

Ordinary Meeting of Council

***Held at Western Downs Regional Council's
Tara Customer Service Centre***

On Wednesday, 18 November 2020

Commencing at 09:30 AM

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

19 November 2020

Ordinary Meeting of Council Agenda

Pages

1. **DECLARATION OF MEETING OPENING**
2. **OPENING PRAYER AND MINUTE SILENCE**
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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, 23 September 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 October 2020** 57

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of October 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 - Dalby Airport Proposed Lease R

The purpose of this Report is to consider a request to renew a lease at the Dalby Aerodrome.

9.2.2. Corporate Services Confidential Report Contract for Supply of Microwave Communications Network Support Services

The purpose of this Report is to present quotations for the renewal of the Supply of Microwave Communications Network support services across the region.

9.3. COMMUNITY AND LIVEABILITY

9.4. INFRASTRUCTURE SERVICES

10. DEPUTATION

11. PLANNING

- 11.1. **(030,035&040.2020.260.001) Community and Liveability Report Development Application Material Change of Use Reconfiguring a Lot Operational Work Jandowae Road 18130 Warrego Highway Dalby Millmax Pty Ltd** 60
- The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish a High Impact Industry (Expansion of Existing Metal Foundry), Reconfiguring a Lot (Boundary Realignment) and Operational Work (Earthworks) on land described as Lot 7 on SP256013 and Lot 8 on SP261626 and situated at Jandowae Road and 18130 Warrego Highway, Dalby
- 11.2. **(030&040.2020.312.001) Community and Liveability Report Development Application Material Change of Use for a Transport Depot and Operational Work (Earthworks) at Lot 11 on SP200480 Edward Street Chinchilla Donpon** 123
- The purpose of this Report is for Council to decide the proposed development for a Material Change of Use for a Transport Depot and Operational Work (Earthworks) on land described as Lot 11 on SP200480 and situated at Edward Street, Chinchilla
- 11.3. **(035.2020.377.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 Lot into 2 Lots) at Lot 47 on RG55 2549 Tullagrie Road Tara Salter** 150
- The purpose of this Report is for Council to decide the application for Reconfiguring a Lot (subdivision of 1 lot into 2 lots) on land described as Lot 47 on RG55, located at 2549 Tullagrie Road, Tara.
- 11.4. **(035.2020.394.001) Community and Liveability Report Development Application Reconfiguring a Lot Boundary Realignment (2 Lots into 2 Lots) Lots 313 and 314 on AG47 116 Watt Street Dalby Volker** 164
- The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot for a Boundary Realignment (2 lots into 2 lots) on land described as Lots 313 and 314 on AG47 and situated at 116 Watt Street, Dalby.
- 11.5. **(035.2020.396.001) Community and Liveability Report Development Application Reconfiguring a Lot 215 Red Hill Road Chinchilla Danma Property Pty Ltd C/- Out of the Woods Planning** 181
- The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (2 Community Title Scheme lots and Common Property into 2 standard lots) on land described as Lots 0, 1 and 2 on SP249067 and situated at 215 Red Hill Road, Red Hill.

12. EXECUTIVE SERVICES

- 12.1. **Executive Services Chief Executive Officer Report October 2020** 194
- 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 September 2020.

12.2. Executive Services Report Outstanding Actions October 2020

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The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 28 October 2020.

13. CORPORATE SERVICES

13.1. Corporate Services Report Infrastructure Grants Program Assessment

199

The purpose of this report is for Council to consider the assessment process for the Infrastructure Grants Program.

Cr. O. G. Moore declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. O. G. Moore informed the meeting of a prescribed conflict of interest in respect to this matter due to:

his wife Bobbi is now on the executive committee of the Murilla kindergarten which has an application before council.

)

Cr. K. A. Bourne declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. K. A. Bourne informed the meeting of a prescribed conflict of interest in respect to this matter due to:

a. Her sister Rowena Gurner is on the Moonie Sports Club Committee, which has matter relating to an infrastructure grant application to council.)

Cr. K. A. Maguire declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. K. A. Maguire informed the meeting of a prescribed conflict of interest in respect to this matter due to:

She is on the Board of the Chinchilla Family Support Centre Inc in the position of President, which has a matter relating to an infrastructure grant application to council.

)

Cr. M. J. James declared a conflict on this item. (Cr. M. J. James declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. M. J. James informed the meeting of a declarable conflict of interest in respect to this matter due to:

Her husband Simon is a coach for the Dalby Rugby Club who have an application to Council.

