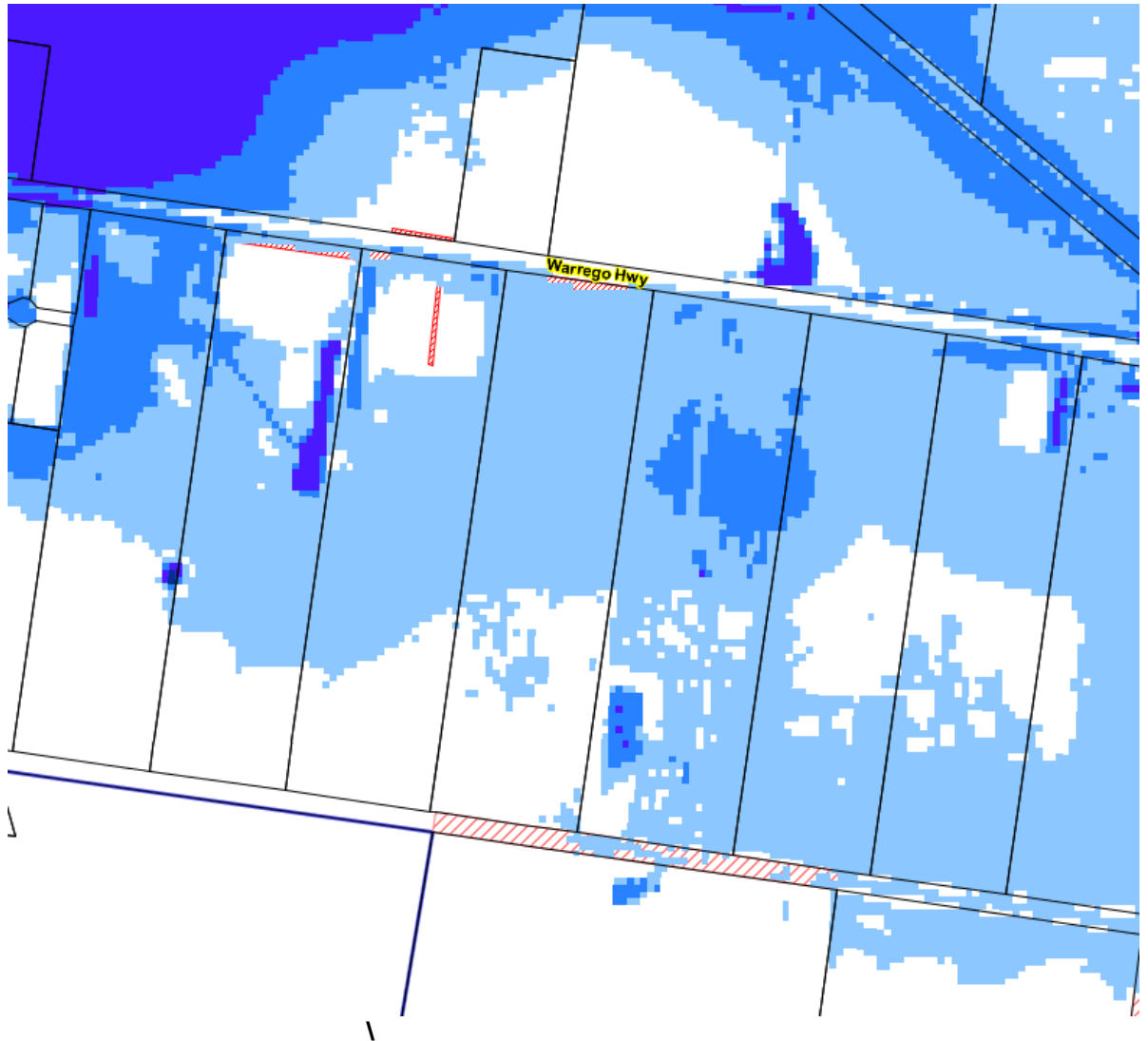
Zoning Map



LEGEND

 Medium Impact Industry Zone

Flood Hazard Overlay Map

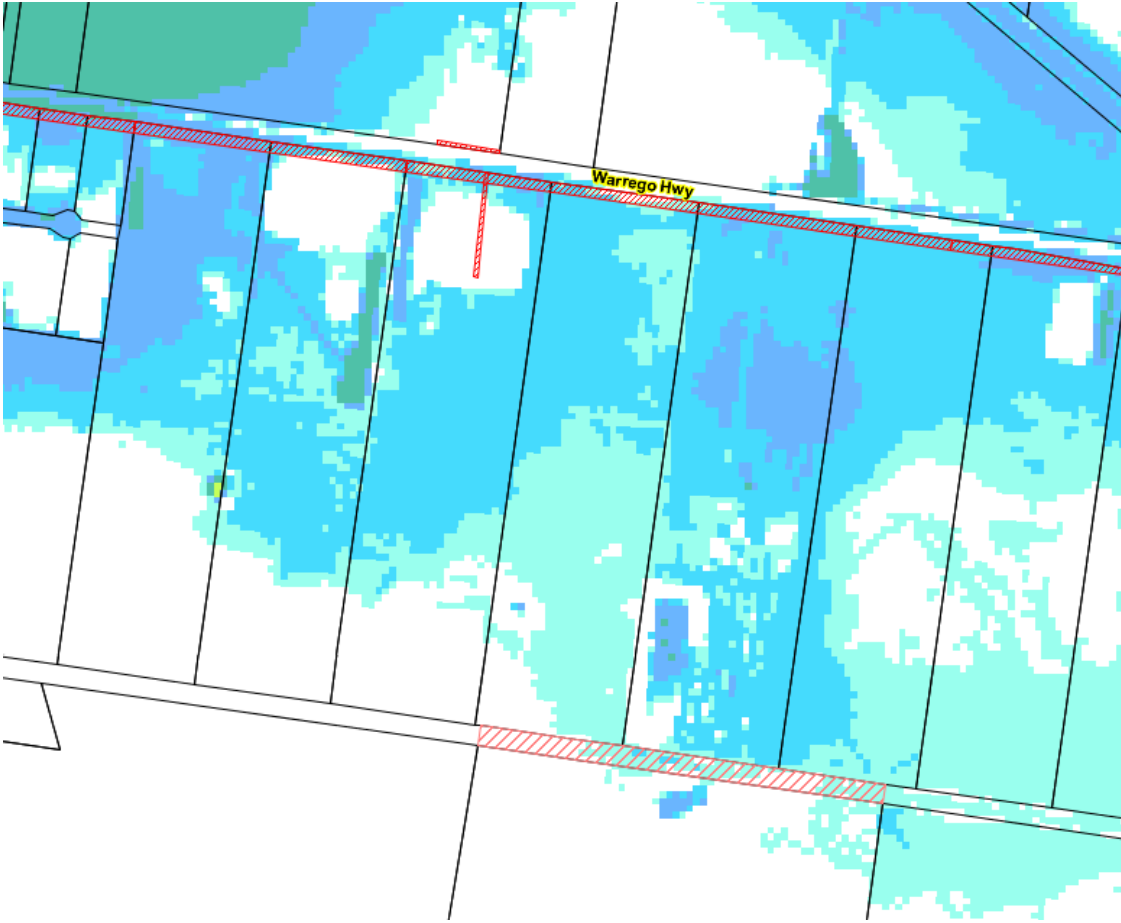


LEGEND

Flood Hazard

- Low
- Medium
- High
- Extreme

Flood Depth Map

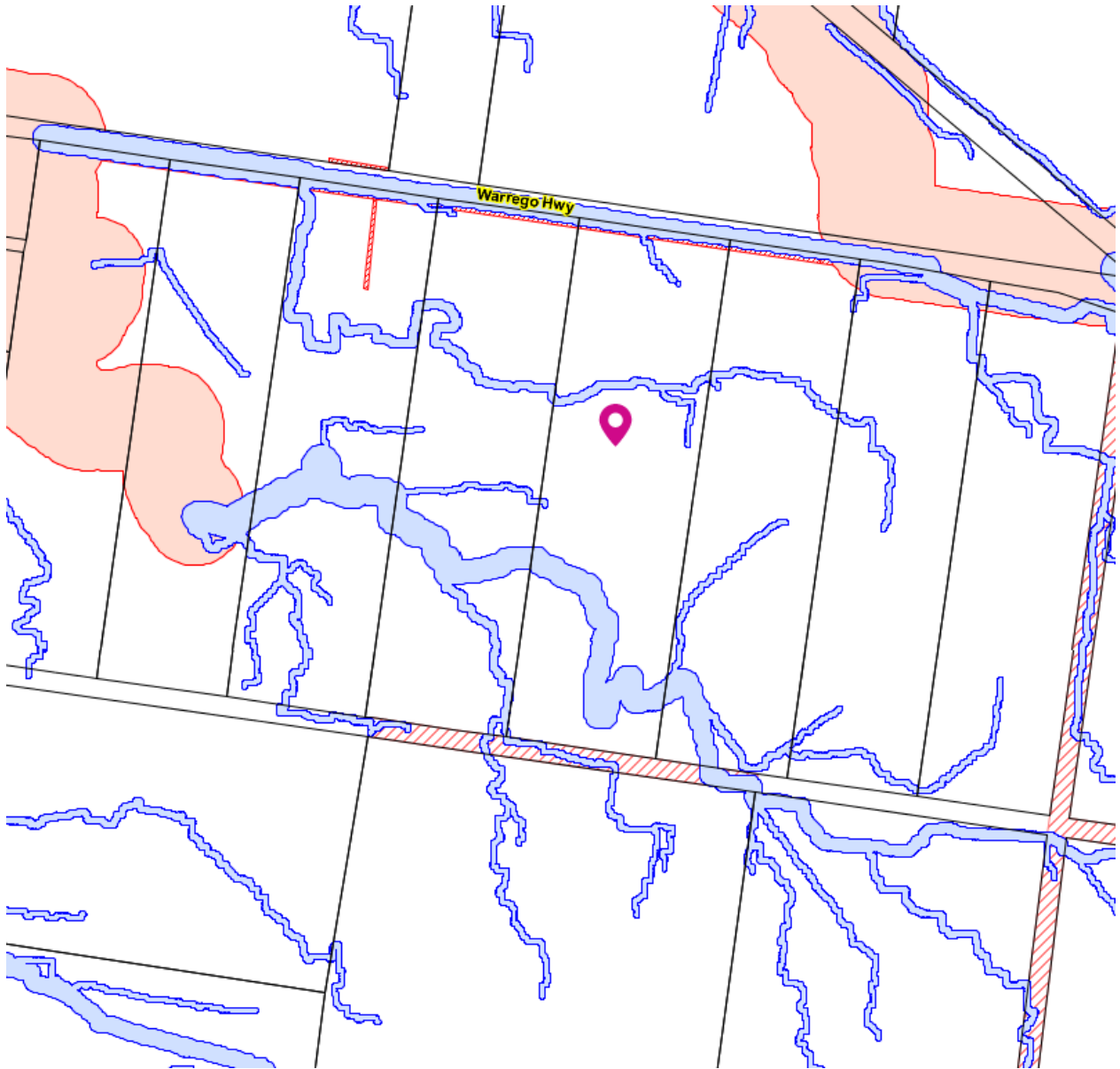


LEGEND

Flood Depth 100YR

0.0m
0.01 - 0.1m
0.1 - 0.3m
0.3 - 0.6m
0.6 - 1.2m
1.2 - 2.0m
2.0 - 3.0m
3.0 - 4.0m
4.0 - 5.0m
5.0 - 7.5m
7.5 - 10.0m
> 10m

Stormwater Overland Flow Path Overlay Map



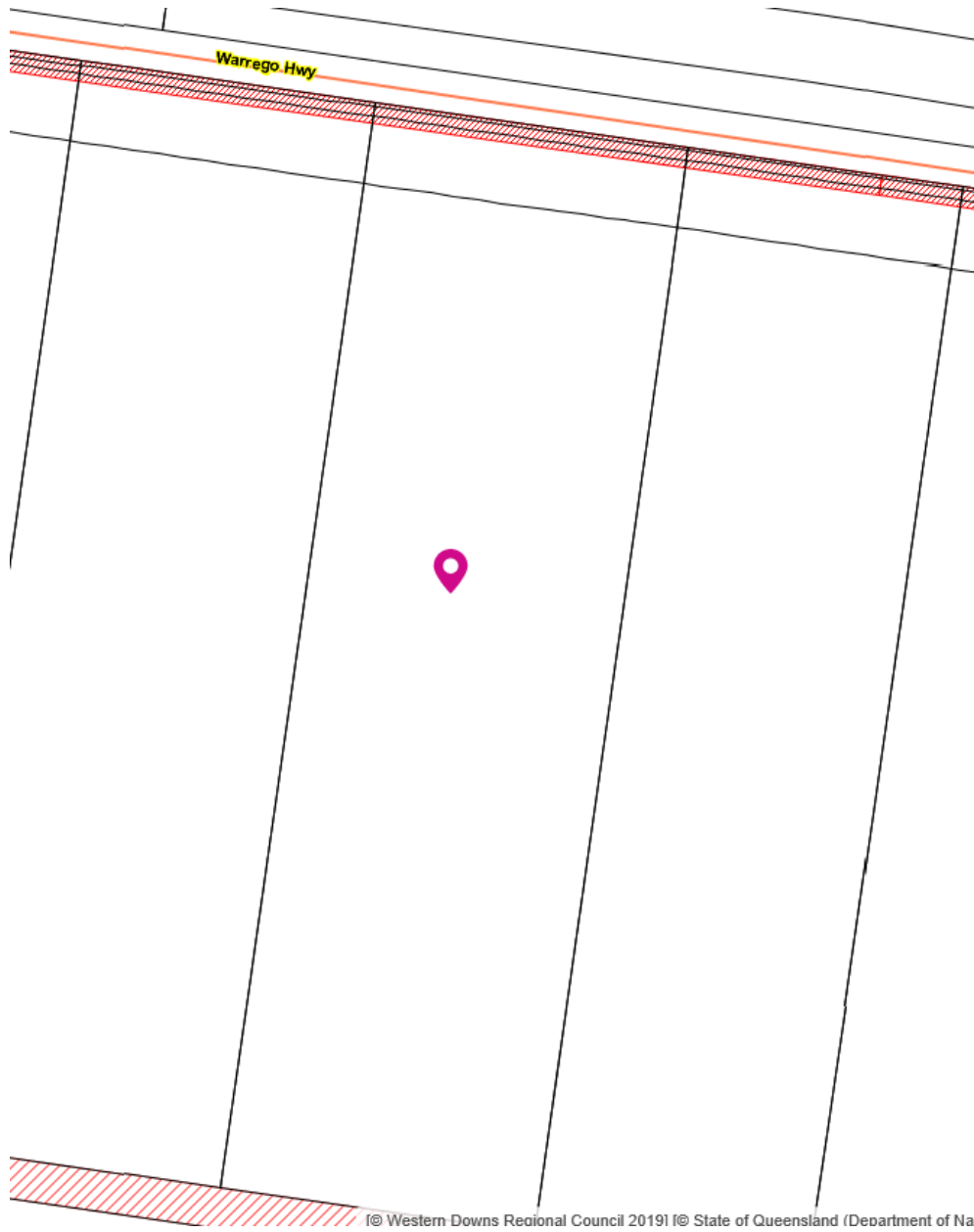
LEGEND

| Stormwater Overland Flow

Major Flow Path

Minor Flow Path

Infrastructure Overlay Map



LEGEND

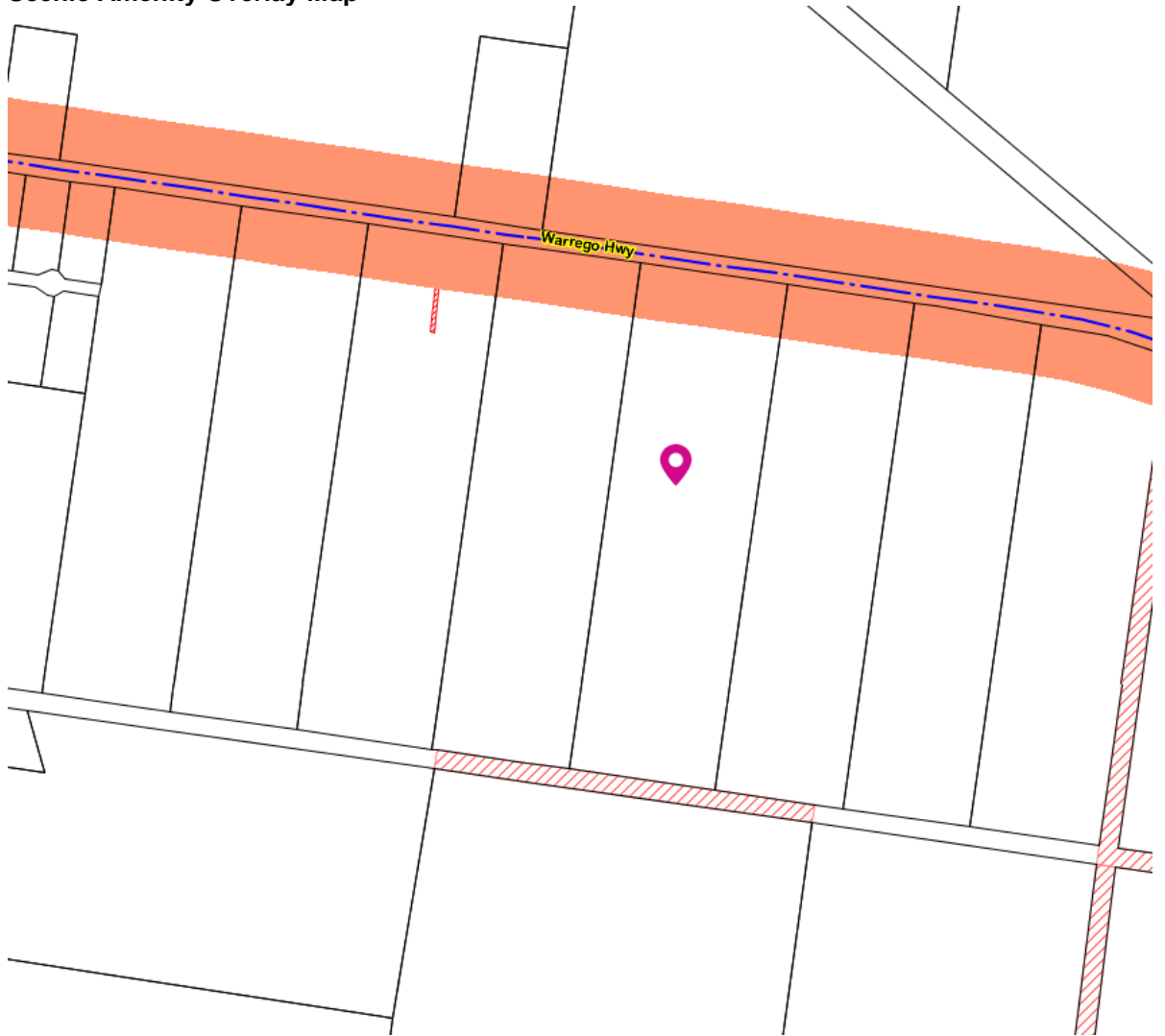
Pipeline Licences

— Gas Pipeline

— Petroleum Pipeline

■ Water Pipeline

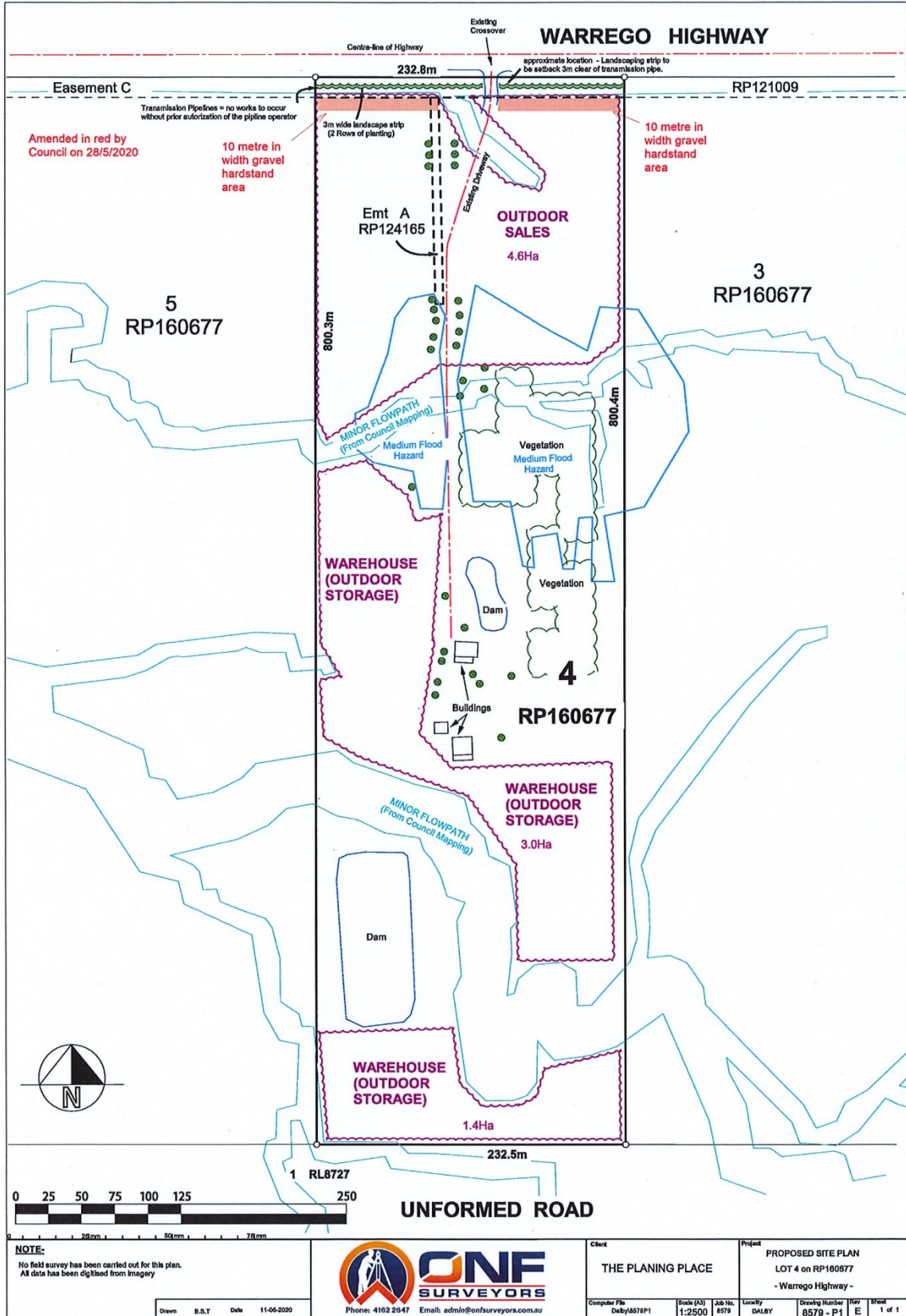
Scenic Amenity Overlay Map



LEGEND

-  Urban Gateways
-  Scenic Routes
-  Scenic Routes Buffer (100m)
-  High Landscape Value Areas

2. Proposal Plan



3. Referral Agency Responses

State Assessment and Referral Agency - Concurrence Agency Response

RA9-N



Department of
**State Development,
Manufacturing,
Infrastructure and Planning**

SARA reference: 2002-15346 SRA
Council reference: A8253 & LG.6.1
Applicant reference: 6493

11 March 2020

Chief Executive Officer
Western Downs Regional Council
PO Box 551
DALBY Qld 4405
Email: info@wdrc.qld.gov.au

Attention: Dominic Bradley

Dear Dominic

SARA response—Warrego Highway, Dalby

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

The development application described below was confirmed as properly referred by the Department of State Development, Manufacturing, Infrastructure and Planning (the department) on 17 February 2020.

Response

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:	11 March 2020
Advice:	Advice to the applicant is in Attachment 1 .
Reasons:	The reasons for the referral agency response are in Attachment 2 .

Development details

Description:	Development permit	Material change of use for Outdoor Sales and Warehouse
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 (Planning Regulation 2017)	
SARA reference:	2002-15346 SRA	
	Development application for a material change of use within 25m of a State transport corridor	

Page 1 of 5

Darling Downs South West regional office
128 Margaret Street, Toowoomba
PO Box 825, Toowoomba QLD 4350

Assessment Manager: Western Downs Regional Council
Street address: Warrego Highway, Dalby
Real property description: Lot 4 on RP160677
Applicant name: Paul John Goebbels
Applicant contact details: 7/273 Abbotsford Road
Bowen Hills QLD 4006
mail@theplanningplace.com.au

Representations

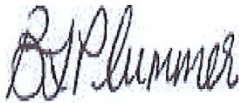
An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s. 30 Development Assessment Rules)

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 Ian McHugh, Principal Planning Officer, on (07) 4616 7320 or via email ToowoombaSARA@dsmip.qld.gov.au who will be pleased to assist.

Yours sincerely



Bernadette Plummer
A/Manager - DDSW Planning

cc Paul John Goebbels, mail@theplanningplace.com.au

enc

Attachment 1 - Advice to the applicant
Attachment 2 - Reasons for referral agency response
Attachment 3 - Representations about a referral agency response

Attachment 1—Advice to the applicant

General advice	
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) v2.5. 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 that the development will not:

The development complies with SDAP, *State Code 1: Development in a state-controlled road environment*. Specifically, the development is appropriately designed and located to:

- not create a safety hazard for users of a state-controlled road
- not result in a worsening of operating conditions on the state-controlled road
- not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- 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
- mitigate significant adverse impacts resulting from environmental emissions generated by vehicles on the state-controlled road.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The SDAP (version 2.5), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system

Attachment 3—representations about a referral agency response

(page left intentionally blank)

Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding representations about a referral agency response

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
 - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
 - (c) the applicant has given written agreement to the change to the referral agency response.²
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
 - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

¹ Pursuant to Section 68 of the *Planning Act 2016*

² In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

30.1. 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.³

³ An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.



6 March 2020

Your Ref: 6493
Council Ref: 30.2019.545.001
APA Ref: 444976

Andrew Burrige
The Planning Place
Suite 7/273 Abbotsford Road
Bowen Hills QLD 4006

EMAIL OUT: andrew@theplanningplace.com.au

Dear Andrew,

RE: Referral Response
Warrego Highway, Dalby – Lot 4 on RP160677
Development Permit for a Material Change of Use for Outdoor Sales and Warehouse

Thank you for your email referral received 6 February 2020, in relation to the above-mentioned development. Please find outlined below APA's referral response provided in accordance with s56 of the *Planning Act 2016*.

APA Group (APA) is Australia's largest natural gas infrastructure business and has direct management and operational control over its assets and investments. APA's gas transmission pipelines span across Australia, delivering approximately half of the nation's gas usage. APA owns and operates over 15,000 km's of high pressure gas transmission pipelines across Australia.

APT Petroleum Pipelines Pty Ltd (APA) owns and operates the Roma to Brisbane Pipeline (RBP) and RBP Looping Pipeline located with Easement C on RP121009 along the road frontage of the subject site. Easement A on RP124165 is also in favour of APA and contains associated pipeline infrastructure (see Table 1 for details):

Table 1: Transmission gas pipelines in the area of consideration

Pipeline	Pipeline Licence	Easement Width (m)	Diameter (mm)	Measurement Length (m)
Roma to Brisbane Pipeline	2	Approx. 23	250	200
Roma to Brisbane Pipeline Looping			400	385

Note: measurement length is applied to either side of the pipeline.

APA's Statutory Obligations

As a licence holder for high pressure gas transmission pipelines, APA has statutory obligations under the *Petroleum and Gas (Production and Safety) Act 2004*. The *Petroleum and Gas (Production and Safety) Regulation 2004*, cites Australian Standard 2885 (**AS2885**) as a mandatory safety standard for the design, construction, operation and maintenance of transmission pipelines. Council's Planning Scheme also references AS2885 in AO1.2 of the Infrastructure Overlay Code (8.2.6).

APA Group comprises two registered investment schemes, Australian Pipeline Trust (ARSN 091 678 778) and APT Investment Trust (ARSN 115 585 441), the securities in which are stapled together. Australian Pipeline Limited (ACN 091 344 704) is the responsible entity of those trusts. The registered office is HSBC building, Level 19, 580 George Street, Sydney NSW 2000.
Page 1 of 5

Pipeline Risk Profile and the Measurement Length

In managing High Pressure Gas Transmission Pipelines (**HPGTP**) and considering land use changes, APA must focus on that area geographically defined by AS2885 as the Measurement Length (**ML**). The ML area is the heat radiation zone associated with a full-bore pipeline rupture. APA is mandated to consider community safety in the ML due to the high consequences of pipeline rupture to life, property and the economy.

The ML is determined by the pipeline diameter and the Maximum Allowable Operating Pressure (**MAOP**) of the pipe. APA must consider any changes of land uses within the ML area to determine the effect of a new use on the risk profile of the pipeline.

For reference, the ML of the Roma to Brisbane Pipeline Looping is 385m (greatest ML applied). Note that the ML is a radial dimension, and therefore applies to both sides of the pipe.

Safety Management Study

AS2885 requires a Safety Management Study (**SMS**) to be undertaken whenever the land use classification of land within the ML changes. The purpose of an SMS is to assess the risk associated with a change in land use, including both construction risks and ongoing land use risks. The SMS will also develop appropriate controls to reduce risks to 'as low as reasonably practicable' (**ALARP**).

The cost of undertaking any SMS is to be borne by the proponent as the 'agent of change'. APA has developed a list of preferred SMS facilitators. APA can provide this list upon request.

Both pipelines at this location are designed to a **Rural (R1)** location class, and will not change as a result of the proposed development. As such, an SMS is not required to be undertaken in this instance.

Sensitive Uses

APA seeks to limit sensitive uses from establishing within the ML to retain a high level of compliance with applicable safety standards. AS2885 defines a sensitive use as one which may increase the consequences of failure due to its use by members of the community who may be unable to protect themselves from the consequences of a pipeline failure.

To this end, APA's position is that all land uses listed below be located outside of the ML:

- Child care centres
- Detention facility
- Educational facility
- Function facility
- Health care services
- Hospital
- Hotel
- Place of worship
- Residential care facility
- Retirement facility
- Service station
- Shop
- Shopping centre
- Theatre

Easement Management

APA is the beneficiary of a pipeline easement (Easement C on RP121009) in which the Roma to Brisbane Pipeline and Roma to Brisbane Looping Pipeline are located. APA is also the beneficiary of a second easement (Easement A on RP124165) on the subject lot, which contains associated pipeline infrastructure. To ensure compliance with the safety requirements of AS2885, APA needs to ensure our easement is managed to an appropriate standard. This includes:

- Ensuring the easement is maintained free of inappropriate vegetation and structures.
- Place warning signs at various mandated points along the pipeline route, including any change in property description/boundaries.
- Maintain a constant line of sight between warning signs.
- Undertake physical patrols and inspections of the easement.

APA will not accept outcomes that do not enable us to achieve our safety responsibilities to the surrounding community. Crossing of the pipeline should be at 90 degrees and minimised as much as possible.

Any works within the easement must be approved by APA through our Third Party Works Authorisation process. This process will ensure all works are undertaken in a safe manner that does not physically impact on the pipeline. If you are seeking to undertake works on property containing a pipeline, or are seeking details on the physical location of the pipeline, please contact Dial Before You Dig on 1100 or APA directly at APAprotection@apa.com.au.

Proposed Development

The details of the proposed development, which form the basis for this letter, are shown on ONF Surveyors Proposed Site Plan: Job No. 8579, Drawing No. 8579-P1, Revision No. B, dated 22 January 2020. The subject site has an area of 18.62ha and has several existing building structures located at the centre of the site.

Development Overview

The proposed development is for a Warehouse (Outdoor Storage) within a 4.85ha area at the rear of the site. The Outdoor Sales area (4.69ha) is to be located at the front of the subject site including APA's pipeline easement. In addition, a 2-metre landscaping strip is proposed along the 232.8 metre road frontage (Warrego Highway). There is no indication the proposed development involves any sensitive uses (under AS2885).

It is understood the proposed development is seeking to formalise existing operations in response to an Action Notice issued by Western Downs Regional Council. No new buildings, structures, fencing, or upgrade to existing services is proposed. Similarly, it is understood no change to existing access arrangements are proposed.

Landscaping

With respect to any proposed landscaping, APA will not accept all forms of landscaping on the easement as it has the potential to impact on the pipeline's integrity and inhibit the ability for APA to manage and maintain the HPGTP easement. Any landscaping considered as part of this proposal on the easement is required to be submitted to APA for consideration.

Outdoor Sales and Advertising Signage

It is understood that proposal involves display of used farm machinery for sale and associated Advertising signage at the frontage of the site. Any proposed machinery to be displayed on APA's pipeline easement will be subject to maximum weights and must be easily removed at all times to satisfy APA's operational requirements. Potholing must be carried out by the Applicant to identify the exact location and depth of the pipeline. This can be achieved through the Applicant completing a Dial Before You Dig on 1100 or APA directly at APAprotection@apa.com.au.

Existing Machinery / Vehicle Crossings

APA has had previous information provided by the landowner (8 October 2019) with respect to the type of machinery / vehicles crossings of APA's pipelines at the existing driveway crossover to the Warrego Highway. These are tabulated as follows:

Type of Machinery / Vehicles using the driveway	Frequency over driveway (per month)	No. of Axles	Gross mass (loaded)
Tractor	2	2	6 Tonne
Inveco Semi	20	4	30 Tonne
Volvo Semi	20	4	28 Tonne
Cars and Utes	Many	-	-

If there are any vehicles heavier than those previously advised, the Applicant must inform APA to ensure adequate depth of cover is available.

Comments

Based on the information provided APA does not object to the proposal, subject to the following conditions being included within any approval issued for the proposal. In providing this advice, APA requests notice of any approval being given and a copy of the approval package.

Conditions of Approval

1. No Improvements within Easement

Buildings, structures, roadway, pavement, pipeline, cable, fence, on-site waste water treatment (or irrigation area), or any other improvement on or under the land within the gas transmission pipeline easement must not be constructed without prior consent in writing from APA. No structure or vegetation will be permitted on the easement that prohibits maintenance of line of sight along the pipeline easement.

2. New Heavy Vehicle Crossings

Prior to any new Heavy Vehicle Crossings of APA's pipelines, the Applicant must advise APA to ensure adequate depth of cover is available.

3. Third Party Works Authorisation

Prior to the commencement of any works within the easement of the gas transmission pipeline, the proponent must seek a third party works authorisation from APA. Works within the easement of the gas transmission pipeline must comply with any conditions attached to a third party works approval.

4. Access

Access to the easement and access along the easement must be available to APA personnel at all times.

5. Landscape Plans

Prior to the development commencing, landscape plans depicting any planned landscaping, including the planting of vegetation, species details, surface treatments, furniture, structures or improvements within three metres of the pipeline must be submitted to and approved by APA, in addition to any approval required by the assessment manager. A three metre minimum clearance between the pipeline and any vegetation with a mature height greater than 0.5 metres must be maintained.

6. Notation of Pipeline on Plans

All plans which include the transmission pipelines must have it clearly notated as 'high pressure transmission pipeline - no works to occur without the prior authorisation of the pipeline operator'.

Note

If you are planning on undertaking any physical works on property containing or proximate to a pipeline, or are seeking details on the physical location of a pipeline, please contact Dial Before you Dig on 1100, or APA directly on APAprotection@apa.com.au.

Note

An early works agreement from APA is required for any assessments/approvals that require greater than 3 days assessment or supervision. Lead in times for agreements can be up to 12 weeks. Please contact APA at APAprotection@apa.com.au or 1800 103 452.

Note

Any improvements within the transmission gas pipeline easement undertaken by third parties is at the risk of the proponent who will remain liable. APA will not be liable for any costs associated with the reinstatement of any vegetation and/or infrastructure constructed on the easement.

Note

Where access to the pipeline will not be readily available because of the proposed development e.g. significantly obstructed by pavement etc an assessment of the condition of the pipeline coating will be required prior to development commencing. Any re-coating works required as a result of this assessment, due to future inaccessibility will be at the developers expense and to the satisfaction of the pipeline licensee/operator.

Please contact me on 07 3223 3385 or planningald@apa.com.au should you wish to discuss the contents of this correspondence.

Yours faithfully,



Ben Setchfield
Senior Urban Planner
Infrastructure Planning and Approvals

cc. dominic.bradley@wdrc.qld.gov.au

INFRASTRUCTURE CHARGES NOTICE

APPLICANT:	Paul John Goebbels
APPROVED DEVELOPMENT:	Material Change of Use to establish Outdoor Sales and Warehouse on land situated at 17499 Warrego Highway, Dalby
FILE REFS:	030.2019.545.001, A8253, LG7.6.1
AMOUNT OF THE CHARGE:	Nil
LAND TO WHICH CHARGE APPLIES:	Lot 4 on RP160677 including Easement C on RP121009 and Easement A on RP124165
PAYABLE TO:	Western Downs Regional Council
WHEN PAYABLE:	Prior to commencement of the use

This charge is made in accordance with Council's *Infrastructure Charges Resolution (No. 7.1) 2017*.

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Material Change of Use for Outdoor Sales and Warehouse	\$4.00 per m ² additional impervious area (stormwater networks)	Table 3.3.3, Col 3, Charge Area A	1,794.87m ²	\$7,179.48
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Existing Industrial Lot	\$50,400.00 per lot (water, stormwater, transport, parks networks)	3.4(e)(iv)	1	\$50,400.00
			TOTAL CHARGE	Nil

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

This infrastructure charge has been levied in accordance with Sections 119 to 121 of the *Planning Act 2016* and Council's ***Infrastructure Charges Resolution (No. 7.1) 2017*** for additional demand placed on Council's trunk infrastructure that will be generated by the approved development.

APPEALING DECISION

Under the *Planning Act 2016* the recipient of this Infrastructure Charges Notice may appeal against Council's decision to issue the Infrastructure Charges Notice. Chapter 6, Part 1 of the *Planning Act 2016* details the recipient's right to appeal Council's decision and how the recipient may appeal.

Title Executive Services Chief Executive Officer Report May 2020

Date 9 June 2020

Responsible Manager R. Musgrove, CHIEF EXECUTIVE OFFICER

Summary

The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of May 2020.

Link to Corporate Plan

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted

Background Information

Nil

Report

Meetings, delegations and forums attended by the Chief Executive Officer during the month of May 2020:

Date	Who/Where	Details
6 May 2020	<ul style="list-style-type: none"> • Councillor Information Session 	Dalby
18 May 2020	<ul style="list-style-type: none"> • Councillor Information Session 	Dalby
20 May 2020	<ul style="list-style-type: none"> • Ordinary Meeting of Council 	Tara
21 May 2020	<ul style="list-style-type: none"> • Meeting with David Littleproud MP • Teleconference with Department of Local Government - COVID-19 	Dalby Phone
22 May 2020	<ul style="list-style-type: none"> • Meeting with Local Government CEO's 	Phone
25 May 2020	<ul style="list-style-type: none"> • Monthly Meeting with Origin • Quarterly Meeting with Shell 	Phone Phone
27 May 2020	<ul style="list-style-type: none"> • Meeting with Enterprise Bargaining 	Phone
28 May 2020	<ul style="list-style-type: none"> • Meeting with Queensland Resources Council - COVID-19 • Teleconference with Department of Local Government - COVID-19 	Phone Phone

Consultation (Internal/External)

Chief Executive Officer

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Conclusion

The foregoing represents activities undertaken by the Chief Executive Officer during the month of May 2020.

Attachments

Nil

Authored by: A. Lyell, Executive Services Administration Officer

Title **Executive Services Report Outstanding Actions May 2020**

Date 2 June 2020

Responsible Manager R. Musgrove, CHIEF EXECUTIVE OFFICER

Summary

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 20 May 2020.

Link to Corporate Plan

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

Nil

Report

The purpose of this Report is to provide Council with an update on the status of Outstanding Council Meeting Action Items to the Meeting held on 20 May 2020.

1. Outstanding Council Meeting Action List (As at 20 May 2020)

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
21/06/2017	Corporate Services Confidential Report Authorise Chief Executive Officer Negotiate Purchase Properties	AD6.6.2	<p>MOVED by Cr. I.J. Rasmussen Seconded by Cr. R.C. Brown</p> <p>That this Report be received and that:</p> <p>1. Council authorise the Chief Executive Officer to negotiate the acquisition of properties as proposed up to the amount in the table on page 81 of the report.</p> <p style="text-align: right;">CARRIED (7,1)</p> <p>FOR VOTE: Cr. P.M. McVeigh, Cr R.C. Brown, Cr. C.T. Tillman, Cr. K.A. Maguire, Cr. G.M. Olm, Cr. I.J. Rasmussen, Cr. A.N. Smith</p>	Corporate Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			AGAINST VOTE: Cr. P.T. Saxelby ABSENT. DID NOT VOTE: Cr. D.E. Ashurst	

Consultation (Internal/External)

Chief Executive Officer;
 General Manager (Community & Liveability);
 General Manager (Corporate Services);
 General Manager (Infrastructure Services); and
 Relevant Managers, Coordinators and Officers.

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Conclusion

This report is provided to inform Council of the progress of resolutions of Council.