)

Cr. A. N. Smith declared a conflict on this item. (Cr. A. N. Smith declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. A. N. Smith informed the meeting of a declarable conflict of interest in respect to this matter due to:

His company Meterorborough Pty Ltd as the Condamine Hotel is a sponsor of the race.

)

Cr. P. T. Saxelby declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. P. T. Saxelby informed the meeting of a declarable conflict of interest in respect to this matter due to:

His late father was a member of the Pioneer Park Museum and my brother, John Saxelby is a current member, exhibitor and helps with the event. He is a financial member of the Chinchilla Agricultural and Pastrol Association Incorporates.

)

13.2.	Corporate Services Report Preparation of Tender Consideration Plan The purpose of this Report is to present the draft updated Tender Consideration Plan for Council's consideration and approval.	203
13.3.	Corporate Services Report Credit Risk Management - Council Policy The purpose of this Report is to present the draft amended Credit Risk Management - Council Policy for Council's consideration and approval.	210
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14.	INFRASTRUCTURE SERVICES	
14.1.	Infrastructure Services Report Downs and Border Council Water Alliance The purpose of this Report is to allow Council to consider participation in a formal water alliance with Toowoomba Regional and other participating Councils.	252
14.2.	Infrastructure Services Report Purchase of Second Hand Plant and Equipment The purpose of this report is to seek Council's approval to purchase used plant and equipment.	255
14.3.	Infrastructure Services Quarterly Report July To September 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.	257
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15.1.	Community and Liveability Report Words for Wellbeing Collection Launch This report is to inform Council on the implementation of the <i>Words for Wellbeing</i> collection in Libraries and the successful launch of the project.	266

15.2. Community and Liveability Quarterly Report July to September 2020 273
The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division for the first quarter of the 2020 / 2021 Financial Year.

15.3. Community and Liveability Report Health Services Quarterly Statistics July to September 2020 283
The purpose of this Report is to provide Council with an update in relation to key governance areas within the Health Services sites and services for the first quarter of the 2020 / 2021 Financial Year.

16. NOTICES OF MOTION

16.1. CONSIDERATION OF NOTICES OF MOTION/BUSINESS

16.2. RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

17. URGENT GENERAL BUSINESS

18. MEETING CLOSURE

Title **Adopt Ordinary Meeting of Council Minutes 23 September 2020**

Date 21 October 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, 23 September 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 23 September 2020, copies of which have been circulated to Members, be taken as read and confirmed.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Attachments

1. Copy of Unconfirmed Minutes of the Ordinary Meeting of Council held on Wednesday, 23 September 2020.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER



Ordinary Meeting of Council Minutes

Councillors:

Cr. P. M. McVeigh (Chairperson)
Cr. A. N. Smith
Cr. K. A. Bourne
Cr. P. T. Saxelby
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
L. M. Paine, Executive Assistant

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9:30am

2. OPENING PRAYER AND MINUTE SILENCE

Reverend Rob Rodgers from the Dalby Baptist Church, delivered the opening prayer. This was followed by the observance of a minute silence.

3. APOLOGIES

UNCONFIRMED

4. CONGRATULATIONS

Cr. M. J. James request that congratulations be extended to Margarette Sinnamon for her service on the Wandoan Chamber of Commerce having recently retired as secretary and having been an integral part of the WCCI Leadership and Wandoan Surf Club.

Cr. O. G. Moore requested that congratulations be extended to Spencer Morgan, the president of Condamine Camp draft Committee for running a very successful weekend of camp drafting during these very difficult COVID times.

Cr. K.A. Maguire requested that Congratulations be extended to Seth Gerke for winning the 2020 Excellence Award for Visual Art.at Queensland Art Gallery and Gallery of Modern Art. Seths artwork is a time lapse video and is titled "Domination"

UNCONFIRMED

5. CONFIRMATION OF MINUTES

5.1 Adopt Minutes Ordinary Meeting of Council

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 23 September 2020

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 23 September 2020, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

7. PRESENTATION OF PETITIONS BY COUNCILLORS

8. MAYORAL UPDATE

8.1 Executive Services Mayoral Report September 2020

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

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. A. N. Smith

That this Report be received and noted

CARRIED

UNCONFIRMED

9. CONFIDENTIAL ITEMS

Section 254J of the Local Government Regulation 2012 in relation to Closed meetings provides:

(1) A local government may resolve that all or part of a meeting of the local government be closed to the public.

(2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.

(3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—

- (a) the appointment, discipline or dismissal of the chief executive officer;*
- (b) industrial matters affecting employees;*
- (c) the local government's budget;*
- (d) rating concessions;*
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;*
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;*
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;*
- (h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;*
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.*

(4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in section 150ER(2), 150ES(3) or 150EU(2) of the Act will be considered, discussed, voted on or made be closed.