Attachments

Nil

Authored by: A. Lyell, Executive Serviced Administration Officer

Title Corporate Services Financial Report May 2020

Date 4 June 2020

Responsible Manager E. Lambert, ACTING CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 May 2020.

Link to Corporate Plan

Strategic Priority: Financial Sustainability

- We are recognised as a financially intelligent and responsible Council.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received, and that Council notes the May 2020 Financial Report.

Background Information

The Chief Executive Officer is required by Section 204 (2) of the Local Government Regulation 2012 to present the financial report at each meeting of the local government if each meeting is held less frequently than monthly, or monthly. The financial report must state the progress that has been made in relation to the local government's 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 (section 204 (3)).

Report

1. Operating Result

The operating profit as at the end of May is \$14.602 million compared to a budgeted profit of \$12.160 million which is \$2.442 million ahead of budget. This favourable position is due to revenue being \$0.722 million ahead of budget, whereas expenditure is currently \$1.720 million less than budget.

An analysis of the major variances for each operating revenue and expense item is provided in the following table:

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Revenue					
Rates and Utility Charges	(88,811,615)	(88,811,615)	(88,086,019)	725,596	Rates and Utility Charges are under budget mainly due to the \$0.642 million being paid out in Economic Hardship concessions. There have also been some minor QVAs adjustments.
Volumetric	(7,227,791)	(3,639,757)	(4,167,531)	(527,774)	Volumetric income is over budget due to increased consumption as a result of the hot and dry conditions.
Less: Discounts & Pensioner Remissions	4,924,373	4,804,788	4,914,582	109,794	Discounts & Pensioner remissions are over budget due to the extended due date of rates.
Net Rates and Utility Charges	(91,115,033)	(87,646,584)	(87,338,968)	307,616	
Fees and Charges	(6,787,310)	(6,025,451)	(6,599,801)	(574,350)	Fees & Charges are \$0.574 million greater than budget due to: > Water sales from the standpipes being \$0.420 million more than budget due to the drought. > Fines & Penalties being \$0.234 million greater than budget due to Council dedicating more resources towards enforcement. > Washdown Bay fees being \$0.218million better than budget due to increased activity at the Saleyards. > Other Fees & Charges have come in over budget by \$0.210 million including Cemetery income, Town Planning Fees, Health Licences and Permits & Stock Route fees. This is offset by; > Waste Disposal Fees being \$0.521 million behind budget due to lower than anticipated usage of the facilities.
Rental and Levies	(1,672,589)	(1,518,202)	(1,615,448)	(97,246)	
Sales of Major Services	(18,980,642)	(16,582,860)	(17,488,353)	(905,493)	Sales of Major Services are currently \$0.905 million greater than budget due to: > Saleyards revenue being \$0.821 million greater than budget as a result of higher than expected sales due to the prolonged drought. > Commercial Works being \$0.593 million ahead of budget due to additional works. > An offset to this is the Quarry and Gravel Pit sales being \$0.403 million behind budget. This is due to a lag in the capital works program. Council expects sales to be in line with budget for the year.

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Operating Grants, Subsidies and Contributions	(25,177,684)	(24,799,211)	(25,870,676)	(1,071,465)	Operating Grants, Subsidies and Contributions have come in over budget due to; > An additional \$0.412 million being paid as a prepayment for the 2020-21 Financial Assistance Grant. It is unclear at this stage as to what percentage of the 2020-21 payment has been paid into this financial year (prior years it has been 50%). > An additional \$0.161 million received in Apprentice/Trainee incentive claims. > \$0.168 million for additional Resource Sector maintenance contributions.
Interest Revenue	(3,645,978)	(3,342,141)	(2,301,059)	1,041,082	Interest Income was budgeted for at 2.50% (the return in 2018-19) for the year but due to the RBA rate decreases, Council has received an average of 1.76% from QTC. It is likely revenue will be under budget by about \$1.000 million for the year.
Other Income	(1,602,500)	(1,508,132)	(930,154)	577,978	Other income is under budget mainly due to no ticket sales income being received for the Big Skies event (\$0.422 million) and Cinema income being down (\$0.141 million) due to COVID19.
TOTAL OPERATING REVENUES	(148,981,736)	(141,422,581)	(142,144,458)	(721,877)	
Expenses					
Employee Benefits	56,922,638	50,114,688	50,253,578	138,890	Employee Benefits are over budget due to a phasing issue. One pay was phased in June for the budget and the actual for \$1.9m was paid in May. This will correct in June.
Less Capitalised Employee Benefits	(5,317,506)	(4,643,144)	(4,007,579)	635,565	Council has currently delivered less than originally anticipated of its capital works program which effects capitalised employee costs. This is also reflected in operational employee costs which are also under budget.
Net Employee Benefits	51,605,132	45,471,544	46,245,999	774,455	
Materials and Services	53,079,460	45,314,009	41,853,971	(3,460,038)	Materials and Services costs are mainly under budget due to outstanding invoices not being accrued at the end of the current month. Large accounts outstanding are the waste contracts, purchase of gas and telecommunications. To date there has also been significant savings in diesel of \$0.620 million for the year.

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Depreciation and Amortisation	41,863,459	38,374,864	39,324,047	949,183	Depreciation is greater than budget. This is a result of the outcomes from the valuation on buildings last year with the economic useful lives being shortened on a wide range of assets which then increases depreciation expense. It is currently estimated that depreciation will be more than budget at year end.
Finance Costs	580,110	101,849	118,364	16,515	
Corporate Overhead	-	-	-	-	
TOTAL OPERATING EXPENSES	147,128,161	129,262,266	127,542,381	(1,719,885)	
Operating (surplus)/deficit	(1,853,575)	(12,160,315)	(14,602,077)	(2,441,762)	

2. Capital Revenue and Expenditure

Capital Revenue

Capital Revenue for the year is currently \$2.309 million behind budget.

- Capital Grants & Subsidies are \$0.471 million behind budget. This is due to a budget phasing issue.
- Capital Contributions are currently \$1.580 million behind budget due to outstanding claims. These claims will be finalised before year end.
- Contributed Assets are \$0.729 million behind budget. This is purely a budget phasing issue.
- \$0.729 million has been received in Developer Contributions for the upgrade of Sherwood Road and other projects. Council did not budget for Developer Contributions.
- Disposal of Non-Current Assets is \$0.257 million behind budget. Disposal of Non-Current Assets will come in under budget for the year with the second yellow fleet auction being postponed until October 2020 due to the restrictions in place for COVID-19.

Capital Expenditure

As at 31 May 2020 Council is \$11.468 million behind budget. May YTD budget was \$40.414 million of which only \$28.946 million has been spent. Part of this underspend is due to outstanding invoices for May not being accrued. There are also identified savings and deferrals of around \$9.500 million. It is expected that Council will spend \$39.200 million for the year in capital expenditure. These deferrals and savings will be reported to Council in further detail in the end of year report.

3. Cash and Investments

Council's Cash and Investments at 31 May 2020 totalled \$176.215 million which represents 14.4 months of Operating Expenses including depreciation. The balance as at 30 June 2019 was \$142.251 million. The primary reason for this increase is due to Materials and Services and the Capital works program being behind budget as at 31 May 2020.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

The attached One-Page report details the progress made against Year-To-Date (YTD) Budget for the period ending 31 May 2020.

Concerns to the full year budget are:

- Interest revenue is likely to come in under budget by around \$1.000 million due to the reduction in the official cash rate having a flow on impact for investing rates for term deposits.
- Depreciation expense is expected to come in over budget by approximately \$0.500 million for the year. This is due to the outcomes from the valuation on buildings last year with the economic useful lives being shortened on a wide range of assets which then increases depreciation expense.
- There are also concerns for the budget regarding COVID-19. COVID-19 will affect some of Councils income streams for the remainder of the year and into the next financial year. The stimulus package has been finalised, and currently working toward integrating the package into the 2020-21 Budget. Some of the identified revenue streams that will be affected are cinemas, cemeteries, event centres in the current year. Changes to the social distancing has been changing weekly, and therefore these business units effected may change.

Conclusion

As at the end of May there are various issues effecting the current budget (listed above) however, it is expected that Council will make an operating profit for the year.

Attachments

1. One Page Report May 2020

Authored by: C. Prain, MANAGEMENT ACCOUNTANT

Title Corporate Services Report Miles Condamine Fishing Club Inc Lease of Lot 2 on RP183541 Karingal Camping Ground

Date 3 June 2020

Responsible Manager S. Thompson, GENERAL COUNSEL

Summary

The purpose of the Report is to consider a request received from Miles Condamine Fishing Club Inc to lease the Karingal Camping Ground described as Lot 2 RP183541 39604 Leichhardt Highway, Miles.

Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.

Strategic Priority: Great Liveability

- Valued recreational spaces, sporting and community facilities are provided regionally.
- Our region remains an affordable place for families to live, work, prosper and play.

Strategic Priority: Strong Economic Growth

- We optimise our tourism opportunities, unique experiences and major events.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that Council:

1. apply the exception contained in section 236(1)(b)(ii) of the *Local Government Regulation 2012* to the proposed lease;
2. offer the Miles Condamine Fishing Club Inc a 5 year lease (plus 1 x 5 year option period) from 1 July 2020 over the land described as Lot 2 RP183451 for the purpose of recreational activities at the rate of \$1.00 year (plus GST); and
3. delegates authority to the CEO to negotiate and sign all documents necessary to finalise the lease.

Background Information

The Karingal Camping Ground is located on the banks of the Dogwood Creek approximately 3.2km south of Miles along the Leichhardt Highway. This property (Lot 2 on RP183541, area 17.941Ha) is freehold and owned by Council (refer to Attachment 1 for details of the property location).

There is a small easement in the north-west corner of the property which allows Council access to obtain water from the Creek for urban use.

Between 1983 to 2003, the property had been leased to Scouts Australia who erected small structures on the land. The Scouts however, ceased to utilise this property prior to the expiry of the lease. The structures are all

in very poor condition except a shelter which has been assessed as average. Refer to Attachment 2 for photographs of the existing structures.

The land has been and continues to be used by members of the public for camping and fishing on an ad hoc basis.

Report

The history of this request to lease the property is briefly described below:

1. 25/02/2019 - Club approached Council in Feb 2019 regarding the possible lease of the property.
2. 06/06/2019 - A site meeting was held with Club representatives to elicit more information of what their thoughts were. In short, they would like to make a camp ground and hold fishing competitions from the site. Legal Team advised them that Council would need a formal request that provided as much detail as possible and stressed that their request would need to go before Council for their approval.
3. Between June 2019 - March 2020 - Legal team contacted the Club President on several occasions to confirm their continuing interest and to provide any assistance required. The delays were associated with the Club working towards defining their wants and needs, identifying funding options and identifying other sporting activities which could be incorporated onto the site for wider community use.
4. 10/03/2020 - A letter was received from the Club formally requesting a lease over the property (refer to Attachment 3). They are seeking an initial 5 year lease with options to renew. As stated in the Letter, they are willing to undertake development of the property and once developed, engage a caretaker to maintain the property. The club has 60 members from a variety of locations (Miles, Chinchilla, Brisbane, Bundaberg, Sunshine Coast, etc) and hold a fishing/camping event every month attracting between 5 and 100 people. Further details on what they hope to achieve are listed at Attachment 3.
5. The Club has indicated that they are agreeable to undertake maintenance and some development of the property in order to improve the overall condition and capability of the property.
6. Structures - There are 2 buildings on site: a large shelter and a dilapidated toilet block. There is also an old water tank tower that had showers located underneath. Refer to Attachment 2.
7. Roads - the primary site access is via the end of Pump Station Road. There are a number of dirt tracks on the property.
8. Fences - the property boundary fences are either in a very poor condition or missing altogether. Along the southern boundary, the fence is predominantly missing. The Club has indicated that they wish to reinstate a gate along the southern portion of the eastern boundary as an alternative entrance.

Consultation (Internal/External)

Miles Condamine Fishing Club has been consulted as described above.

Council's Utilities Manager was consulted and provided the following comment:

- As this request is upstream of the town's primary drinking water supply, I am hesitant to offer my support for the application. There are several water quality risks that we would be exposed to from concentrated recreational activity. It would not be the only water supply scheme where this is the case.

Council's Facilities Manager was consulted with comments provided from the:

1. Parks & Open Spaces Coordinator - From a land management perspective I have no issues with leasing the area out. It will guarantee regular visitation and maintenance and prevent the illegal dumping and anti-social behaviour currently occurring. I note that the structures are in very poor condition with at least one requiring demolition. I would also comment from an environmental angle that no further

clearing of the site is to occur and that road dirt tracks are kept to what is currently existing. Water quality issues may inhibit any lease proposal due to it being located near town water supply.

2. Facilities Coordinator - no issues with leasing the parcel of land out as long as they are responsible for the upkeep.

Council's Planning & Environment Manager was consulted, and the Planning staff advised:

- The site has operated for 50+ years and was previously used as a Scout Camp.
- While the proposed development remains generally consistent with the historical use, i.e. intermittent camping and activities, I don't consider it to be a Material Change of Use. Any Building and Plumbing Work on site will need to ensure that it complies with the building and flood immunity requirements.
- If the site activities become more than intermittent and the use is comparable to a Caravan Park / Camping Ground, I would consider this to be a material change to the use of the site and an application would be required

Legal/Policy Implications (Justification if applicable)

To address the concerns raised by the internal review process the lease would be drafted to include termination provisions in the event activities negatively impacted or were likely to negatively impact the water quality/supply.

Local Government Regulation 2012 ("LGR") Section 224(7)(a) classifies land as a valuable non-current asset.

Leases are considered a disposal of a valuable non-current asset (land) under the Local Government Regulation 2012 (section 224(6)) (LGR). In order to dispose of land other than by following the set tendering/auction process under sections 227 and 228 of the LGR, an exception under section 236 of the LGR will need to apply to the disposal.

The exception at s236 (1)(b)(ii) applies and provides an exception to the application of s224(7) in that this disposal is for the purpose of disposing of the land to a community organisation.

Accordingly, the disposal is not required to be by tender or auction as Council is leasing the land to a community organisation.

The lease will be developed using one of Council's precedent lease formats with the appropriate termination provisions to protect the water supply.

Budget/Financial Implications

It is recommended that a rental amount of \$1.00 per annum be applied as the Miles Condamine Fishing Club Inc intend to develop this property which will assist tourism in this locality and region. This rental amount is consistent with rent charged to other community groups when leasing Council land.

Conclusion

It is recommended that Council apply the exception to disposing of land by auction or tender and offer the Miles Condamine Fishing Club Inc a lease over the subject land on the terms stated above and delegates authority to the CEO to negotiate and sign all documents necessary to finalise the lease.

Attachments

1. Karingal Camping Ground Location and Aerial Photographs
2. Karingal Camping Ground Structures
3. Fishing Club Lease Proposal

Authored by: S. Thompson, GENERAL COUNSEL

Attachment 1 - Karingal Camping Ground Location and Aerial Photographs

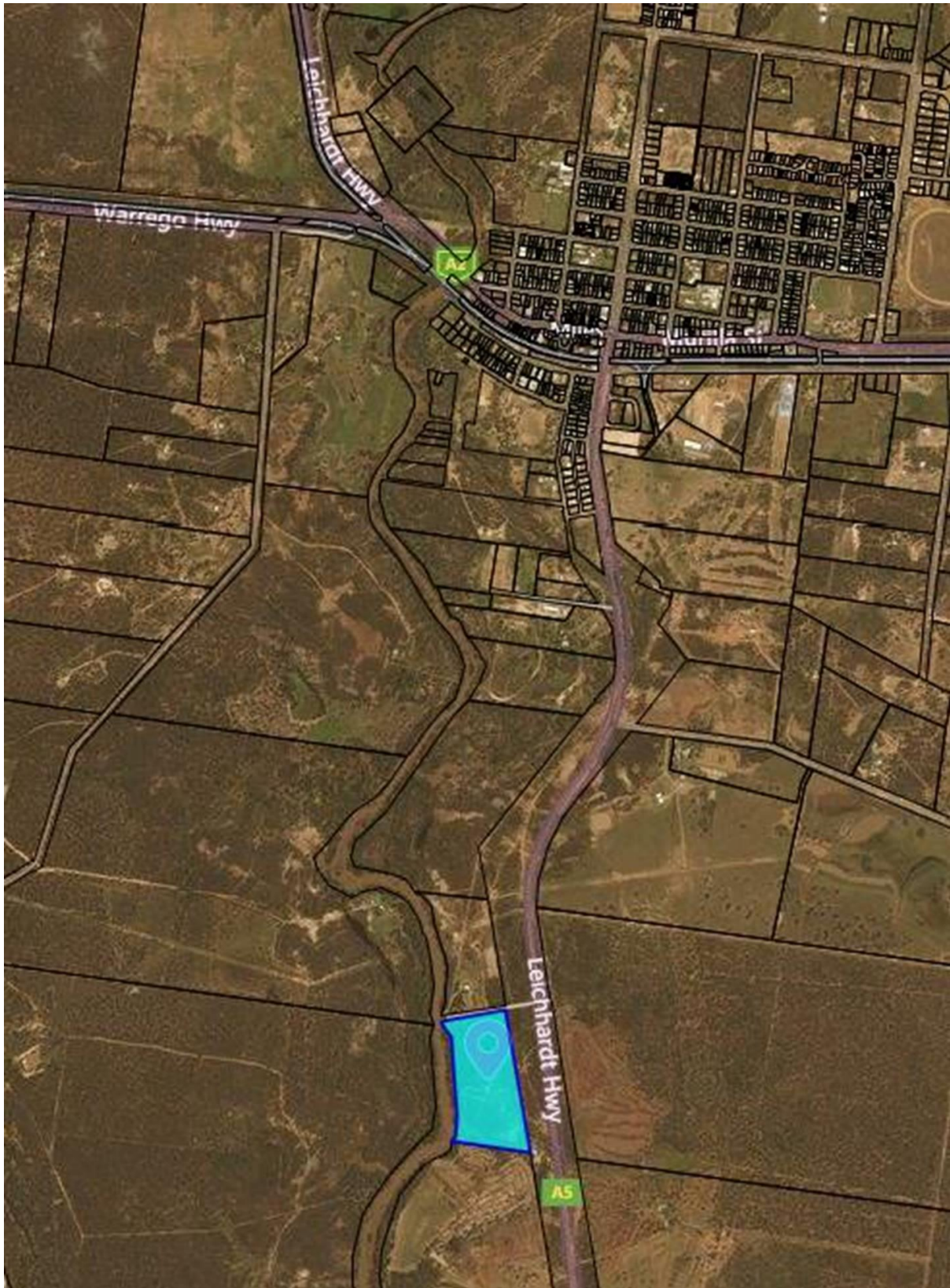
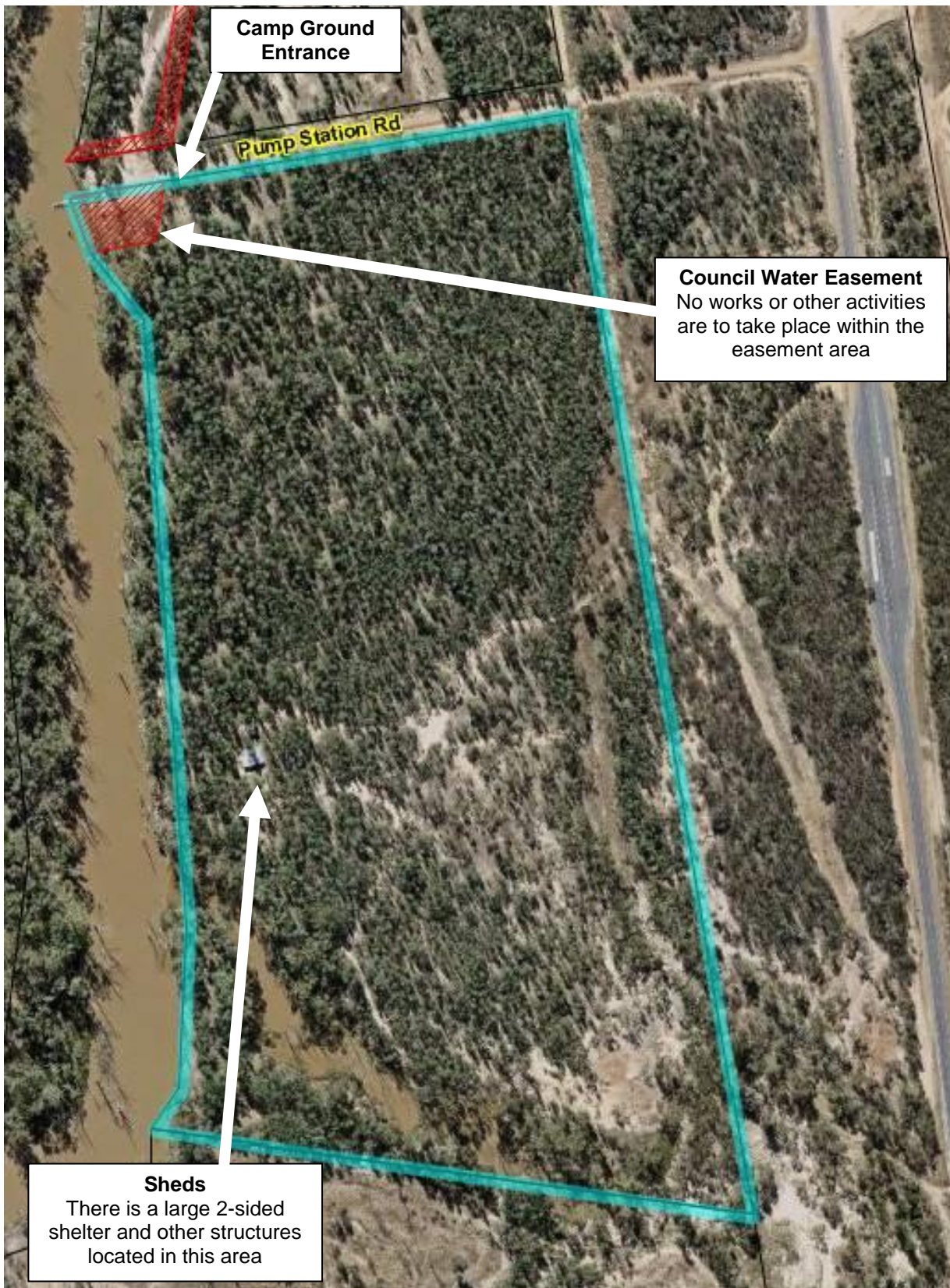


Figure 1 Karingal Camping Ground



Figure 2 Karingal Camping Ground - Lot 2 RP183541



Camp Ground Entrance

Pump Station Rd

Council Water Easement
No works or other activities are to take place within the easement area

Sheds
There is a large 2-sided shelter and other structures located in this area

Figure 3 Karingal Camping Ground - Aerial Photograph

Attachment 2 - Karingal Camping Ground Structures



Figure 1 - Shelter



Figure 2 - Male & Female Toilet



Figure 3 - Water Tank Tower & Showers

Attachment 3 - Lease Proposal

Miles Condamine Fishing Club Inc.
24 Murilla Street
Miles QLD 4415



10th March 2020

RE: Karingal Reserve

Dear Trevor

The Miles Condamine Fishing Club would like to submit our proposal to take on the lease of Karingal Reserve.