(5) A resolution that a local government meeting be closed must—

- (a) state the matter mentioned in subsection (3) that is to be discussed; and*
- (b) include an overview of what is to be discussed while the meeting is closed.*

(6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

COUNCIL RESOLUTION - CLOSE MEETING

Moved By Cr. M. J. James

Seconded By Cr. P. T. Saxelby

That Council resolve to close the Meeting in accordance with Sections 254J (1) (f,g) of the *Local Government Regulation 2012* at 9:46am to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Sale of Lot 5 Drew Street, Dalby.
2. Corporate Services Confidential Report Sale of Lot 9 Drew Street Dalby.
3. Corporate Services Confidential Report Tara Pool Remediation.

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That Council resolve to reopen the Meeting at 10:09am

9.1 EXECUTIVE SERVICES

9.2 CORPORATE SERVICES

9.2.1 Corporate Services Confidential Report Sale of Lot 5 Drew Street, Dalby

The purpose of this Report is to seek Council's direction regarding the proposed sale of Lot 5 Drew Street, Dalby.

In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, GM Cook informed the meeting of a prescribed conflict of interest in respect to this matter due to:

a. his wife works for Elders Real Estate Dalby

Having given due consideration to his position he determined that he would leave the meeting while the matter is discussed.

GM Cook left the meeting while the matter was discussed at 9:47am

GM Cook re-joined the meeting at 9:52am

GM Cook left the meeting while the matter was voted on at 10:09am

GM Cook re-joined the meeting at 10:11am

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. C. T. Tillman

That this Report be received and that Council:

1. apply the exception contained in the *Local Government Regulation 2012* (Qld), section 236(1)(a)(i), (ii) and (2), and
2. approve the sale of Lot 5 on Crown Plan SP251966 being Lot 5 Drew Street, Dalby, to SGFA Property Pty Ltd for the contract offer price, and
3. if the aforementioned contract at (2) is not able to proceed for any reason and is terminated, then Lot 5 Drew Street is to be offered to the offeror with the next highest offer as listed in this report, and
4. delegate authority to the Chief Executive Officer to sign the contract of sale as listed above and all necessary documents to affect the settlement of Lot 5 Drew Street Dalby.

CARRIED

9.2.2 Corporate Services Confidential Report Sale of Lot 9 Drew Street, Dalby

The purpose of this Report is to seek Council's direction regarding the proposed sale of Lot 9 Drew Street, Dalby.

In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, GM Cook informed the meeting of a prescribed conflict of interest in respect to this matter due to:

1. *his wife works for Elders Real Estate Dalby*

Having given due consideration to his position he determined that he would leave the meeting while the matter is discussed.

GM Cook left the meeting while the matter was discussed at 9:47am

GM Cook re-joined the meeting at 9:52am

GM Cook left the meeting while the matter was voted on at 10:09am

GM Cook re-joined the meeting at 10:11am

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. P. T. Saxelby

That this Report be received and that Council:

1. apply the exception contained in the *Local Government Regulation 2012* (Qld), section 236(1)(a)(i), (ii) and (2), and
2. approve the sale of Lot 9 on Crown Plan SP251966 being Lot 9 Drew Street, Dalby, to Elise Anne Pratt and Michael Roy Davies as Trustees for Hardly Working Superannuation Fund for the contract offer price, and
3. if the aforementioned contract at (2) is not able to proceed for any reason and is terminated, then Lot 9 Drew Street is to be offered to the offeror with the next highest offer as listed in this report, and
4. delegate authority to the Chief Executive Officer to sign the contracts of sale as listed above and all necessary documents to effect the settlement of Lot 9 Drew Street Dalby.

CARRIED

9.2.3 Corporate Services Confidential Report Tara Pool Remediation

The purpose of this Report is to seek Council's direction with respect to urgent remediation works required for the Tara Pool.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. A. N. Smith

That this Report be received and that:

1. Council approve remediation works at a cost of \$50,000 at the Tara Pool as outlined in the report.
2. that the key stakeholders be appropriately informed on the key information of the engineers report in relation to the condition of the Tara pool facilities and the plans for short term remediation works.

FORESHADOWED MOTION

Cr. I. J. Rasmussen foreshadowed that if the Motion on the floor failed, he would move:

That Council approves short term remediation works at a cost of \$50,000 at the Tara pool to keep the facility open until the end of the season.

AMENDMENT NO. 1

Moved By Cr. C. T. Tillman

Seconded By Cr. P. T. Saxelby

That this Report be received and that:

1. Council approve remediation works at a cost of \$50,000 at the Tara Pool to keep the facility open until the end of the 20/21 season.
2. that the key stakeholders be appropriately informed on the key findings of the engineers report in relation to the condition of the Tara pool facilities and the plans for short term remediation works.

The **AMENDMENT NO. 1** was **withdrawn**

AMENDMENT NO. 2

Moved By Cr. C. T. Tillman

That this Report be received and that:

1. Council approve remediation works at a cost of \$50,000 at the Tara Pool to keep the facility open until the end of the 20/21 season.
2. That the key stakeholders be appropriately informed of the engineers report on the condition of the Tara pool facilities and the plans for short term remediation works.

The **AMENDMENT NO. 2** was **lapsed due to want of a seconder**

PROCEDURAL MOTION

Moved By Cr. M. J. James

Seconded By Cr. A. N. Smith

That the debate on the matter be adjourned.

The debate was adjourned at 10:40

The **PROCEDURAL MOTION** was **PUT** and **CARRIED (7 to 2)**

For (7): Cr. P. M. McVeigh, Cr. A. N. Smith, Cr. K. A. Bourne,
Cr. P. T. Saxelby, Cr. M. J. James, Cr. O. G. Moore, and Cr. C. T. Tillman

Against (2): Cr. K. A. Maguire, Cr. I. J. Rasmussen,

10. DEPUTATION

10.1 Deputation Shaun Robinsen

Shaun Robinsen addressed Council in regards to his planning application for his home business in Ainsworth Street Chinchilla. Shaun mentioned that he has already reduced his equipment significantly and would need to move out of the area if the application was refused.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. K. A. Maguire

That Council resolve to adjourn the Meeting.

The Meeting adjourned at 10:48am.

The Meeting resumed at 11:10am.

9.2.3 Corporate Services Confidential Report Tara Pool Remediation

Debate resumed on this Agenda item at 11:10am

The **ORIGINAL MOTION** was **PUT** and **CARRIED**

9.3 COMMUNITY AND LIVEABILITY

9.4 INFRASTRUCTURE SERVICES

11. PLANNING

11.1 (030.2020.155.001 Community and Liveability Report Development Application Material Change of Use for Low Impact Industry (Motor Mechanic) at Lot 7 on RP15805 4 Alice Street Dalby Porter Super Fund

The purpose of this Report is to decide the proposed development for a Material Change of Use to establish a Low Impact Industry (Motor Mechanic) on land described as Lot 7 on RP15805 and situated at 4 Alice Street, Dalby.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. O. G. Moore

That this Report be received and that:

1. The application for a Material Change of Use to establish a Low Impact Industry (Motor Mechanic) on land described as Lot 7 on RP15805 and situated at 4 Alice Street, Dalby, be approved, subject to the following conditions:

APPROVED AND AMENDED PLANS

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

Drawing No:061011.01

Description:Site Plan, prepared by Alisco Designs, as amended by M & P Porter and Council dated 3 September 2020

Drawing No:061011.02

Description:Floor Plan, prepared by Alisco Designs, as amended in red by Council dated 7 September 2020

Drawing No:061011.04

Description:Elevation Plans, prepared by Alisco Designs, as amended by Council dated 8 September 2020

APPROVED DEVELOPMENT

2. The approved development is a Material Change of Use for a Low Impact Industry as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

3. 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.

4. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

Timing:Prior to commencement of the use and following development.

APPLICATION DOCUMENTATION

5. It is the developer's responsibility to ensure all entities associated with this Development Permit have a legible copy of the Approved Plans bearing "Council Approval" and the Decision Notice.

OPERATING HOURS

6. Unless otherwise approved in writing by Council, the approved use must only operate between the following hours:

6.1 Retail-Monday to Sunday-7:00am to 9:00pm

6.2 Low Impact Industry-Monday to Sunday-7:00am to 6:00pm

6.3 Loading and unloading-Monday to Friday-7:00am to 6:00pm

6.4 Loading and unloading-Saturday-8:00am to 5:00pm

7. No unloading or loading is to occur on Sundays or public holidays.

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 subject to and modified by any conditions of this approval.

NOISE EMISSIONS

10. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses".

11. In the event that a valid complaint of unreasonable noise emissions as a consequence of the operations of the approved use is received, Council may require submission of an Environmental Noise Level Study and Report that comply with *Australian Standard 1055* and the *Environmental Protection Agency Noise Measurement Manual*, and require works and/or management practices to be carried out to ensure noise emissions comply with the requirements of the *Environmental Protection (Noise) Policy 2008*.