The fishing club has met on numerous occasions to discuss the opportunity along with holding a town meeting to try and engage local community and business support.

Although we had great feedback and input in this meeting we were unable to secure the town community to take part in the management committee for the project.

Details

- Free hold land and owned by Council
- Approx. 17HA (42 acres)
- Small easement in North West corner
- Previously leased to the Scouts
- Lot 2 Pump Station Road, Miles RP183541

Intentions

The Miles Condamine Fishing Club would like to lease the land on an initial 5 year lease with the right to extend on a 5 x 5 agreement.

The purpose of this project would be to provide the local community, tourists and clubs a place to camp, fish and enjoy the outdoors with the intentions of keeping locals and tourists in our region over weekends and holiday periods.

Our Long Term Vision

- Introduce a boat ramp on the lower corner near the creek entrance
- Run a concrete walkway from the entry to the boat ramp
- Position designated caravan and tent camping areas along the waterway and also inland
- Build a toilet and shower block to cater for unisex, disabled and wheelchair friendly.
- Build BBQ facilities and picnic shelters capable of catering for clubs, schools & families
- Provide solar power for lighting and hot water
- Provide a kiosk style venue to allow clubs and groups to use the facility for major events
- Designate an area to develop An archery range

A mountain bike track
A Kayak paddling club
A basketball half court
A kids play ground
A beach volley ball court

Our thoughts are once completed we would engage a full time caretaker to maintain the premise.

With the Miles Condamine Fishing club now heavily promoting additional family activities we are aiming to provide a place for schools and clubs to come and stay for weekly camps which will greatly increase the local business interactions allowing the whole community to be involved.

The boat ramp, walkways and picnic table areas would be similar to what is already in place at Archers Crossing Chinchilla. These developments would be in consultation with the council and other interested community members.

Initially we would require to redo all of the fencing and entrances along with make designated roads through the reserve. The current buildings on site would be repaired to a satisfactory state and the old toilets filled in and walls repaired.

The club would endeavour to use the same principles as Glebe Weir with an honesty box for campers to help fund toilets and amenities.

We have been discussing funding with several government departments along with major companies who have all indicated a willingness to be involved.

Our Club

The Miles Condamine Fishing club currently has 60 members covering Miles, Chinchilla, Bundaberg, Brisbane, Sunshine Coast, Wandoan, Condamine and Oakey.

We run a fishing / camping event every month which has grown from around 5 people to 100 people attending events. Our monthly trips consist of fishing, camping, camp oven and smoker cook ups, kids tag a long trips, yabby races and carp buster events.

Could we please organise a time for our committee to meet with you to discuss what is required to move forward on a lease of the land.

Regards



Peter Delaforce

Club President

Miles Condamine Fishing Club

Ph 0408 777 811

peter@machinerysolutions.com.au

Title Corporate Services Report Permanent Road Closure Application – Unnamed Road Along Western Boundary of Lot 37 BWR147, Dulacca

Date 5 June 2020

Responsible Manager S. Thompson, GENERAL COUNSEL

Summary

To determine an application for the permanent road closure of part of an unnamed and unformed road that runs along the western boundary of Lot 37 Crown Plan BWR147, Dulacca.

Link to Corporate Plan

Strategic Priority: Great Liveability

- Our residents enjoy convenience of modern infrastructure and quality essential services.
- Valued recreational spaces, sporting and community facilities are provided regionally.
- A safe and well maintained road network connects our region.
- Our region remains an affordable place for families to live, work, prosper and play.
- We're recognised as one of the safest regions in Queensland.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that Council:

1. advise DNRME and the applicant that it has no objection to the permanent closure of the identified part of the unnamed road that runs along the western boundary of Lot 37 on Crown Plan BWR147, Dulacca.

Background Information

- This is an unformed road that runs along the western boundary of the applicant's land. The road is identified on Attachment 1 in yellow highlighting.
- The applicant has lodged an application with DRNME to permanently close this road.
- The applicant requires the area for grazing.

Report

The unformed road along the western boundary of Lot 37 on Crown Plan BWR147 does not form part of Council's road network. The applicant is applying for the permanent closure of this section of road. Closure of this road does not "land lock" any other parcel of land.

Consultation (Internal/External)

Advice was sought from Council's:

- Planning and Environment Manager;
- Senior Works Manager; and
- Rural Services Coordinator.

No objections were raised on the application for the closure of this road.

Council's Senior Works Manager advised that from a Works perspective there is no objection to the proposed permanent closure, as adjacent lots have access to the transport network from North Dulacca Hall Road, Cormack's Road and Gurulmundi Road and there is no foreseeable future requirement or plan to develop this section of road reserve.

Legal/Policy Implications (Justification if applicable)

As the land is owned by DNRME the applicant must seek the owner's consent for the closure of the road. As standard practice, DNRME requests the relevant Local Government to advise if it has any concerns or objections.

If Council offers no objection to the road closure, then the part road shown on yellow highlighting in Attachment 1 will be permanently closed to the public, subject to final approval of the closure by the State.

The CEO has delegated power for submissions to be made to DNRME under section 420CB of the *Land Act 1994* pursuant to Council's Delegations' Register B31.148.

Budget/Financial Implications

Nil

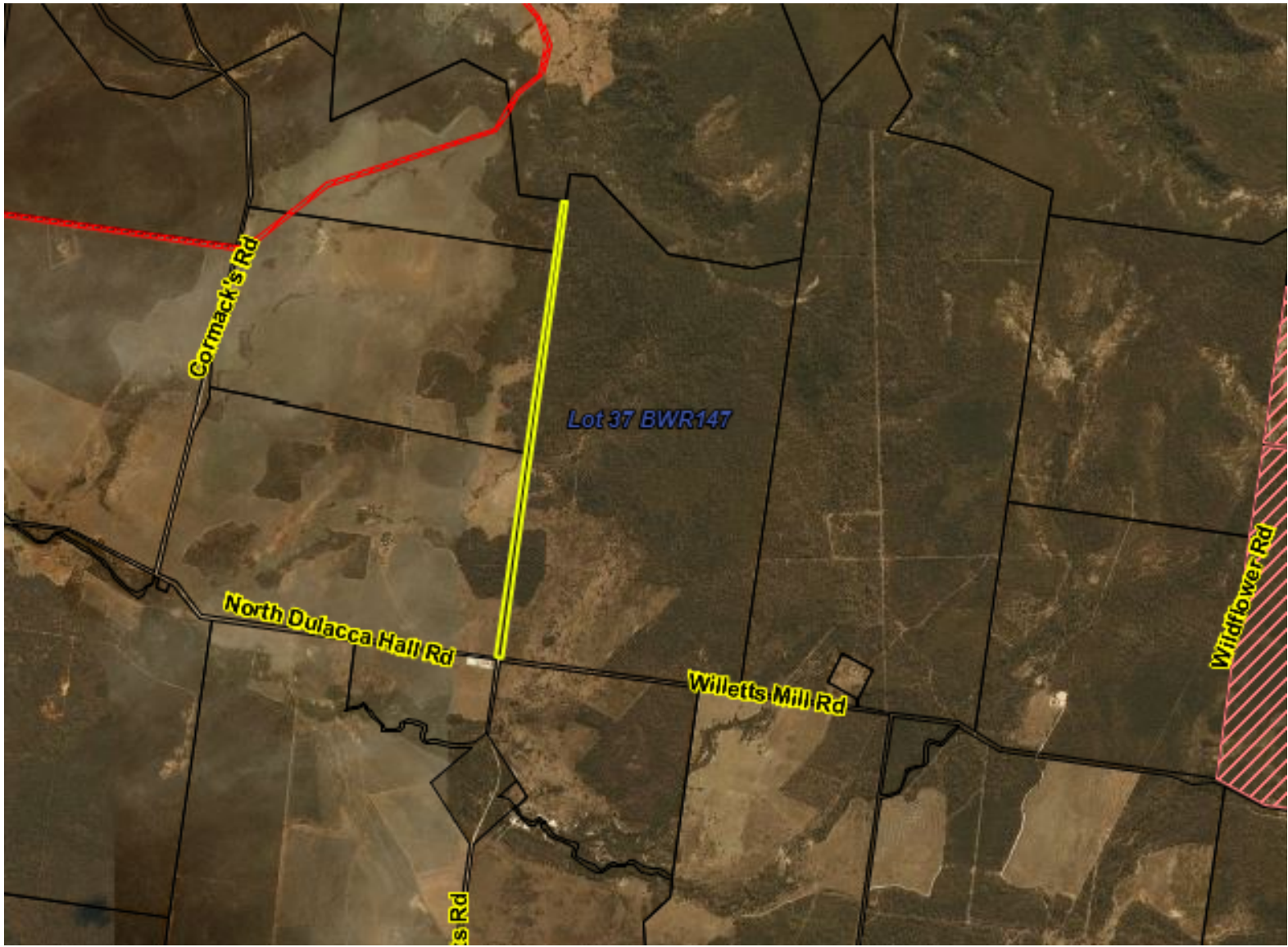
Conclusion

As the road reserve does not form part of the road network and its closure does not land lock any other lots it is recommended that Council advises DNRME that it offers no objection to the permanent closure of the identified unnamed road, along the boundary of Lot 37 on Crown Plan BWR147, Dulacca.

Attachments

1. Aerial Photo Identifying in Yellow the Road to be closed

Authored by: S. Thompson, GENERAL COUNSEL



Title **Corporate Services Report Mutual Access Agreement Queensland Parliament and Local Government**

Date 2 June 2020

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

This Report is to seek Council's views on a mutual access agreement proposed by the Queensland Parliament and Local Government.

Link to Corporate Plan

Strategic Priority: Financial Sustainability

- We are recognised as a financially intelligent and responsible Council.
- Our long term financial planning guides informed and accountable decision making.
- Our value for money culture enables us to deliver our core functions sustainably.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Effective asset management ensures that we only own and maintain assets that are utilised.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that Council:

1. advise the LGAQ that Western Downs Regional Council will opt into a formal agreement between the Queensland Parliament and local government for access to facilities.

Background Information

The Local Government Association of Queensland (LGAQ) has written to Council seeking its views on a proposal by Hon Curtis Pitt MP, Speaker of the Queensland Parliament for a formal mutual access agreement between the Queensland Parliament and local government. Such an agreement would allow Mayors and Councillors to access the Parliamentary Precinct, while Members of Parliament could access Council premises.

Report

The Local Government Association of Queensland (LGAQ) has written to Council seeking its views on a proposal by Hon Curtis Pitt MP, Speaker of the Queensland Parliament for a formal mutual access agreement between the Queensland Parliament and local government. The LGAQ are interested in whether Council would opt in or out, and what improvements could be made to the agreement to increase the likelihood of Western Downs Regional Council opting in.

The aims of the proposal are to:

- Increase democratic representation by providing better access to elected representatives.
- Overcome challenges of distance and decentralisation.
- Improve the quality of representation delivered by Members, Mayors and Councillors.

The agreement would be with the LGAQ for a proposed term of 5 years. Council can opt in or out in writing to the LGAQ, who will then advise the Speaker of Councils position on access.

Subject to provisions around unreasonable access, the agreement would allow Councillors to conduct meetings and events in the Parliamentary Precinct as guests of the Speaker. Facilities include access to the WiFi network, car parking and the cafeteria. Under the agreement, Members of Parliament would have similar access to local government facilities.

A copy of the draft agreement is attached for Councils consideration.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Review of the final agreement by General Counsel.

Budget/Financial Implications

Nil

Conclusion

The agreement is advantageous to Council, particularly in terms of access to facilities for the conduct of official Council business in Brisbane, and to encourage visits to our region by Members of the Queensland Parliament. Although only in draft, it is recommended that Council advise the LGAQ that it is seeking to opt into the agreement.

Attachments

1. Correspondence - 27 May 2020, Local Government Association of Queensland
2. LGAQ - Draft Mutual Access Agreement

Authored by: P. Greet, CUSTOMER SUPPORT & GOVERNANCE MANAGER



27 May 2020

Mr Ross Musgrove
Chief Executive Officer
Western Downs Regional Council
PO Box 551
DALBY QLD 4405

Email: ross.musgrove@wdrc.qld.gov.au

Dear Mr Musgrove

I am writing regarding a proposal by the Hon Curtis Pitt MP, Speaker of the Queensland Parliament, for a formal mutual access arrangement between the Parliament and local government.

Such an arrangement would allow Mayors and Councillors to access the Parliamentary Precinct, while Members of Parliament could access council premises.

Although the proposal was first flagged with me in October 2018, the LGAQ has only in the last few days received a draft agreement for initial discussion with the Speaker's Office (copy attached).

The draft agreement sets out a framework where access to meeting areas is allowed. This would permit Mayors, Councillors and MPs who are on the road to have access to facilities to host their own meetings. The draft agreement also sets out exceptions to access to ensure that the Parliamentary Service and local governments are not overburdened with obligations which detract from their core business. Importantly the draft agreement allows for local governments who do not want to participate to opt out.

Before responding to the Speaker, I am writing to all council CEOs to gauge the level of support for such an agreement. In particular, I would be interested to hear:

1. Whether your Council would be likely to opt in or out of such an agreement; and
2. What improvements could be made to the agreement to increase your Council's likelihood of opting in.

I would be grateful if you could please provide your response **by no later than Friday 12 June 2020**, by emailing Stephan Bohnen, Lead – Intergovernmental Relations (stephan.bohnen@lgaq.asn.au).

I thank you in advance for your consideration of this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Greg Hallam', is written over a light grey circular stamp.

Greg Hallam AM
CHIEF EXECUTIVE OFFICER



Mutual Access Agreement

Parties

Parliament of Queensland "Parliament"

Local Government Association of Queensland "LGAQ"

Preamble

Queensland is the most decentralised State in Australia, which poses challenges in providing access to democratic representation to all Queenslanders wherever they live.

Decentralisation poses challenges to local Mayors and Councillors in accessing State Government decision makers in Brisbane to represent their communities.

Decentralisation poses challenges for State Members of Parliament to represent electors across large distances.

Parliament and LGAQ acknowledge that by allowing reasonable access to;

- facilities within the Parliamentary Precinct in Brisbane for Mayors and Councillors
- facilities of local councils for local Members of Parliament,

together the Parliament and the LGAQ can improve the quality of representation delivered by Members, Mayors and Councillors.

Definitions

Clerk means Clerk of the Legislative Assembly of Queensland.

CEO means Chief Executive Officer of a Local Government.

Council Chambers means the room where a Mayor and Councillor meet to conduct the business of a Local Government.

Councillor means a person who currently holds the office of Councillor in Local Government.

Electorate Officer means a person employed in the role of the same name by the Queensland Parliamentary Service.

Facility means either or both of the Parliamentary Precinct and Local Government Facilities.

Legislative Assembly means the chamber where Members sit and conduct the business of the aforesaid body.

Local Government means an elected body that is responsible for the good rule and local government of a part of Queensland under the *Local Government Act (Qld) 2009* and is a member of the LGAQ.

Local Government Caretaker Period means Caretaker Period as defined under the *Local Government Act (Qld) 2009*.

Local Government Premises means any structure which is used by a Local Government for the purposes of the administration of Local Government which a Local Government has a legal right to use and enjoy and is suitable for use for meetings and/or contains office facilities.

LGAQ means Local Government Association of Queensland.

Mayor means a person who currently holds the Office of Mayor in Local Government.

Member means a current Member of the Queensland Legislative Assembly.

Member's Electorate means the electoral district which a Member represents.

Meeting Rooms means the meeting rooms situated on level 5 of the Parliamentary Annexe and any other rooms nominated by the Speaker or Clerk.

Parliament means Parliament of Queensland

Parliamentary Annexe means the building on the Parliamentary Precinct titled as such.

Parliamentary Precinct means;

(a) all land and improvements within the land reserved for House of Parliament in the county of Stanley, parish of North Brisbane, city of Brisbane described as lot 414 on plan SL8740, lot 437 on plan SL8601 and lot 704 on plan SL12303 registered in the department in which the *Land Act (Qld) 1994* is administered; or

(b) any land or premises declared by the Governor in Council by gazette notice to be part of the parliamentary precinct for a stated period

The Parties means jointly and severally Parliament and LGAQ.

Speaker means the Speaker of the Legislative Assembly of Queensland.

State Parliament Election Period means the period between the dissolution of the Legislative Assembly and the following election day.

Third Party means any person or entity that is not a party to this Agreement

Clauses

Authority

1. The Speaker's authority to enter this agreement is Section 5 & 50 of the *Parliamentary Service Act (Qld) 1988*.
2. LGAQ represents its members through <instrument of LGAQ>
3. Notwithstanding anything else in the document an individual Local Government may opt-out of this agreement under the opt-out mechanism allowed under clauses 30 to 33 of this Agreement.

Term

4. This agreement shall remain effective and in force for a period of 5 years from the date of execution of this Agreement.
5. The Parties shall each have the right to terminate this Agreement by written notice.
6. Such written notice shall indicate a termination date which is no earlier than 28 calendar days after the date the notice is received from the other party

Rules around Access

7. The Parties in granting access under this agreement acknowledge that such access is only granted on a reasonable basis.

The Parties agree that the following requests for access are unreasonable;

- a. any request for access which requires the provision of resources by the host organisation which would otherwise not be made available in the normal operation of their Facility.
- b. any request for access which requires a restriction in the normal operation of the Parliamentary Precinct or the relevant Local Government Building.

- c. any request that would be contrary to provisions of *the Parliamentary Service Act (Qld) 1988*; the *Parliamentary Service By-Law 2013* and any other directions of the Speaker.

Access granted to Mayors and Councillors

8. The Parliament undertakes to grant access to Mayors and Councillors to the Parliamentary Precinct as guests of the Speaker.

Such access is granted only for the following purposes relating to the duties of their offices;

- a. Conduct meetings in Meeting Rooms in relation to their duties as Mayors and Councillors
 - b. Use of facilities for events relating to their Local Government, subject to the Local Government meeting standard costs for such an event that would be levied to third parties for the use of the facilities.
9. Access of Mayors and Councillors under Clause 8 is subject to any guidelines or policies as authorised by the Speaker or the Clerk.
 10. No access will be granted to Mayors and Councillors to Level 8 and above of the Parliamentary Annexe, or any other personal offices of Members unless expressly invited by the Member who occupies the office.
 11. Nothing in this agreement shall be construed as providing access for Mayors and Councillors to;
 - a. accommodation facilities in the Parliamentary Annexe.
 - b. access to the services of the Parliamentary Library.
 12. Nothing in this agreement shall be construed as positive obligation on the Parliament to provide office facilities to Mayors and Councillors.

However, subject to availability, Mayors and Councillors may use Meeting Rooms outside of Parliament sitting weeks, using Local Government supplied and personal electronic devices, for work relating to their duties as Mayors and Councillors.
 13. No access will be granted to a Mayor or Councillor to any offices within the Parliamentary Precinct where the administration of Parliament takes place constantly during business hours.
 14. Mayors and Councillors with access granted to the Parliamentary Precinct shall be entitled to use the Wi-Fi network on the Parliamentary Precinct on the same terms as Parliamentary Precinct staff.
 15. Mayors and Councillors may access the Parliamentary Service Visitor Car Park in Car Park B on Gardens Point Road, subject to availability, and by complying with the regular booking process.
 16. Mayors and Councillors shall be entitled to use the Parliamentary cafeteria.
 17. Mayors and Councillors shall be entitled to be accompanied by a reasonable number of **pre-approved support staff** employed by the relevant Local Government on the Parliamentary Precinct.
 18. Nothing in this agreement shall be construed as granting a right of access to the Legislative Assembly Chamber or the galleries thereof to Mayors and Councillors whilst the Legislative Assembly is sitting.
 19. Notwithstanding any other term of this agreement, access shall not be granted to Mayors and Councillors during the Local Government Caretaker Period.

Access granted to Members

20. Subject to availability, the LGAQ warrants that Local Governments will grant access to Members to the Local Government Premises within the Member's electorate, for the following purposes relating to the duties of their offices;
 - a. Conduct meetings in relation to their duties as Members; and
 - b. Use of facilities for events relating to their duties as a Member subject to the Member meeting normal costs for such an event that would be levied to third parties for the use of the facilities.
21. Access of Members under Clause 20 is subject to any guidelines or policies as authorised by the relevant Local Government.
22. No access will be granted to a Member for any offices within a Local Government Premises where the administration of Local Government takes place constantly during business hours.

23. Nothing in this agreement shall be construed as providing access for Members to;
 - a. Engaging accommodation facilities in Local Government Buildings; or
 - b. access to any administrative or research services undertaken by staff of Local Government.
24. Nothing in this agreement shall be construed as a positive obligation on Local Government to provide office facilities to Members.

However, Members may use Local Government meeting rooms using Parliament and personal electronic devices for work relating to their duties as Members.
25. Members may access, where available, on site car parking when attending Local Government Premises under this agreement. Members must comply with the regular booking process for such car parking, where applicable.
26. Members with access granted to the Local Government Premises shall be entitled to use the Wi-Fi network, if present, on the said Local Government Premises on the same terms as Local Government staff who access the said Local Government Premises.

This clause shall not in any way be construed for Local Government to ensure Wi-Fi facilities are present in Local Government Premises accessed by Members under this agreement.
27. Members shall be entitled to be accompanied by Electorate Officers when accessing Local Government Buildings.
28. Nothing in this agreement shall be construed as granting a right of access to Council Chambers or the galleries thereof to Members whilst a meeting of Mayor and Councillors is occurring.
29. Notwithstanding any other term of this agreement, access shall not be granted to Members during the State Parliament Election Period.

Local Government Opt Out

30. A Local Government may elect to not participate in the terms of this Agreement by sending written notice authorised by the relevant Mayor to the Executive Director, LGAQ who will forward the notice to the Speaker.
31. A notice under Clause 30 becomes effective on the date it is received by the Office of the Speaker. Such notice will remain effective until revocation.
32. A notice under Clause 30 can be revoked by sending a written notice authorised by the Relevant Mayor to the Executive Director, LGAQ who will forward to the Speaker. Such revocation will take effect on the date it is received by the Office of the Speaker.
33. When an Opt Out notice is in effect, the relevant Local Government shall not be entitled to any benefit from this agreement, nor will Members have any right under this agreement to access the Local Government Premises of the relevant Local Government.

EXECUTION CLAUSE

Title Corporate Services Report Reduction in Worker's Compensation Premiums

Date 1 June 2020

Responsible Manager Jane Marrinan, ACTING CHIEF HUMAN RESOURCES OFFICER

Summary

The purpose of this report is to communicate the downward trend in the cost of Workers' Compensation Premiums payable by Western Downs Regional Council (WDRC) to the Local Government Workcare (LGW) scheme.

Link to Corporate Plan

Strategic Priority: Financial Sustainability

- We are recognised as a financially intelligent and responsible Council.
- Our long term financial planning guides informed and accountable decision making.
- Our value for money culture enables us to deliver our core functions sustainably.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Effective asset management ensures that we only own and maintain assets that are utilised.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received noted.

Background Information

The LGW Self-Insurance Scheme has been in existence since 1998. WDRC has been a member since its inception albeit under the guise of former Shire Councils before amalgamation in 2008. The LGW membership currently comprises of 68 Councils including three fully owned Council entities.

The LGW scheme has been a vehicle which has enabled local government to exercise control over and manage their workers' compensation liability from an average local government scheme rate of 3.64% in 1998 (levied by WorkCover Qld) to an average scheme rate of 1.30% in 2019. The scheme members premium rate is reviewed annually using the previous 5-year claims history. The premium rate is the percentage of the annual wage spend required to be paid by the scheme member to the worker's compensation insurance scheme. The 68 local councils are separated into five categories (A-E) based on total wages. WDRC is currently in category D (wages greater than \$20m and less than \$50 million).

Report

The member rates for 2020/2021 have been reviewed by the Scheme Actuary and a report was presented to the LGW Management Committee in early 2020. WDRC have been notified of a further reduction in current member rates. The 2020/2021 Worker's Compensation premium rate has been reduced from 1.013% to 0.912% which is a reduction of 0.101%, with the average scheme rate remaining at 1.30%. Refer to *Attachment 1 LG Workcare Contribution Rate Comparison*, showing the downward trend in WDRC premiums compared to the LG scheme average. Based on the estimated 2019/2020 wage spend, WDRC will save approximately \$56,343 in premiums for the 2020/2021 period.

WDRC continues to focus on proactive measures for identifying risks and reducing hazards across the organisation. Some of these measures include:

- Conducting regular hazard inspections
- Completing pre-start risk assessments
- Increased reporting of incident into BEAKON
- Compliance with safe work method statements (SWMS) for high risk activities
- Regularly reviewing WHS performance measures
- Engaging employees by consulting about changes impacting safety
- Maintaining focus on employee induction and training
- Benchmarking against other like councils
- Best practice rehabilitation and return to work processes

The WHS team actively maintains a field and office presence across the region and continues to partner with the organisation to achieve a Safety First culture.

Consultation (Internal/External)

This report was prepared in consultation with the LGW and Executive Strategic Safety Group (ESSG).

Legal/Policy Implications (Justification if applicable)

WDRC will maintain current workers' compensation insurance.

Budget/Financial Implications

Reduction in workers' compensation insurance premiums of approximately \$56,343 in 2020/2021 period.

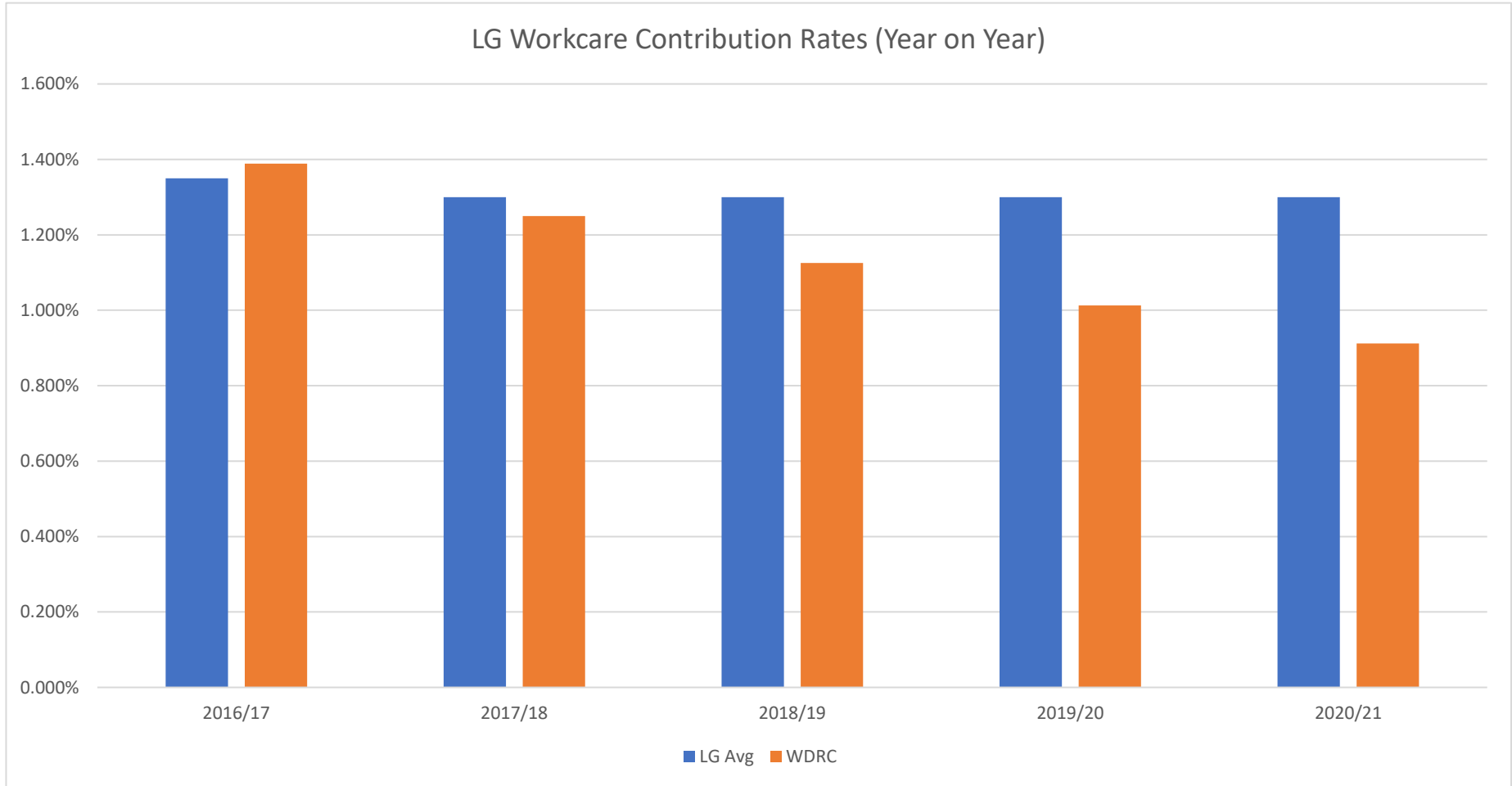
Conclusion

This premium reduction reflects the continued focus on work health and safety improvements and best practice injury management across the organisation. WDRC safety team will continue to maintain a Safety First focus on improvements in work health and safety and injury management to prevent and manage injuries to employees. Further improvements to safety culture will be achieved through education on the benefits of early reporting, and interaction with the injured person and their medical providers to reduce lost time and facilitate optimal outcomes and an early return to work. This continued focus will also assist in reducing costs associated with the Worker's Compensation Insurance premiums.

Attachments

1. LG Workcare Contribution Rates Comparison

Authored by: A. Niebling, SENIOR WORK HEALTH & SAFETY SPECIALIST



Year	2016/17	2017/18	2018/19	2019/20	2020/21
LG Avg	1.350%	1.300%	1.300%	1.300%	1.300%
WDRC	1.389%	1.250%	1.125%	1.013%	0.912%

NOTE: WDRC has experienced four consecutive periods where the premiums have been under the local government scheme average.

Title Corporate Services Report Appoint Independent Member Terms of Reference Audit Committee

Date 29 May 2020

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

This Report is to seek Council's approval for the appointment of an Independent Member, Chairperson and the revised Terms of Reference for the Western Downs Regional Council Audit Committee for the current term of Council.

Link to Corporate Plan

Strategic Priority: Financial Sustainability

- We are recognised as a financially intelligent and responsible Council.
- Our long term financial planning guides informed and accountable decision making.
- Our value for money culture enables us to deliver our core functions sustainably.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Effective asset management ensures that we only own and maintain assets that are utilised.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that Council:

1. adopt the amended Western Downs Regional Council Audit Committee Terms of Reference as proposed;
2. appoint Mr Robert Bain as Independent Member of the Western Downs Regional Council Audit Committee for the term of Council and as per the terms of engagement negotiated by the Chief Executive Officer; and
3. appoint Cr I.J. Rasmussen as Chairperson of the Western Downs Regional Council Internal Audit Committee.

Background Information

Western Downs Regional Council as a category 3 Council is required under section 105(2) of the *Local Government Act 2009* (the LG Act) to establish an audit committee.

An Audit Committee is a committee that -

- (a) monitors and reviews—
 - (i) the integrity of financial documents; and
 - (ii) the internal audit function; and
 - (iii) the effectiveness and objectivity of the local government's internal auditors; and
- (b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement (section 105(4) of the LG Act).

The *Local Government Regulation 2012* (the LG Regulation), section 210 legislates the composition of the Audit Committee, being:

- (1) The audit committee of a local government must—

- (a) consist of at least 3 and no more than 6 members; and
- (b) include—
 - (i) 1, but no more than 2, councillors appointed by the local government; and
 - (ii) at least 1 member who has significant experience and skills in financial matters.
- (2) The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.
- (3) The local government must appoint 1 of the members of the audit committee as chairperson.

Council at its Post-Election Meeting held 27 April 2020, resolved to appoint Mayor McVeigh and Councillor Rasmussen to the Western Downs Regional Council Audit Committee.

Report

Audit Committee Terms of Reference

The Audit Committee's authority, role, responsibilities, composition and operating guidelines are detailed in the Audit Committee Terms of Reference.

Consistent with the legislative requirements, a review of the Terms of Reference proposes:

- a. a membership comprising of the Independent Member of the Committee, the Mayor and a Councillor (Rasmussen), consistent with section 210(1) of the LG Regulation;
- b. that Council appoint one of the members of the Audit Committee as Chairperson, consistent with section 210(3) of the LG Regulation;
- c. provides for at least one member of the Committee having 'significant experience and skills in financial matters', consistent with section 210(1)(b)(ii) of the LG Regulation;
- d. clarification of the quorum required, consistent with section 211(2) of the LG Regulation;
- e. at least three (3) audit committee meetings each financial year, consistent with section 211(1)(a) of the LG Regulation which requires a minimum of two (2) audit committee meetings each financial year; and
- f. amended wording in relation to the use of Council information by Audit Committee members, which is consistent with sections 171(1) and 200(3) of the LG Act.

Appointment of Independent Member

An Independent (External) Member is appointed to the Audit Committee for the term of Council.

The desired qualities of the independent member include:

- an ability to ask relevant questions, evaluate answers and continue to probe for information until completely satisfied with the answers provided;
- the desire to always encourage openness and transparency;
- an ability to think independently, objectively and have an inquiring mind;
- strong ethical values, including a thoughtful approach to ethical issues that might be faced;
- a sense of integrity and an ability to give direct and honest opinions; and
- a proven ability to be open to, accept and foster change.

Given the nature and responsibility of an Audit Committee, collectively the members should have the following skills and experience:

- a thorough understanding of the core activities of the agency and the environment in which it operates, including its strengths, weaknesses, opportunities and threats;
- strong business acumen and management skills;
- a high level of understanding of best practice internal control, risk management and corporate governance; and
- a high level of competency in financial and performance reporting and the ability to analyse complex financial reports.

Mr Robert Bain is recommended for appointment as the Independent (External) Member of the Audit Committee. Mr Bain has extensive local government experience and has held previous appointments to audit committees and is qualified as a Certified Practising Accountant (CPA). A copy of Mr Bain's resume is attached.

Consultation (Internal/External)

The recommended candidate for the independent member of the Audit Committee has been the subject of discussion between the Executive team and the Councillors appointed to the Audit Committee.

Legal/Policy Implications (Justification if applicable)

As indicated previously, Council is legislatively required to appoint an Audit Committee, the composition and meetings of which must be consistent with the provision of Chapter 5, Part 11, Subdivision 2 of the LG Regulation.

Budget/Financial Implications

As detailed in section 6 of the Terms of Reference, remuneration and reimbursement of expenditure for the independent member of the Audit Committee will be at the discretion of the Chief Executive Officer.

Conclusion

The appointment of an independent member, chairperson and the terms of reference for the Western Downs Regional Council Audit Committee for the 2020 - 2024 term, will allow for the reconvening of this important statutory committee.

Attachments

1. Mark Up Proposed Amendments Western Downs Regional Council Terms of Reference
2. Mr Robert Bain - Resume

Authored by: K. Gillespie, GOVERNANCE COORDINATOR

AUDIT COMMITTEE - Terms of Reference



1. PURPOSE

The purpose of this document is to outline the role, responsibilities, composition and operating guidelines of the Western Downs Regional Council (WDRC) Audit Committee. This is in accordance with Part 11, subdivision 2, of the *Local Government Regulation 2012*, and section 105 of the *Local Government Act 2009*.

2. AUTHORITY AND INDEPENDENCE OF THE COMMITTEE

The Audit Committee has no executive power.

The Audit Committee is a committee of WDRC and is directly responsible to the Chief Executive Officer (CEO) and Council. In discharging its responsibilities, the Audit Committee has the authority to:

- conduct or authorise investigations/audits into matters within its scope of responsibility;
- access information, records and personnel of WDRC for such purpose;
- request the attendance of any employee of WDRC, including executive staff, at Committee meetings;
- conduct meetings with internal and external auditors, as necessary; and
- seek advice from external parties, as necessary.

3. ROLE

The role of the Committee is to provide independent assurance and assistance to the CEO and Council on the risk, control and compliance frameworks, and Council's external accountability responsibilities.

The Committee does not replace or replicate established management responsibilities and delegations or the reporting lines and responsibilities of either internal audit or external audit.

4. COMMITTEE OBJECTIVES

The primary objective of the Audit Committee is to assist Council in fulfilling its oversight responsibilities relating to the financial reporting process, the system of internal controls, the audit process and the reporting requirements as prescribed under section 105 of the *Local Government Act 2009* and other relevant legislation.

In achieving this objective, the following principles and standards will apply:

- Enhance the ability of Council to fulfil its governance and legal responsibilities
- Add to the credibility and objectivity of statutory financial reports
- Enhance the independence and effectiveness of the Council's internal audit function
- Oversee the application of appropriate accounting and disclosure policies and procedures
- Provide a communication link between management, internal audit, external audit and Council
- Support measures to improve governance, risk management and the control environment.

5. DUTIES AND RESPONSIBILITIES

The Audit Committee shall provide independent assurance and assistance to the CEO and Council specifically on:

Internal Audit

- review the Internal Audit Plan, its scope, progress and any significant changes including any difficulties, restrictions on scope of activities or significant disagreements with management;
- review the Internal Audit Plan to ensure it covers key strategic and operational risks and there is appropriate consultation and co-ordination with auditors;
- review the internal audit progress report;
- review management responses to findings and recommendations of internal audits;
- review the implementation of internal audit recommendations accepted by management;
- ensure there is no material overlap between internal and external audit functions.

AUDIT COMMITTEE - Terms of Reference

External Audit

- consult with external audit on the proposed audit strategy, audit plan and audit fees for the year
- review the findings and recommendations of external audits, including performance audits impacting on Council, and the management response ensuring consistency with Council's Risk Management Framework
- review the implementation of external audit recommendations, and where issues remain unresolved, consider whether satisfactory progress is being made to mitigate the identified risk
- review the Auditor-General's interim audit report and final closing report on Council's financial statements for the financial year.

Financial Statements

- review appropriateness of accounting policies and management assumptions
- review compliance with prescribed accounting and other requirements
- review results of external audits and any significant issues identified
- ensure that proper assurance with respect to accuracy and completeness of the draft financial statements is given by management prior to submission to the Auditor-General.

Risk Management

- review effectiveness of Council's processes for identifying and escalating risks with particular focus on fraud and the organisation's strategic risks
- ensure internal audit planning processes consider risks and threats to Council
- enquire with the internal auditor and the external auditor whether they are aware of any actual, suspected or alleged fraud or corruption affecting the entity and how they responded to such instances
- consider the impact of the Council's culture on risk management and internal control.

Internal Controls

- review through the internal and external audit functions, the adequacy of the internal control structure and systems including information technology security controls
- review through the Chief Financial Officer, the operating effectiveness, efficiency and economy of financial internal controls.

Compliance and Ethics

- monitor misconduct trends and prevention approaches and highlight issues for management's attention to address any gaps in dealing with integrity issues in relation to fraud or misconduct
- review the Council's process for communicating the code of conduct to staff and assess the effectiveness of, and compliance with the code.