LIGHTING

12. Provide lighting to the building frontage and pedestrian access areas.

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

VISUAL AND GENERAL AMENITY

14. Any graffiti on the building must be immediately removed.

15. The building and site must be maintained in a clean and tidy manner at all times.

16. All plant, air-conditioning equipment and the like must be visually screened from the street.

17. 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.

LANDSCAPING - GENERAL

18. The developer must submit to Council's Planning and Environment Manager or authorised delegate for endorsement, a Landscaping Plan for all landscaping associated with the development. The Plan must be prepared by a suitably qualified and experienced person in landscape design and construction.

19. The Landscaping Plan must detail:

19.1 all landscaping areas shown on the Approved Plans;

19.2 the typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on-site;

19.3 the number and size of plants; and

19.4 the typical planting detail including preparation, backfill, staking and mulching.

20. The developer must prepare and landscape the site in accordance with 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.

REFUSE STORAGE AREAS

21. 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.

FENCING

22. A 1.8 metre high timber fence shall be provided along the boundary shared with Lots 1 and 10 on RP15805 and Lots 1 and 2 on RP15806 as shown on the Approved Plans.

23. Boundary fences are not to be erected in a parallel arrangement with existing fences erected along the same boundary. That is, the existing fence shall be completely removed.

24. Any new fencing along the road frontages is to be constructed of transparent materials to ensure visibility is maintained.

WASTE MANAGEMENT

25. All waste generated from construction of the proposed development must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Waste Reduction and Recycling Act 2011*.

26. 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*.

27. The business operator must provide Council's Planning and Environment Manager with a copy of a contract, updated annually, between the business operator and an appropriately licensed Trade Waste Disposal business to manage all trade waste on-site, including oils and fluids.

AIR EMISSIONS

28. 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*.

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

29. 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.

30. 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.

31. Repair the kerb and channel for the full frontage of the property where it cannot be demonstrated that it is compliant with Council standards.

32. Vehicles associated with the property, including customers and employees are not permitted to park between the property boundary and Alice Street, within Council's Road Reserve.

STORMWATER MANAGEMENT

33. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.

34. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

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

FLOODING - GENERAL

36. Provide habitable areas and areas associated with the storage of hazardous chemicals and all control panels of critical services at a minimum 300mm above the defined flood level.

WATER SUPPLY

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

TRADE WASTE DISPOSAL

38. Do not release contaminants or contaminated water directly or indirectly from the premises or to the ground or groundwater at the premises, except for:

- uncontaminated overland stormwater flow; and
- uncontaminated stormwater to the stormwater system.

39. Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible grease, scum, litter or floating oil.

40. The business must ensure that:

40.1 maintenance and cleaning of equipment (including vehicles) are carried out within the proposed shed where contaminants cannot be released into stormwater drainage, a roadside gutter, a water course or onto unsealed ground;

40.2 any spillage of contaminants is cleaned up immediately by a method other than hosing, sweeping or otherwise releasing the contaminants into stormwater drainage, a roadside gutter or a water course;

40.3 incidental rainfall and overland flow of stormwater do not contact contaminants (for example, areas with contaminants should be roofed or protected by diversion drains); and

40.4 spillage of all chemicals and other liquid contaminants must be contained within an on-site containment system, and controlled in a manner that prevents environmental harm.

HAZARDOUS CHEMICAL AND FUEL STORAGE

41. Ensure that all hazardous chemicals are stored and handled in accordance with the *Work Health and Safety Act 2011*.

42. Diesel is to be stored and handled in accordance with Australian Standard 1940-2004 - The Storage and Handling of Flammable and Combustible Liquids.

SEWERAGE

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

PARKING AND ACCESS - GENERAL

44. Design and construct all car parking and manoeuvring areas with concrete or asphalt seal.

45. Provide a minimum of 6 car parking spaces including a minimum of one (1) person with disability (PWD) car parking space.

46. All vehicle manoeuvring must occur wholly within Lot 4 and the access easement.

47. Design and construct all PWD car parking spaces in accordance with AS2890.6.

48. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

49. 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.

50. Install a "Parking at Rear" sign on the property, visible from the street frontage.

PARKING AND ACCESS - SERVICING

51. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS - TURNOUT

52. Design and construct a vehicle turnout generally in accordance with Council's Standard Drawing No. R-006.

EROSION AND SEDIMENT CONTROL - GENERAL

53. 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.

54. 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

55. Undertake operations and construction work associated with this development to the requirements of Council, including the following:

55.1 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;

55.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and

55.3 do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).

ADVISORY NOTES

NOTE 1 -Council Infrastructure

Council's sewer main traverses the location of the proposed access easement. Any future maintenance to the main may result in the temporary disruption to the use of the easement. The property owners of Lots 7 and 8 will be notified prior to any required work taking place.

NOTE 2 -Flood Hazard

The property is identified as being located in a Low Flood Hazard Area on the Flood Hazard Overlay Map in the Western Downs Planning Scheme 2017 incorporating Amendment 1. Where the floor level is not elevated above the defined flood level, the proposed building work may be subject to inundation during a flood event.

NOTE 3 -Relevant Period

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

(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 4 -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 .

NOTE 5 -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 6 -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 7 -Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken twelve (12) 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 8 -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.

A P P E A L R I G H T S

"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...

...(g) 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."

CARRIED

UNCONFIRMED

11.2 (030.2020.291.001) Community and Liveability Report Development Application Material Change of Use High Impact Industry (Salt and Oily Water Recycling and Composting of Organic Waste) Lot 10 on SP237009 310 Chinchilla-Tara Road Crossroads Western Downs En

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish a High Impact Industry (Salt and Oily Water Recycling and Composting of Organic Waste) on land described as Lot 10 on SP237009 and Easement C on SP269860, and situated at Chinchilla-Tara Road, Crossroads.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1. The application for a Material Change of Use to establish a High Impact Industry (Salt and Oily Water Recycling and Composting of Organic Waste) on land described as Lot 10 on SP237009 and Easement C on SP269860 and situated at 3101 Chinchilla-Tara Road, Crossroads, 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:

Drawing No:C-SK0001, Issue B

Description:Concept Layout Plan, prepared by RMA Engineers, dated 23/06/2020

Drawing No:C-SK0002, Issue B

Description:Overall Site Plan, prepared by RMA Engineers, dated 23/06/2020

Drawing No:C-SK0003, Issue A

Description:Catchment Plan, prepared by RMA Engineers, dated 23/06/2020

Document:Site Based Management Plan, Salt Recycling/Salt Reclamation/Oily Water Treatment/Composting, Revision A, prepared by the applicant and dated 10/06/2020

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 a Material Change of Use for a High Impact Industry (Salt and Oily Water Recycling and Composting of Organic Waste) as shown on the Approved Plans and Document.

COMPLIANCE, TIMING AND COSTS

4. 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.

5. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

FEEES AND CHARGES

6.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

7.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.

8.The site shall be maintained in a clean and orderly state at all times, to Council's satisfaction.

NOISE EMISSIONS

9.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*.

10. In the event that Council receives a bona fide noise complaint in relation to noise emissions produced from the site, and the use is not being carried out in accordance with the conditions of this approval, including the management strategies set out in the Site Based Management Plan and/or noise limits set out in the Environmental Authority, Council reserves the right to require the applicant to reassess noise management procedures already in place. In this instance the applicant may be required to undertake a further assessment of noise management through a third party and implement any recommendations in relation to noise attenuation by a date agreed upon by Council.

AIR EMISSIONS

11.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*.

12.In the event that Council receives a bona fide odour complaint in relation to odour produced from the site, and the use is not being carried out in accordance with the conditions of this approval, including the management strategies set out in the Site Based Management Plan and/or odour limits set out in the Environmental Authority, Council reserves the right to require the applicant to reassess odour management procedures already in place. In this instance the applicant may be required to undertake a further assessment of odour management through a third party and implement any recommendations in relation to odour attenuation by a date agreed upon by Council.

13.Emissions from the use must be in compliance with those acceptable limits specified within the *Environmental Protection (Air) Policy 2008*. In the event that a bona fide complaint is received regarding any air quality impacts of the development, the developer is to conduct an emission assessment, undertaken at the adjoining properties, and the results provided to Council within 14 days of the Operator being notified of the complaint. Council reserves the right to request an Emissions Impact Assessment be undertaken by the land owner of the subject site at any time.

WASTE MANAGEMENT

14.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*.

15.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

16.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 work and any ensuing defects liability period.

OUTDOOR LIGHTING IMPACT MITIGATION

17.Outdoor lighting associated with the use must be designed, sited, installed and tested to comply with Tables 2.1 and 2.2 of Australian Standard 4282-1997 Control of the Obtrusive Effects of Outdoor Lighting Using a Control Level of 1.

GENERAL ENVIRONMENTAL

18.From commencement of the use, the applicant shall implement the Approved Site Based Management Plan, Salt Recycling/Salt Reclamation/Oily Water Treatment/Composting, Revision A, prepared by the applicant and dated 10/06/2020.

19.Should the Environmental Authority (EA) issued by the Department of Environment and Science (DES) no longer attach to the premises, the conditions of the EA will become Council's conditions until such time as a new EA is granted for the use on the premises.

20.The applicant shall be responsible, at no cost to council, for rehabilitation of the site upon cessation of the use to a pre-development state.