6. MEMBERSHIP

Membership of the Committee will consist of:

- ~~Independent Member (Chair)~~
- ~~External member~~
- Mayor
- Councillor ~~(plus an alternative)~~

A quorum will consist of at least ~~half the members of the committee~~ half of the current members one of whom must be an independent member. Observers will not be counted for the purpose of obtaining a quorum. Proxies are not permitted if the member is unable to attend meetings.

The Chairperson will preside over the meeting, if the chairperson is absent, the member chosen by the members present as a Chairperson for the meeting presides.

All appointments to the Committee ~~are at the discretion~~ are by ~~of a resolution of~~ Council and the Committee shall, at all times, have a minimum of ~~four~~ three members overall including ~~two~~ one external

AUDIT COMMITTEE - Terms of Reference

~~members~~independent member.

Appointment of the ~~external~~independent members will be based on the term of the Council or as per the letter of appointment. Remuneration and reimbursement of expenditure for the ~~external members~~independent member will be at the discretion of the Chief Executive Officer.

Collectively, the members will possess the following skills and expertise:

- a thorough understanding of the core activities of Council and the environment in which it operates including its strengths, weaknesses, opportunities, challenges and threats;
- a strong business acumen and management skills;
- a high level of understanding of best practice internal control, risk management and corporate governance; and
- a high level of competency in financial and performance reporting and the ability to interpret and analyse complex financial reports.

At least one Committee member will have ~~financial expertise and at least one Committee member should possess expertise in Council significant experience and skills in financial matters.~~

External Appointments

~~External members are appointed on the basis of personal qualities and skills. Proxies are not permitted if the member is unable to attend meetings. Should the Chair be unavailable to attend a meeting, an acting Chair will be selected by the members present, and ideally will be the other external member.~~

Audit Committee Observers

For each meeting, invited observers will include the CEO, General Manager (Corporate Services), Chief Financial Officer, Internal Auditor, external auditor, and a representative from the Queensland Audit Office.

The Committee may invite officers from relevant departments to attend meetings to provide specific technical advice or reports on agenda items as required, and may only be required for the duration of their Agenda Item.

7. MEETINGS

The Committee shall meet at least ~~four~~three (43) times each financial year ~~with a preference of five (5) if possible. The timing and key activities of the Committee meetings are as follows:~~

~~October — annual financial statements and finalisation of external audit~~

~~December — internal audit progress~~

~~March — internal audit progress and external audit plan~~

~~June — internal audit progress and external audit interim report~~

~~August — internal audit plan and proposed changes to financial statements~~

The time, date and location of meetings is subject to change with the approval of the Chair and Chief Executive Officer. As a statutory committee meeting, Audit Committee meetings are not required to be open to the public.

Agenda

An Audit Committee meeting agenda will be decided by the Chair and will be produced and distributed to all members at least five (5) days prior to the date of the meeting.

Minutes

Minutes shall be conducted on a formal basis and be taken by an employee designated to do so by the Chief Executive Officer. The minutes shall address agenda items, relevant details of discussions and any Committee recommendations including action items agreed at the meeting.

AUDIT COMMITTEE - Terms of Reference

The minutes shall be confirmed at the next meeting of the Audit Committee, and signed by the Committee Chair confirming them to be an accurate record.

All members of the Audit Committee shall receive a copy of the minutes within a timeframe deemed to be appropriate by the Chair in consultation with the minute taker.

Meeting Report

A report summarising the outcomes of the meeting and the recommendations determined by the Audit Committee will be prepared and provided to the Chief Executive Officer as soon as practicable after the conclusion of the meeting.

The Chief Executive Officer is required to present this report to Council at its next ordinary meeting.

8. ROLE OF THE CHAIR

The Chair will be appointed by the Council and:

- be fully appreciative of the role and functions of the Committee and agencies
- possess sound communication and strong leadership skills
- have and retain the full confidence and support of the CEO and Council
- provide advice and assurance to the CEO and Council from an objective and independent perspective
- address issues without preconceived ideas or bias and assist in encouraging objective debate on issues
- provide insight into best practice management.

9. ETHICAL PRACTICES

Committee members are to:

- a. at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity;
- b. declare any interests that could constitute a real, potential or apparent conflict of interest with respect to participation on the Committee;
- c. not use Council information for any personal gain or advantage, directly or indirectly, for themselves or ~~their immediate family~~ someone else or in any manner that would be contrary to law or ~~detrimental to the welfare and goodwill of~~ cause detriment to Council. This requirement extends to any employment a member may subsequently have; and
- d. at all times act confidentially and not comment on matters pertaining to the activities of the Committee other than as authorised by the Council's accountable management.

10. EVALUATION OF COMMITTEE ACTIVITIES

The operation of the Audit Committee will be assessed annually by way of a self-assessment questionnaire provided to all members and discussed as a group. Results will be presented to Council.

VERSIONS

VERSION	DATE	APPROVAL
1	16 November 2016	Ordinary Meeting of Council
2	7 August 2018	Audit Committee Meeting
3	11 December 2018	Audit Committee Meeting

AUDIT COMMITTEE - Terms of Reference

APPENDIX/ATTACHMENTS

WDRC AUDIT COMMITTEE MEETING SCHEDULE

<u>March/April</u>	<u>July/August</u>	<u>October</u>
<ul style="list-style-type: none"> <u>Internal Audit progress report</u> 	<ul style="list-style-type: none"> <u>Internal Audit plan and progress report</u> 	<ul style="list-style-type: none"> <u>Internal Audit progress report</u>
<ul style="list-style-type: none"> <u>External Audit plan</u> 	<ul style="list-style-type: none"> <u>Asset valuations reports</u> 	<ul style="list-style-type: none"> <u>Annual financial statements</u>
<ul style="list-style-type: none"> <u>Self assessment</u> 	<ul style="list-style-type: none"> <u>Proformas/key changes to financial statements</u> 	<ul style="list-style-type: none"> <u>External Audit closing report</u>
<ul style="list-style-type: none"> <u>QAO briefing</u> 	<ul style="list-style-type: none"> <u>External Audit interim audit report</u> 	<ul style="list-style-type: none"> <u>QAO briefing</u>
	<ul style="list-style-type: none"> <u>QAO briefing</u> 	

ROBERT (BOB) BAIN

23 Edward Place
SINNAMON PARK
QLD 4073

Ph: (M) 0409 760 374

Email: robert_bain56@hotmail.com

Academic Qualifications

- Bachelor of Commerce B Com
- Master of Business Administration MBA
- Local Government Clerk Certificate
- Member of the Australian Society of Certified Practising Accountants 1986 -2019

Voluntary positions previously Held

- Chairman of Audit Committee James Cook University
- Member of University Council James Cook University 1998 – 2001
- Secretary/Treasurer Tropical Economic Taskforce Inc
- Auditor Pine Islet Lighthouse Association

Employment History

CEO Somerset Regional Council	2001 – 2019
Incorporating service at Esk Shire Council as CEO prior to amalgamation	
Mackay City Council	1994 – 2001
Executive Manager Business Support Services.	
(Incorporating the positions of Director Finance and Director Corporate Services)	
Pioneer Shire Council	1988 – 1994
Deputy Shire Clerk	1990 – 1994
Accountant	1988 – 1990
Thuringowa City Council	1994 – 1988
Assistant City Accountant	

Title Corporate Services Report DNRME Case 202010353 Sale of Undefined Reserve within Lot 1 RP105354 Dalby-Apunyal Road KAIMKILLENBUN

Date 4 June 2020

Responsible Manager S. Thompson, GENERAL COUNSEL

Summary

The purpose of the Report is to consider a request received from DNRME (Case 202010353) regarding the sale of an undefined reserve within Lot 1 RP105354 Dalby-Apunyal Road, Kaimkillenbun.

Link to Corporate Plan

Strategic Priority: Financial Sustainability

- We are recognised as a financially intelligent and responsible Council.
- Our long term financial planning guides informed and accountable decision making.

Strategic Priority: Great Liveability

- A safe and well maintained road network connects our region.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report is received and that Council:

1. advise DNRME that Council does not object to the sale of the undefined reserve within Lot 1 RP105354, providing this sale does not impact on the road reserves on the northern and southern boundaries of the lot.

Background Information

Department of Natural Resources, Mines and Energy (DNRME) have requested Council's view on the proposed sale of an undefined 'floating' reserve within Lot 1 RP105354 (Attachments 1 and 2).

Report

The survey plan for Lot 1 RP105354 (Attachment 3) has the following information recorded on it (current measurements in brackets for ease of reference):

The lot is defined as 876 acres (354.5 hectares) which is broken down into:

- a. 41 acres (16.59 hectares) reserve for road purposes,
- b. 835 acres (337.9 hectares) as the balance.

The Council rate assessment for the area of the lot is 3,379,130 square metres (337.9 hectares), which is the size of the balance of the lot excluding the floating reservation for the road.

The survey plan has a notation that defines the reserve for road purposes as having an area of 41 acres. The road reserve is a "floating reserve", as it has not been defined and delineated on the survey plan.

These types of reserves are rare. They usually have been allocated (but not formed, hence 'floating') at the time the lot was configured to accommodate any future road reserve if required. A floating reserve that is no longer needed can be purchased from DNRME by the landowner. DNRME seeks Council's views with respect to the sale of an undefined floating (road) reserve that is within the property boundary.

The sale of the undefined floating reserve does not have any impact upon Council's current road network.

Consultation (Internal/External)

Advice was sought from Council's Senior Works Manager who provided the following comments:

There is no objection from Works to the surrender of the undefined road reserve of approx. 41 acres within the lot, with the clarification that this does not impact on the undeveloped road reserves on the northern and southern boundaries of the lot.

The current road reserves on the northern and southern boundaries of the lot service surrounding lots to ensure none are landlocked. If either of these road reserves were impacted, this may impact access to surrounding lots.

As the floating reservation within lot 1 RP105354 is not required for access for any surrounding lots, and has not been surveyed or used, there is no objection to its sale.

Legal/Policy Implications (Justification if applicable)

If freehold land contains a reserve, the landowner may apply to DNRME to purchase the reserve.

If Council offers no objections, the reserve notation will be removed from the survey plan following the sale.

Budget/Financial Implications

Nil

Conclusion

It is recommended that Council advises DNRME that it does not object to the sale of the undefined reservation within Lot 1 RP105354, providing this sale does not impact on the undeveloped road reserves on the northern and southern boundaries of the lot.

Attachments

1. Request from DNRME Case 2020-01053
2. Property Location Lot 1 RP105354
3. Survey Plan RP105354

Authored by: S. Thompson, GENERAL COUNSEL

Attachment 1 - Request from DNRME Case 2020-01053

Trevor Cameron

From: SCHEFE Louise <Louise.Schefe@dnrme.qld.gov.au>
Sent: Friday, 21 February 2020 9:25 AM
To: Info
Cc: Trevor Cameron; Scott Thompson
Subject: Case 2020/010353
Attachments: Plan RP105354.pdf; SmartMap for 1 RP105354.pdf

Application to purchase an undefined reservation in title within Lot 1 on RP10534

The department has received the above application. The enclosed survey plan and Smartmap shows the subject land and the surrounding locality.

Please advise the Department if this undefined road reservation in title is no longer required; or if you require all, or some of the road reservation. If you require some of the road reservation, please provide details.

A response to the application and any views or requirements that may affect the future use of the land should be received by close of business on **31 March 2020**.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

Any objections received may be viewed by other parties interested in the proposed road closure in accordance with the provisions of the *Right to Information Act 2009*.

If you wish to discuss this matter please contact Louise Schefe on 46241548

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to slam-roma@dnrme.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

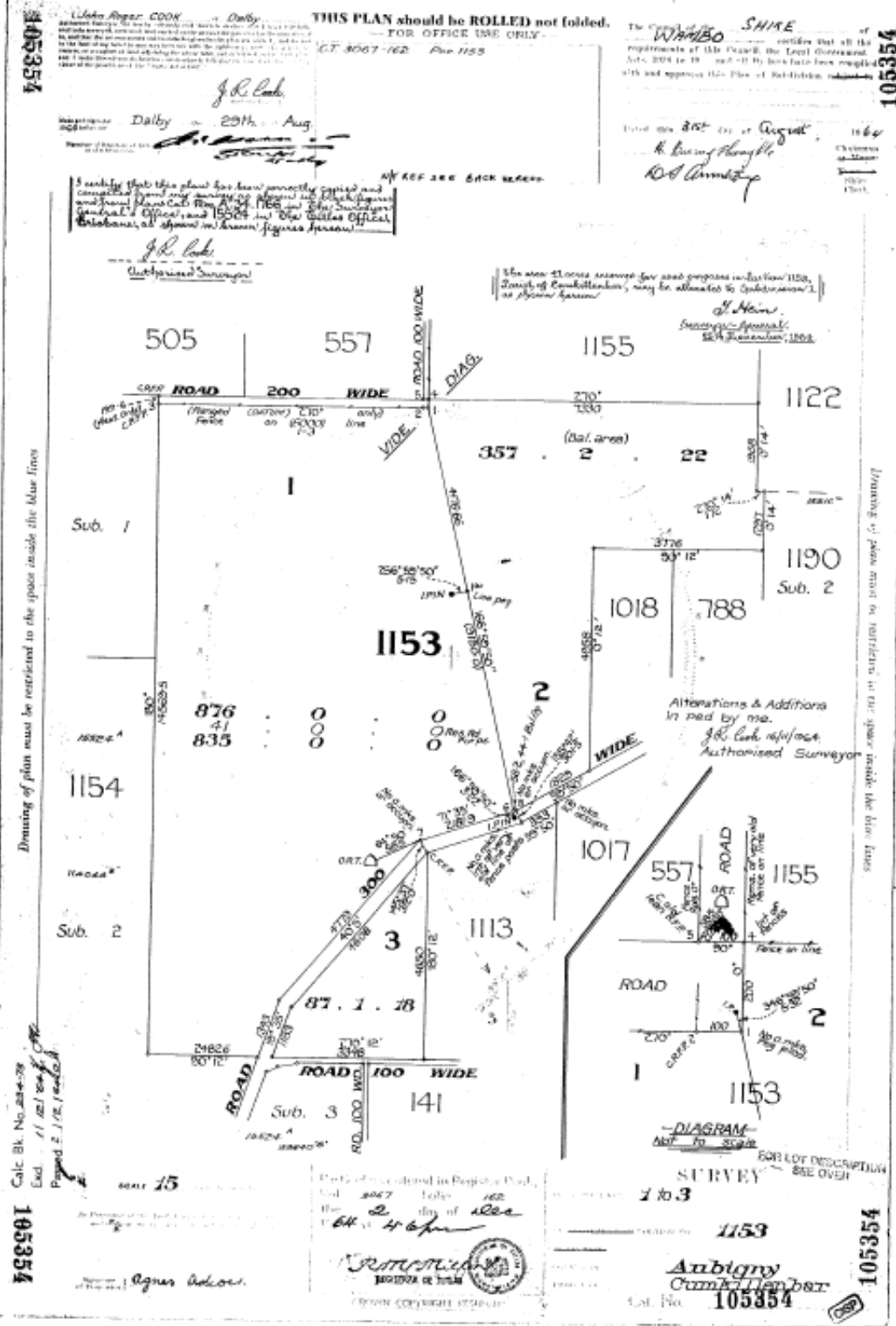
Please quote reference numbers 2020/010353 in any future correspondence.

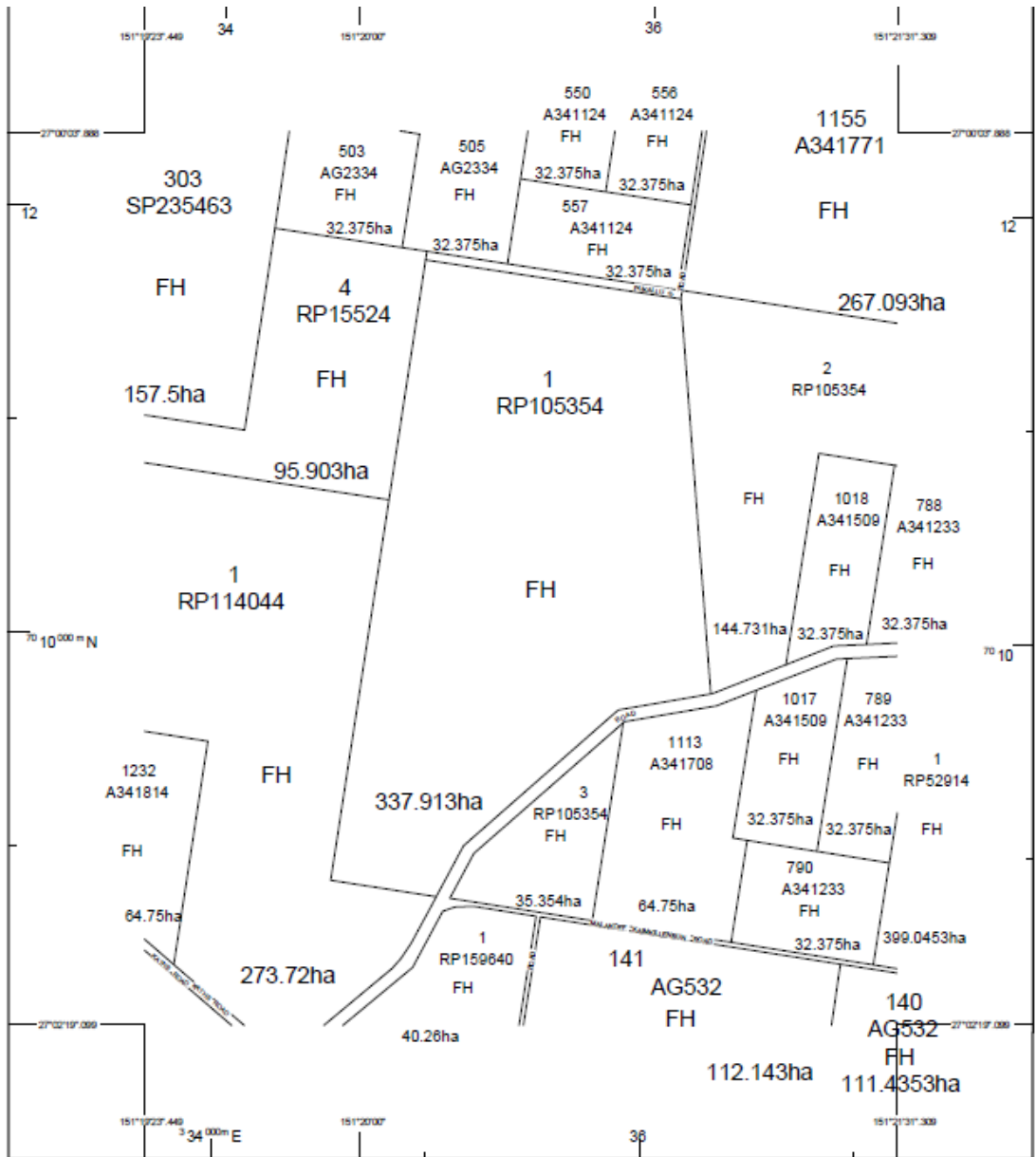
Regards



Louise Schefe
Land Officer, South Region
Natural Resources
Department of Natural Resources, Mines and Energy

P: 0746241548
E: louise.schefe@dnrme.qld.gov.au
A: 1-3 Alfred Street, Roma QLD 4455 | PO Box 350, ROMA QLD 4455
W: www.dnrme.qld.gov.au





STANDARD MAP NUMBER
9143-14142



SmartMap

An External Product of
SmartMap Information Services
Based upon an extraction from the
Digital Cadastral Data Base



SUBJECT PARCEL DESCRIPTION	
DCDB Lot/Plan	1/1/105354
Area/Volume	337.913ha
Tenure	FRESHOLD
Local Government	WESTERN DOWNS REGION
Locality	KAIMOLLENBUN
Segment/Parcel	4/10437

CLIENT SERVICE STANDARDS

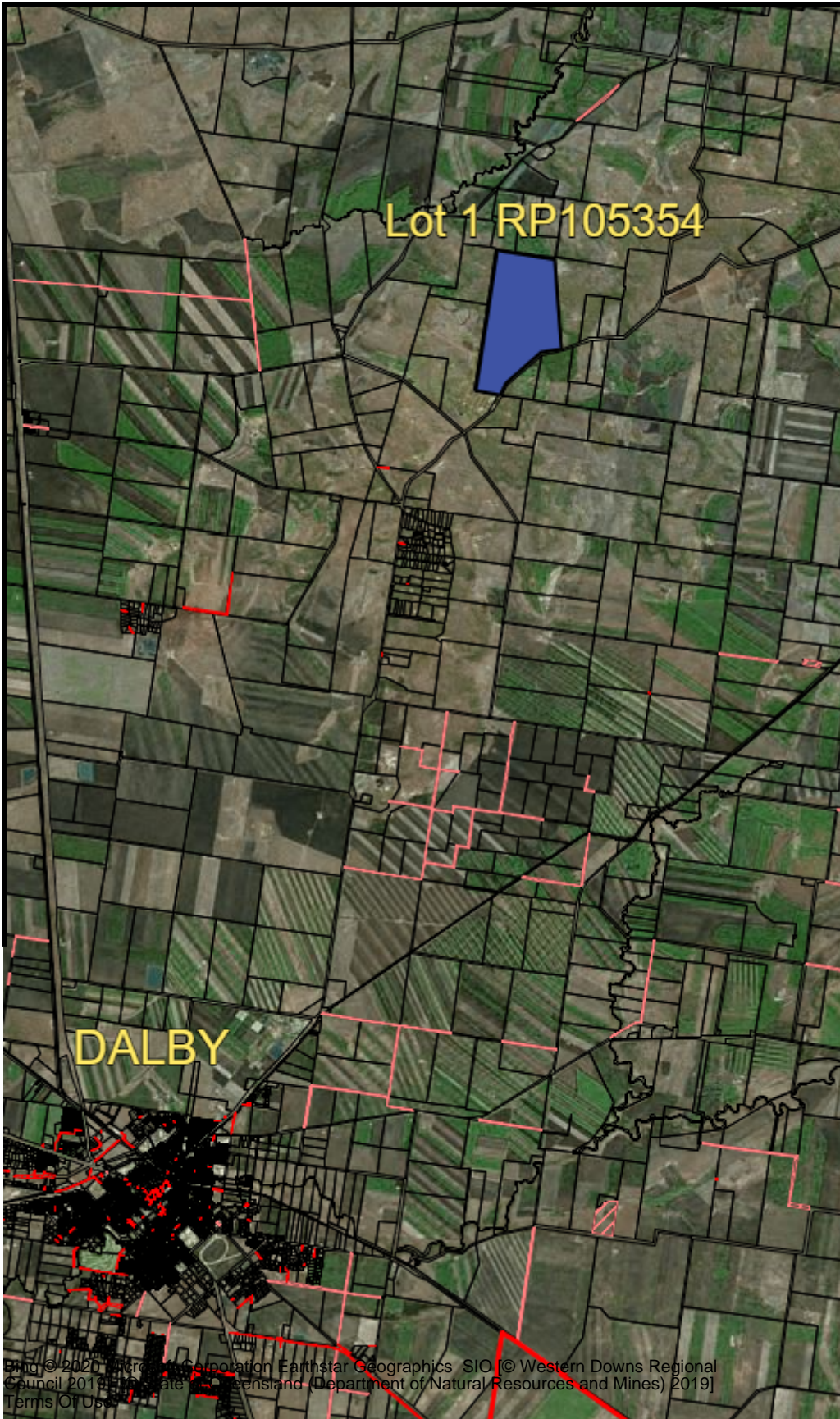
PRINTED (ddmm/yyyy) 13/02/2020

DCDB 12/02/2020 (Lots with an area less than 1,000ha are not shown)

Users of the information recorded in this document (the information) accept all responsibility and risk associated with the use of the information and should seek independent professional advice in relation to dealings with property.