21.The applicant shall be responsible, at no cost to council, for any clean-up resulting from spillage of waste material beyond approved storage and treatment locations.

ACOUSTIC IMPACT MITIGATION – OPERATIONS

22.Unless otherwise approved in writing by Council, the approved use must only operate between the following hours:

Operating hours:Monday to Sunday 24 hours

Loading and unloading are to occur between the hours:

Monday to Sunday:6.00am to 6.00pm

ENGINEERING WORKS

23.Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.

24.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

25.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.

26.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.

STORMWATER MANAGEMENT

27. Design and construct stormwater drainage to ensure that there is no nuisance or interference to the current use or potential future use of all downstream properties including road reserves and the like, for design storms of Q2, Q5, Q10, Q20 and Q50.

28. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in flood damage on other properties.

29. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

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

EROSION AND SEDIMENT CONTROL - GENERAL

31. 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.

32. 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

33. Undertake operations and construction work associated with this development to the requirements of Council, including the following:

33.1 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;

33.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and

33.3 do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).

34. 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:

34.1 uncontaminated overland stormwater flow; and

34.2 uncontaminated stormwater to the stormwater system.

ADVISORY NOTES

NOTE 1 -Relevant Period

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

(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 .

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.

A P P E A L R I G H T S

"Chapter 6Dispute Resolution

Part 1Appeal Rights

229Appeals 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...

...(g)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."

CARRIED (7 to 2)

For (7): Cr. P. M. McVeigh, Cr. A. N. Smith, Cr. K. A. Bourne, Cr. K. A. Maguire, Cr. I. J. Rasmussen, Cr. M. J. James, and Cr. C. T. Tillman

Against (2): Cr. P. T. Saxelby and Cr. O. G. Moore

**11.3 (030.2020.331.001) Community and Liveability Report Development
Application Material Change of Use for a Dwelling House at 42 Myall Street
Dalby Keys**

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish a Dwelling House on land described as Lot 1 on RP72633 and situated at 42 Myall Street, Dalby.

Cr. P. M. McVeigh declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. P. M. McVeigh informed the meeting of a prescribed conflict of interest in respect to this matter due to:

- a. the applicant being his immediate neighbour; and*
- b. he has also lodged a submission to this application.*

Having given due consideration to his position he determined that he would leave the meeting while the matter is considered and voted on.)

Cr. M. J. James declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. M. J. James informed the meeting of a declarable conflict of interest in respect to this matter due to:

- a. The owners of the property next door to the applicant (P & D McVeigh) are my brother's parents-in-law and the parents of my son's God mothers. I have on occasion attended extended family gatherings with the McVeigh family at this address.*

Having given due consideration to her position she determined that she would leave the meeting while the matter is discussed)

Cr. P. M. McVeigh and Cr. M. J. James left the meeting at 11:23am.

Cr. A. N. Smith resumed The Chair at 11:23am

Cr. P. M. McVeigh and Cr. M. J. James re-joined the meeting at 11:24am.

Cr. P. M. McVeigh resumed the chair at 11:24am.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. C. T. Tillman

That this report be received and that:

1. The application for a Material Change of Use to establish a Dwelling House on land described as Lot 1 on RP72633 and situated at 42 Myall Street, Dalby, be approved, subject to the following conditions.

APPROVED AND AMENDED PLANS

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

Plan No: Job No. 0086/19, Sheet 1 of 16, Issue H

Description:Site Plan Satellite Image, prepared by Martin Building Design, dated 14-09-20, as amended in red by Council on 9 October 2020

Plan No:Job No. 0086/19, Sheet 2 of 16, Issue H

Description:Site Plan, prepared by Martin Building Design, dated 14-09-20, as amended in red by Council on 9 October 2020

Plan No:Job No. 0086/19, Sheet 3 of 16, Issue H

Description:Proposed Floor Plan, prepared by Martin Building Design, dated 14-09-20

Plan No:Job No. 0086/19, Sheet 4 of 16, Issue H

Description:Elevations, prepared by Martin Building Design, dated 14-09-20

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

3.The following further Development Permits must be obtained prior to commencement of any work associated with the process:

3.1Building Works; and

3.2Plumbing Works.

APPROVED DEVELOPMENT

4.The approved development is a Material Change of Use for a Dwelling House as shown on the Approved Plans amended by Council.

COMPLIANCE, TIMING AND COSTS

5.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.

6.All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

FEES AND CHARGES

7.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

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

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

9.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.

STORMWATER MANAGEMENT

10. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.

11. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

12. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

INFRASTRUCTURE CHARGES

13. Infrastructure charges are payable in conjunction with this Development Permit.

14. 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.