Despite Department of Natural Resources and Mines (DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and





Legend

Annotations

- T Lot 1 RP105354
- T DALBY

LGA Boundary

- WDRCBoundary

Initial View

- Town Names
- Major Waterway
- Roads

Road Labels

- Rural Road Names
- Urban Road Names

House Numbers

- House Numbers

Easements

- ▨ Easements

Licences

- ▨ Licences

Rates Property Boundary

- Rates Property Boundary

© 2020 Western Downs Regional Council Earthstar Geographics SIO © Western Downs Regional Council 2019 © State of Queensland (Department of Natural Resources and Mines) 2019
 Terms Of Use

Western Downs Regional Council
 (C) The State of Queensland
 Department of Natural Resources and Mines (DNRM) [2019]

DISCLAIMER: Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek professional advice in relation to dealing with property.

Despite the Department of Natural Resources and Mines (DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of our reliance on the Information.

WESTERN DOWNS REGIONAL COUNCIL



4 Jun 2020



Rates Property Boundary (1)

Lot_plan: 1RP105354

Tenure: FH

Area_m2: 3379130

Locality: KAIMILLENBUN

Pcl_num: 74988

Ass_num: 42714

Short_address: Dalby - Apunyal Road KAIMILLENBUN

Rate_payer: Mr J G & Mrs R J Elder

Rate_Payer_address: 1661 Bunya Highway DALBY QLD 4405

SewerService: false

WaterService: false

GasMeter: false

John Roger COOK of Dalby
Authorised Surveyor, do hereby solemnly and sincerely declare that I have this date
and truly surveyed, measured and marked on the ground the portions hereinafter set out
to, and that the measurements and boundaries shown in this plan are true, and do not
to the best of my belief in any way interfere with the rights of any person, and I do not
own, or occupy or hold adjoining the above land, and I do not know of any person
and I make this solemn declaration conscientiously following the spirit and intent of
the Statute in that behalf made.

THIS PLAN should be ROLLED not folded.
FOR OFFICE USE ONLY
C.T. 3067-162 Folio 1153

The Council of the **WARRIMBO SHIRE** of
certifies that all the
requirements of this Council, the Local Government
Acts, 1936 to 19 and all By-laws have been complied
with and approves this Plan of Sub-division
Dated this 31st day of August 1964
Chairman
Shire Clerk

J.R. Cook
Dalby the 29th Aug
Signature of Member of Title
or of a Practitioner

I certify that this plan has been correctly copied and
completed from my survey as shown in black figures
and from plans Cat. Nos. 1766 and 1768 (the Surveyor's
General's Office), and 1524 in the Titles Office,
Brisbane, as shown in brown figures hereon.

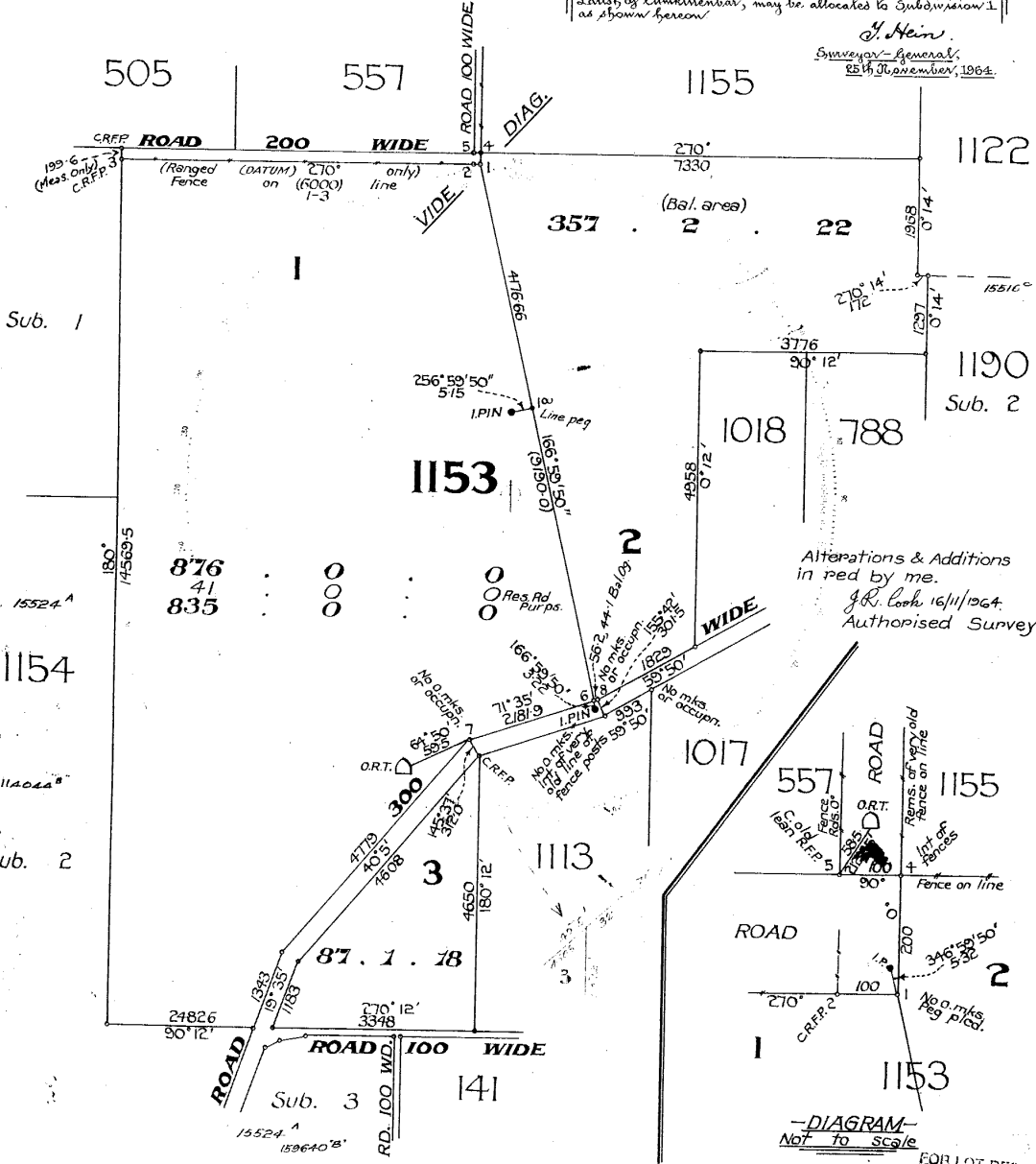
J.R. Cook
Authorised Surveyor

The area 41 acres reserved for road purposes in Section 1153,
Parish of Cumbullenbar, may be allocated to Subdivision 1
as shown hereon

J. Hein
Surveyor-General,
25th November, 1964.

Drawing of plan must be restricted to the space inside the blue lines

Drawing of plan must be restricted to the space inside the blue lines



Calc. Bk. No. 254-72
Exd. 11/12/1964
Passed 2.1/12.1964

SCALE 15

Part of plan entered in Register Book
Vol. 3067 Folio 162
the 2 day of Dec
64 at 4.6 pm

FOR LOT DESCRIPTION
SEE OVER

1 to 3

1153

Signature of Proprietor Agnes Adcock



Aubigny
Cumbullenbar
Cat. No. 105354

105354

105354

E. J. B. ROBERTSON & CO
*Solicitors
Brisbane.*

(Re) Sub.	Vol.	Pat.

3067-162

D147349

New C.T. Ref.

(Re) Sub.	Vol.	Pat.
1	3749	15
2	3768	186

D147349

E. J. B. ROBERTSON & CO
*Solicitors
Brisbane.*

AMENDED DESCRIPTION
 Note: This description takes effect upon amendment of the current Title Deed which will be evidenced by a further notation
 Survey of Lot (s) 1 to 3
 on R.P. 105,354

For Additional Plan & Document Notings Refer to CISP

*Morgan & Dewdney
Pls send to
Morgan & Dewdney*

C.T. 3067-162 84
E. J. B. ROBERTSON & CO
3-15-64

E. J. B. ROBERTSON & CO
*Solicitors
Brisbane.*

45374
16-9-6

105354
FN
1-0-0
3-0-0
1-0-0

RECEIVED
SEP 16 1964

SEP 9 AM 11:12

5-0-0
8-9-64

Title Corporate Services Report DNRME Stock Trucking Lease Lot 288 CPAG4290 Healy Street Dalby

Date 3 June 2020

Responsible Manager S. Thompson, GENERAL COUNSEL

Summary

This Report is to obtain Council's view and requirements in response to DNRME's notification of an application to lease Lot 288 on CPAG4290, Reserve for Stock Trucking Purposes.

Link to Corporate Plan

Strategic Priority: Financial Sustainability

- Effective asset management ensures that we only own and maintain assets that are utilised.

Strategic Priority: Great Liveability

- Our region remains an affordable place for families to live, work, prosper and play.

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that Council:

1. advise DNRME that Council has no objections to DNRME entering into a State Lease for Lot 288 on CPAG4290; and
2. request a clause to be inserted in the proposed lease that the land be available for Council to utilise during a declared disaster.

Background Information

Correspondence was received from DNRME on 1 May 2020 (Attachment 1), requesting Council's views or requirements when assessing the application to lease Lot 288 on CPAG4290.

The details of the subject land are as follows:

1. Located between Healy Street and Dalby-Jandowae Road, Dalby (Attachment 2);
2. Described as Lot 288 on Crown Plan AG4290, title reference 49008930 (Attachment 3);
3. Area of 5.671 hectares;
4. Western Downs Regional Council is trustee of the land; and
5. The designated purpose of the land is Stock Trucking.

Report

The lot has not been used for stock trucking for many years. The land is currently used by Council infrastructure as a temporary storage facility for various road materials. There are no current trustee leases or licences for the lot issued by Council. The adjacent vacant freehold property is owned by DNRME.

Council received an enquiry in February 2020 from Chris Hood of East West Road and Rail, investigating the current use of the lot and the possibility of leasing the lot. Mr Hood was advised that to dispose of that land via a lease, Council would have to auction or tender the lot for lease pursuant to the Local Government Regulations. Mr Hood was not interested in that option and said he would contact DNRME to discuss. East West Road and Rail were proposing to rail cattle into Dalby from western sites and use this land as a hub to either truck to the Dalby saleyards or other locations.

Although DNRME have not disclosed the identity of the applicant, it is most likely East West Road and Rail.

Consultation (Internal/External)

The following comments were received after conducting internal consultation:

1. Planning and Environment Manager advised of no objections;
2. Senior Works Manager advised no objections. She requested that Infrastructure would require notice to enable the removal of material from the site;
3. Environmental Health Coordinator advised of no objections. She requested that we ask for a clause to be inserted in any proposed DNRME lease that would permit Council to utilise the site during a declared disaster as the site is not impacted by flooding.
4. Principal Planner Kate Swepson advised and noted:
 - a) The subject site is located in the Low Impact Industry Zone. As the purpose of the land is currently for stock trucking, from a planning perspective, Planning did not consider that the proposal was a change to the intended use of the land.
 - b) Access to the land would need to be constructed to a suitable standard as outlined in the Planning Scheme and any proposed access from Dalby-Jandowae Road would require approval from the Department of Transport and Main Roads.

Legal/Policy Implications (Justification if applicable)

As the subject land is trustee land, DNRME can issue a lease for this land under sections 15(2) and 125(2) of the *Land Act 1994* (Qld) without the need to issue a tender.

Council may advise DNRME of any requirements it would like included in any future lease.

Council is not disposing of the trust land as a lease would be issued by DNRME. If a State Lease for the land was issued by DNRME, Council would remain as trustee.

Budget/Financial Implications

The land is currently not generating any revenue. Should DNRME issue a lease over this property this may have positive financial implications for Council with the establishment of business in the area and rates assessed and payable for the land.

Conclusion

It is recommended that Council advises DNRME that it has no objections to DNRME entering into a State Lease for Lot 288 on CPAG4290 in line with the purpose of stock trucking and also request the appropriate clause be inserted in any proposed lease that the land be available for Council to utilise during a declared disaster.

Attachments

1. DNRME letter dated 1 May 2020;
2. Aerial map of Lot 288 on CPAG4290;
3. Certificate of Title Lot 288 on CPAG4290.

Authored by: S. Thompson, GENERAL COUNCIL

From:YORK Janine

Sent:Fri, 1 May 2020 16:30:32 +1000

To:downsswr.office@tmr.qld.gov.au;Info;etc@ergon.com.au;network.integrity.road.closures@team.telstra.com;Stock Route Management;property-projects@qr.com.au

Subject:Application to Lease

Attachments:SmartMap for 288 AG4290.pdf

Dear Sir/Madam

Application to lease – Lot 288 on AG4290, Reserve for Stock Trucking purposes, Town of Dalby

The department has received the above application. The proposed use of the land is for the delivery of cattle by rail.

The enclosed Smartmap shows the subject land and the surrounding locality.

Please advise the Department of your views or requirements that the department should consider when assessing this application. Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 1 June 2020. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

Note - If land is required for a public purpose, it can be acquired at any time by negotiation and where necessary acquisition.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Janine York on 46241500.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to slam-roma@dnrme.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2020/011288 in any future correspondence.

Yours sincerely



Janine York
Senior Land Officer, Land Services, South Region
Natural Resources
Department of Natural Resources, Mines and Energy

P: 46241500

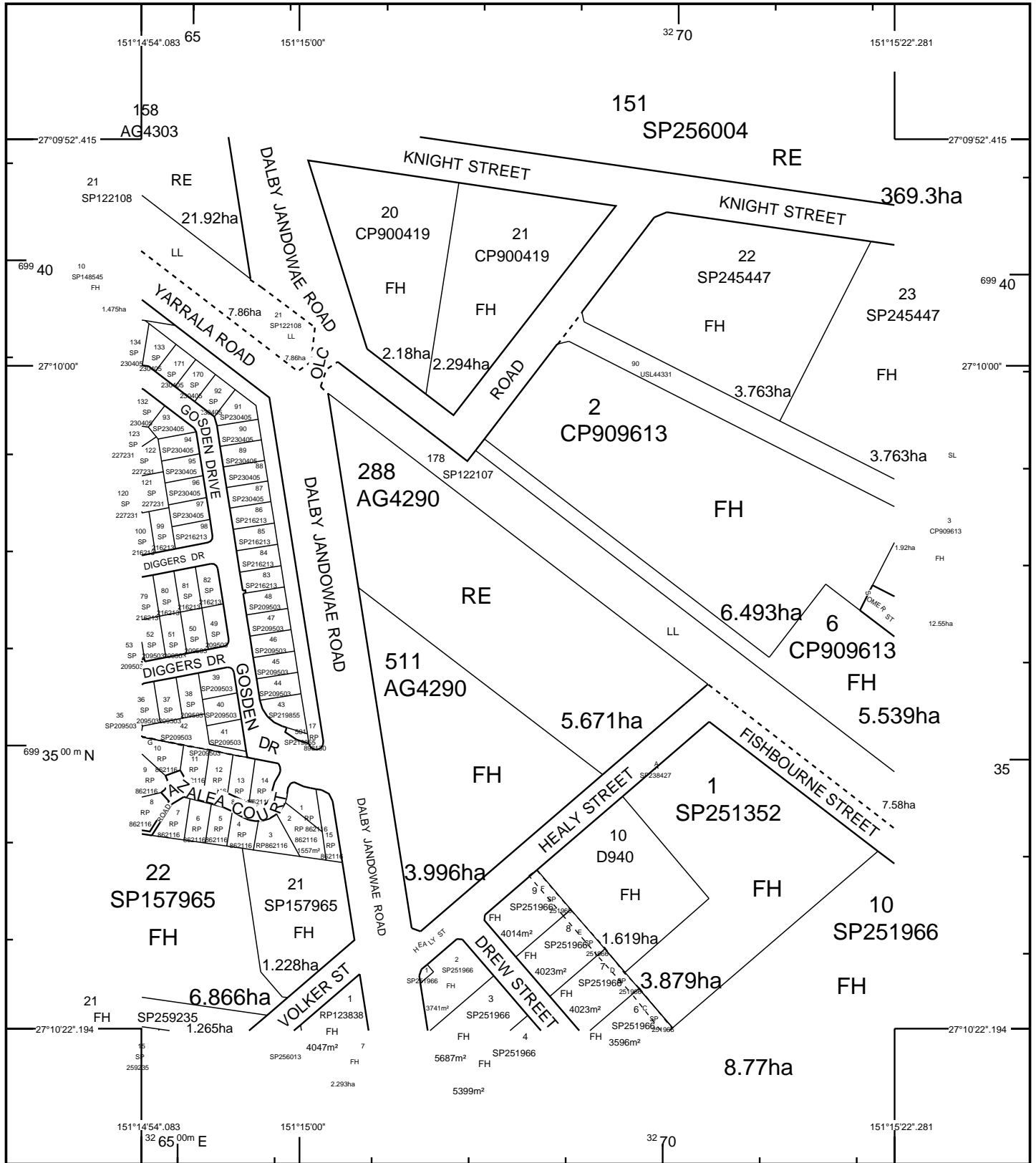
E: SLAM-Roma@dnrme.qld.gov.au

A: 1-3 Alfred Street, Roma Q 4455 | PO Box 350, Roma Q 4455

W: www.dnrme.qld.gov.au



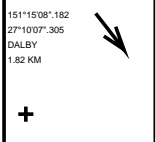
The information in this email together with any attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. There is no waiver of any confidentiality/privilege by your inadvertent receipt of this material. Any form of review, disclosure, modification, distribution and/or publication of this email message is prohibited, unless as a necessary part of Departmental business. If you have received this message in error, you are asked to inform the sender as quickly as possible and delete this message and any copies of this message from your computer and/or your computer system network.



STANDARD MAP NUMBER
9143-13434



MAP WINDOW POSITION & NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB	288/AG4290
Lot/Plan	288/AG4290
Area/Volume	5.671ha
Tenure	RESERVE
Local Government	WESTERN DOWNS REGIONAL
Locality	DALBY
Segment/Parcel	44334/24

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy)	29/04/2020
DCDB	28/04/2020

Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.

Despite Department of Natural Resources and Mines(DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information

For further information on SmartMap products visit <https://www.qld.gov.au/housing/buying-owning-home/property-land-valuations/smartmaps>

SmartMap

An External Product of SmartMap Information Services
Based upon an extraction from the Digital Cadastral Data Base



Queensland Government
(c) The State of Queensland, (Department of Natural Resources, Mines and Energy) 2020.





INTERNAL CURRENT RESERVE SEARCH
NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND

Search Date: 06/03/2020 11:30

Title Reference: 49008930
Date GAZETTED: 04/11/1911
PAGE: 1189

Opening Ref: MYRS 11-35465
Purpose: STOCK TRUCKING
Sub-Purpose:
Local Name:
Address: DALBY-JANDOWAE ROAD
County (R) No: R732
File Ref: RES 11-247

TRUSTEES

WESTERN DOWNS REGIONAL COUNCIL GAZETTED ON 04/11/1911
PAGE 1189

LAND DESCRIPTION

LOT 288 CROWN PLAN AG4290 GAZETTED ON 22/07/1989 PAGE 2485
Local Government: WESTERN DOWNS

Area: 5.671000 Ha. (SURVEYED)

EASEMENTS AND ENCUMBRANCES

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

** End of Current Reserve Search **

Title **Community and Liveability Report Community Projects Program Round 3 2019.2020**

Date 27 May 2020

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020 in relation to the Assessment of Round Three of the 2019/2020 Community Projects Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020 be adopted as follows:
 - a. Confirmation of Minutes of Previous Meeting
That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 copies of which have been circulated to Members, be taken as read and confirmed; and
 - b. That the applicants for Round Three of the 2019/2020 Community Projects Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
1	Dalby Men's Shed	Replace Eaves Soffit Sheeting	\$9,561.40	\$2,000.00	\$7,561.40	\$7,561.40		

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
		and 11m Fascia board on Kupunn Hall Building				FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
2	Jandowae Memorial Hall Association Inc	Replace Stage Curtains	\$10,506.38	\$3,000.00	\$7,506.38	\$7,506.38		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
3	Chinchilla Historical Society Inc	Display Cabinet Upgrade	\$3,045.60	\$0.00	\$3,405.60	\$2,500.00		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
4	Dalby Broadcasting Association T/A 4ddd Community Radio	Upgrade Radio Transmitter	\$11,169.00	\$1,170.00	\$9,999.00	\$9,999.00		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: Cr. O.G. Moore DID NOT VOTE:		
5	Warra Progress & Heritage Society	Warra 1000 Steps Walkway	\$10,500.00	\$600.00	\$9,900.00	\$9,900.00	Conditional that the project is constructed to relevant council engineering standards and that the committee work with Council on the project.	If Council approve this project that the committee also submit an application to cover the relevant In Kind assistance component.
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
TOTAL FUNDED						\$37,466.78		

Background Information

The Community Grants - Council Policy outlines Western Downs Regional Council's approach to providing grants and donations to community organisations and individuals. Council has established its grants program to provide support to community groups and individuals in recognition of the vital contribution they make to the development and community well-being of the Western Downs. This Policy applies to all grants and donations made to community organisations and individuals within the Western Downs Regional Council area.

The purpose of the Community Projects Program is to support projects that are for equipment purchases, capital infrastructure, upgrading of facilities to meet standards, regulations and community expectations, meet changing community needs and/or increase facility usage.

In accordance with the Community Grants - Council Policy - Community Projects Program, Council may allocate funds in each annual budget.

There are three **competitive rounds** for this program per year for applications \$2000.00 and over, and a **responsive round** for applications up to \$2000.00 that is open all year.

This Report relates to Round Three of the **competitive rounds** which closed on 5 May 2020.

Report

Round Three of the Community Grants - Council Policy - Community Projects Program closed on 5 May 2020. Five applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 3 June 2020. (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

Consultation (Internal/External)

The Community Projects Program is implemented and Coordinated by the Communities Department. The Reference Group consisting of Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman, Communities Staff and the Communities Manager assessed Round Two of 2019/2020. Grant Applications based on their level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 3 June 2020.

Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Community Projects Program.

In accordance with the Community Grants - Council Policy - Community Projects Program - any community organisation that receives funding in this round, must submit a financial report on the application of funding received, within 6 weeks of the completion date of the event. Non-submission of a financial report may affect future funding applications.

Budget/Financial Implications

The Community Projects Program has a budget allocation of \$90,000.00 for the 2019/2020 year.

Under the **Responsive Round** nine applications have been assessed, for a total amount of \$9,575.38.

Under the **Competitive round**, the Reference Group has reviewed five applications and recommends the disbursement of funding for Round Three of \$37,466.78.

That leaves a balance remaining of \$12,691.60.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Community Projects Program	2019/2020 \$90,000.00	Competitive round 1	\$13,770.00
		Responsive rounds	\$9,575.38
		Competitive round 2	\$21,908.24
		Competitive round 3	\$37,466.78
		Balance	\$12,691.60

Conclusion

The Community Grants - Council Policy - Community Projects Program supports organisations in the region to purchase equipment, with capital infrastructure and upgrading of facilities. This funding program may aid through cash contributions to a maximum amount per application of \$10,000.

The Reference Group at its Meeting on 3 June 2020 assessed the applications in accordance with the Community Grants - Council Policy - Community Projects Program and the Reference Group's recommendations are presented for Council's consideration.

Attachments

1. Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020.

Authored by: Kerri Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY PROJECTS PROGRAM) MEETING HELD AT THE DALBY EVENT CENTER, NICHOLSON STREET, DALBY ON WEDNESDAY 3 JUNE 2020 AT 2:36 pm

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology: Nil

Officers: Mrs. L. Tyrrell, Ms. J. Wilson, Ms. K. Wood, Mrs S. Wissemann

Apology: Nil

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. K.A. Maguire SECONDED Cr. P.T. Saxelby</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 copies of which have been circulated to Members, be taken as read and confirmed.</p> <p><u>CARRIED</u></p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 27 April 2020</u></p> <p>The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 were considered by Council at its Meeting on Monday, 27 April 2020. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	Communities Stream	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Refer Attachment 1
	Local Events Program	
	Assess Applications	Nil
	Arts and Cultural Stream	
	Regional Arts Development Fund Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. C.T. Tillman

SECONDED Cr. O.G. Moore
 Page 221 of 236

That it be a recommendation to Council that the applicants for Round Three (3) of the 2019/2020 Community Projects Program be advised as follows:

UNCONFIRMED

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/ Conflicts of Interest
1	Dalby Men's Shed	Replace Eaves Soffit Sheeting and 11m Fascia board on Kupunn Hall Building	\$9,561.40	\$2,000.00	\$7,561.40	\$7,561.40		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
2	Jandowae Memorial Hall Association Inc	Replace Stage Curtains	\$10,506.38	\$3,000.00	\$7,506.38	\$7,506.38		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
3	Chinchilla Historical Society Inc	Display Cabinet Upgrade	\$3,045.60	\$0.00	\$3,405.60	\$2,500.00		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
4	Dalby Broadcasting Association T/A 4ddd Community Radio	Upgrade Radio Transmitter	\$11,169.00	\$1,170.00	\$9,999.00	\$9,999.00		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: Cr. O.G. Moore DID NOT VOTE:	
5	Warra Progress & Heritage Society	Warra 1000 Steps Walkway	\$10,500.00	\$600.00	\$9,900.00	\$9,900.00	Conditional that the project is constructed to relevant council engineering standards and that the committee work with Council on the project.	If Council approve this project that the committee also submit an application to cover the relevant In Kind assistance component.
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
TOTAL FUNDED						\$37,466.78		

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Community Projects Program will be held following the receipt of Applications for Round One (1) of the 2020/2021 financial year.</p> <p>The Chairperson declared the Meeting closed at 3:06pm</p>
--	--	--

Privacy Statement Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for- lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
---------------	-------------------	------------

UNCONFIRMED

Title **Community and Liveability Report Local Events Program Round 3 2019.2020**

Date 27 May 2020

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020 in relation to the Assessment of Round Three of the 2019/2020 Local Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020 be adopted as follows:
 - a. Confirmation of Minutes of Previous Meeting
That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 copies of which have been circulated to Members, be taken as read and confirmed; and
 - b. That the applicants for Round Three of the 2019/2020 Local Events Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
1	Tara Race Club	Tara Race Club Annual Cup Meeting	\$14,200.00	\$0.00	\$3,100.00 (Cash \$2,000.00)	\$3,100.00 (Cash \$2,000.00 In Kind Assistance \$1,100.00)		

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
					In Kind Assistance \$1,100.00)			
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
2	Meandarra State School P&C Association	Meandarra State School P&C Fundraising Show 2020	\$31,450.00	\$500.00	\$5,000.00	\$5,000.00		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
	TOTAL FUNDED					\$8,100.00		

- c. That an exemption under the Community Grants Council Policy be granted in relation to the Meandarra State School P&C Fundraising Show as the Show is of significant public interest.

Background Information

The Community Grants - Council Policy outlines Western Downs Regional Council's approach to providing grants and donations to community organisations and individuals. Council has established its grants program to provide support to community groups and individuals in recognition of the vital contribution they make to the development and community well-being of the Western Downs. This Policy applies to all grants and donations made to community organisations and individuals within the Western Downs Regional Council area.

The aim of the **Local Events Program** is to support our local social, cultural and sporting events that celebrate our unique experiences, what is great about our region, achieve regional participation, connect our community and activate our parks, open spaces and community facilities.

In accordance with the Community Grants - Council Policy - Local Events Program, Council may allocate funds in each annual budget.

There are three **competitive rounds** for this program per year for applications \$2000.00 and over, and a **responsive round** for applications up to \$2000.00 that is open all year. This Report relates to Round Three of the **competitive rounds** which closed on 5 May 2020.

Report

Round Three of the Community Grants - Council Policy - **Local Events Program** closed on 5 May 2020. A total of two applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 3 June 2020 - (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

Consultation (Internal/External)

The **Local Events Program** is implemented and Coordinated by the Communities Department.

The Reference Group consisting of Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman, Communities Staff and the Communities Manager assessed Round Three of the 2019/2020 grant applications based on their level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 3 June 2020

Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Local Events Program.

In accordance with the Community Grants - Council Policy - **Local Events Program** - all local events that received funding through this program, must submit a financial report within 6 weeks of the completion date of the event. The non-submission may affect future funding applications.

Budget/Financial Implications

The **Local Events Program** has a budget allocation of \$100,000.00 plus returned funds of \$2,338.00 (total cash \$102,338.00) plus \$20,000.00 In Kind Assistance for the 2019/2020 year.

Under the **Competitive round**, the Reference Group has reviewed two applications and recommends the disbursement of funding for Round Three of \$7,000.00 cash plus \$1,100.00 of In Kind Assistance.

Under the **Responsive round** twenty-six applications have been assessed, for a total amount of \$29,256.50. That leaves a balance remaining of \$27,325.00 cash plus \$8,177.50 of In Kind Assistance.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Local Events Program	2019/2020 \$102,338.00 cash plus \$20,000.00 In Kind Assistance	Competitive round 1	\$33,960.00 cash plus In Kind \$8,520.00
		Competitive round 2	\$2,000.00 cash plus In Kind \$2,000.00
		Responsive rounds	\$29,256.50 cash
		Competitive round 3	\$7,000.00 cash plus In Kind \$1,100.00
		Balance	\$ 27,325.00 cash plus In Kind \$8,177.50

Conclusion

The Community Grants - Council Policy - **Local Events Program** supports the development and growth of community events across the region and sponsorship of awards and competitions. This funding program may aid through cash and/or in-kind contributions to a maximum amount per application of \$10,000.

The Reference Group at its Meeting on 3 June 2020 assessed the applications in accordance with the Community Grants - Council Policy - Local Events Program and the Reference Group's recommendations are presented for Council's consideration.

Attachments

1. Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020.

Authored by: Kerri Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (LOCAL EVENTS PROGRAM) MEETING HELD AT THE DALBY EVENT CENTER, NICHOLSON STREET, DALBY ON WEDNESDAY 3 JUNE 2020 AT 2:00pm

Council Representatives:

Cr. K.A. Bourne(Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology: Nil

Officers: Mrs. L. Tyrrell, Ms. J. Wilson, Ms. K. Wood, Mrs S. Wissemann

Apology: Nil

Ref: W1	Welcome	<p>Selection of Chairperson for Community Grants Assessment Reference Group: Cr. P.T. Saxelby nominated Cr. K.A. Bourne, Seconded by Cr. K.A. Maguire. Nomination accepted. Cr. O.G. Moore nominated Cr. K.A. Maguire, Seconded Cr. C.T. Tillman. Nomination declined. Cr. K.A. Bourne was selected Chair of the Community Grants Assessment Reference Group. Cr. K.A. Bourne then took the chair for the remainder of the meeting.</p> <p>A discussion around the protocols of assessment was held with agreement from the Group that current system would continue.</p> <p>Justyne Wilson advised the Community Grants Assessment Reference Group of the status of the Regional Arts Development Fund Program and gave an overview of the process being undertaken to review the guidelines.</p>
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. P.T. Saxelby SECONDED Cr. K.A. Maguire</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 copies of which have been circulated to Members, be taken as read and confirmed. CARRIED</p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 27 April 2020</u></p> <p>The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 were considered by Council at its Meeting on Monday, 27 April 2020. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 be adopted as resolutions of Council.</p>

Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	Communities Stream	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Refer Attachment 1
	Local Events Program	
	Assess Applications	Nil
	Arts and Cultural Stream	
	Regional Arts Development Fund Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. K.A. Maguire

SECONDED Cr. P.T. Saxelby

That it be a recommendation to Council that the applicants for Round Three (3) of the 2019/2020 Local Events Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/ Conflicts of Interest
1	Tara Race Club	Tara Race Club Annual Cup Meeting	\$14,200.00	\$0.00	\$3,100.00 (Cash \$2,000.00 In Kind Assistance \$1,100.00)	\$3,100.00 (Cash \$2,000.00 In Kind Assistance \$1,100.00)		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
2	Meandarra State School P&C Association	Meandarra State School P&C Fundraising Show 2020	\$31,450.00	\$500.00	\$5,000.00	\$5,000.00		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
TOTAL FUNDED						\$8,100.00		

		<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. O.G. Moore SECONDED Cr. C.T. Tillman</p> <p>That it be a recommendation to Council that an exemption under the Community Grants Council Policy be granted in relation to the Meandarra State School P&C Fundraising Show</p>
		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Local Events Program will be held following the receipt of Applications for Round One (1) of the 2020/2021 financial year.</p> <p>The Chairperson declared the Meeting closed at 2.35 pm</p>

Privacy Statement Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
---------------	-------------------	------------

Title Community and Liveability Report Recycle Market Enviro Grants Program

Date 8 May 2019

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this report is to inform Council of the outcome of the funding round for Recycle Market Enviro Grants Program funded by Iolar Operational Services which closed on 31 March 2020.

Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and noted.

Background Information

Under the contract between Western Downs Regional Council and Iolar Operational Services (Iolar), who operate the Dalby, Chinchilla and Miles Waste & Recycling Centres on behalf of the Council, Iolar are able to operate the "Tip Shops" at each site. Items of value either donated by the public or diverted from landfill disposal are sold to the public from these shops. A fixed percentage (40%) of the sale proceeds must be retained by the Contractor for the Enviro Grants program.

Report

This report relates to the funding round of Recycle Market Enviro Grants Program which closed on 31 March 2020. Six applications have been assessed and the table below summarises the projects funded.

Applicant	Project Description	Amount Requested	Amount Approved
The Gums Primary P & C Association	Mower, irrigation, garden equipment and sand	\$17,981.95	\$17,981.95
Miles State School	Purchase equipment extend recycling initiatives	\$13,946.00	\$13,946.00
Chinchilla Agriculture and Pastoral Association Inc	Purchase extra bins, stands and a bin lifter	\$10,231.00	\$10,231.00
Sporting Shooters Association of Australia (Qld) inc	Purchase 3 thermal cameras	\$19,920.00	\$0.00
The Chinchilla Community Kindergarten Inc	Install solar power	\$20,000.00	\$20,000.00
Queensland Police-Citizens Youth Welfare Association - Dalby PCYC	Install a tank for garden watering with associated electrical & plumbing costs	\$7,492.34	\$7,492.34
Total Approved			\$69,651.29

Consultation (Internal/External)

Internal

Waste Coordinator

External

Managing Director Iolar Operational Services

Legal/Policy Implications (Justification if applicable)

The Community Grants – Council Policy references partnering agreements to ensure all granting activities are undertaken in accordance with the governance model implemented under this Policy. Iolar Operational Services deliver this funding under their policy POL860 which outlines the objectives and guidelines for the Recycle Market Enviro Grants Program.

Budget/Financial Implications

Iolar Operational Services fully fund this program and handles payment from its own resources.

Conclusion

The applicants as above have been advised of the outcome of their applications.

Attachments

NIL

Authored by: Kerri Wood, Community Grants Officer

Title **Community and Liveability Report COVID-19 Recovery Package Business Recovery Planning Initiative**

Date 9 June 2020

Responsible Manager J. Taylor, GENERAL MANAGER (COMMUNITY & LIVEABILITY)

Summary

The purpose of this Report is to provide Council with an update on the Business Recovery Planning Initiative and to seek Council's interest in extending this program.

Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

Strategic Priority: Financial Sustainability

- We are recognised as a financially intelligent and responsible Council.
- Our long term financial planning guides informed and accountable decision making.
- Our value for money culture enables us to deliver our core functions sustainably.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Effective asset management ensures that we only own and maintain assets that are utilised.

Strategic Priority: Great Liveability

- Our residents enjoy convenience of modern infrastructure and quality essential services.
- Valued recreational spaces, sporting and community facilities are provided regionally.
- A safe and well maintained road network connects our region.
- Our region remains an affordable place for families to live, work, prosper and play.
- We're recognised as one of the safest regions in Queensland.

Strategic Priority: Strong Economic Growth

- There is a confidence in our strong and diverse economy.
- We're open for business and offer investment opportunities that are right for our region.
- We optimise our tourism opportunities, unique experiences and major events.
- Business and industry in our region live local and buy local.
- Our region is a recognised leader in energy, including clean, green renewable energies.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that:

1. Council approve to extend the Business Recovery Program for up to a further 50 businesses within the Western Downs Region.

Background Information

As is the case for most of the world at present, the Western Downs community is facing a range of challenges presented by the unprecedented COVID-19 health emergency. Council has established a recovery package to energize the local economy and support the community through this crisis. The intention of this package is to mitigate the current economic challenges, while providing ongoing benefits to the region for many years to come.

As part of Council's Recovery Package, Council approved at its Ordinary Meeting on 27 April 2020 a Business Recovery Planning Initiative, E-Commerce Initiative and Buy Local Platform. These initiatives aim to support our local businesses with risk mitigation, business planning and recovery, vital to minimize the long-term effects of the crisis on the regional economy.

Report

The Business Recovery Planning Initiative is designed to link businesses with local professional service providers that can assist with building business resilience and recovery planning. The program includes:

- Accessing business assistance and support programs;
- Advice for cash flow planning and relief;
- Advice on implementing turnaround and possible growth strategies;
- Development of a risk management plan; and
- Development of a business continuity plan.

Applications for the Business Recovery Planning opened on Friday 1 May 2020 and were intended to close on 30 June 2021, unless funds were expended prior to that date. Council received a large number of applications and the program was oversubscribed and closed on Thursday 4 June 2020.

A total budget allocation of \$27,500 was approved for this program, which provided support for 50 businesses. A range of businesses took up this opportunity across the retail, trades, construction and agricultural sectors.

Since the closing of the program on 4 June 2020, a number of other local businesses have contacted Council to express their interest in this program.

Due to the significant interest and take up of this program it is recommended for Council's consideration that the program be extended to support an additional 50 businesses across the region.

Consultation (Internal/External)

Economic Development Manager
General Manager Community & Liveability
CEO

Legal/Policy Implications (Justification if applicable)

NIL

Budget/Financial Implications

Council's Economic Development Budget has unexpended funds from the 19/20 Operational Budget as some activities were cancelled due to COVID-19.

Therefore, there is capacity within the current budget to allocate a further \$27,500 to support up to an additional 50 businesses with their business recovery planning across the Western Downs Region.

Conclusion

In response to supporting our business community through the COVID-19 crisis, it is proposed that the Business Recovery Planning initiative be extended.

Attachments

1. NIL

Authored by: Lidewij Koene, Economic Development Senior Officer