FENCING

15. Fencing shall be designed to not impede or displace the conveyance of flood water across the property.

16. Boundary fences are not to be erected in a parallel arrangement with existing fences erected along the same boundary. That is, the existing fence shall be completely removed.

FLOODING - GENERAL

17. Ensure that the minimum habitable floor level of the Dwelling House is above 300mm of Council's defined flood level which is 342.77 Australian Height Datum (AHD).

WATER SUPPLY

18. Connect the development to Council's reticulated water supply system.

SEWER

19. Connect the development to Council's reticulated sewerage system.

VEHICLE ACCESS

20. Construct a residential crossover between the property boundary and the edge of the Myall Street pavement, having a minimum width generally in accordance with Council's Standard Drawing No. R-004.

21. 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).

ELECTRICITY AND TELECOMMUNICATIONS

22. Provide the development with electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL - GENERAL

23. 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.

24. 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.

A D V I S O R Y N O T E S

NOTE 1 -Flood Hazard

The property is identified as being located in High and Extreme Flood Hazard Areas on the Flood Hazard Overlay Map in the Western Downs Planning Scheme 2017 incorporating Amendment 1. Where the floor level is not elevated above the defined flood level, the proposed building works may be subject to inundation during a flood event.

NOTE 2 -Relevant Period

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

(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 3 -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 .

NOTE 4 -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 5 -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 6 -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 7 -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.

CARRIED

Absent did not Vote: Cr. P. M. McVeigh and Cr M. J. James

11.4 (030.2020.343.001) Community and Liveability Report Development Application Material Change of Use for a Transport Depot and Warehouse at 19-21 and 23-25 Downes Street Chinchilla McDonald C/- Precinct Urban Planning

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish a Transport Depot and Warehouse on land described as Lots 4 and 5 on RP14933 and situated at 19-21 and 23-25 Downes Street, Chinchilla.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. I. J. Rasmussen

That this Report be received and that:

1.The application for a Material Change of Use to establish a Transport Depot and Warehouse on land described as Lots 4 and 5 on RP14933 and situated at 19-21 and 23-25 Downes Street, Chinchilla, be approved, subject to the following conditions:

APPROVED PLANS

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

Plan No:Sheet 1 of 1, Issue E

Description:Site Plan, prepared by Martin Building Design, dated 01-09-20

Amendment:Amended in red by Council on 24 September 2020

Plan No:SQF-3568-01, Revision 1

Description:Floor Plan, prepared by Multitrade Building Hire, dated 13/01/20

Plan No:SQF-3568-02, Revision 1

Description:Office Complex - Elevations, prepared by Multitrade Building Hire, dated 13/01/20

Plan No:-

Description:Amenities Block Elevational View and Internal Layout

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

APPROVED DEVELOPMENT

3.The approved development is a Material Change of Use for a Transport Depot and Warehouse as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

4.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.

5.All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

OPERATING HOURS

6.Unless otherwise approved in writing by Council, the approved use must only operate between the following hours:

Monday to Sunday 6:00am to 6:00pm

Public Holidays: No operating hours

FEES AND CHARGES

7.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

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

9.The site shall be maintained in a clean and orderly state at all times, to Council's satisfaction.

NOISE EMISSIONS

10.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

11.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

12.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*.

13.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

14.Any graffiti on the buildings must be removed within 3 business days.

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 work and any ensuing defects liability period.

OUTDOOR LIGHTING IMPACT MITIGATION

16. Outdoor lighting associated with the use must be designed, sited, installed and tested to comply with Tables 2.1 and 2.2 of Australian Standard 4282-1997 Control of the Obtrusive Effects of Outdoor Lighting Using a Control Level of 1.

LANDSCAPING

17. The developer must submit to Council's Planning and Environment Manager or authorised delegate for endorsement, a Landscaping Plan for all landscaping associated with the development. The Plan must be prepared by a suitably qualified and experienced person in landscape design and construction.

18. The Landscaping Plan must detail:

18.1 all landscaping areas shown on the Approved Plans, including the two additional 2 metre x 2 metre Tree Planters as shown on the Approved Plans and amended by Council;

18.2 the typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on-site;

18.3 the number and size of plants; and

18.4 the typical planting detail including preparation, backfill, staking and mulching.

19. The developer must prepare and landscape the site in accordance with 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.

ENGINEERING WORKS

20. Submit to Council, an Operational Work application for all Civil Works including Earthworks (if required) and Roadworks.

21. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.

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.

STORMWATER MANAGEMENT

25. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in stormwater impacts on other properties.

26. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

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

WATER SUPPLY

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

SEWERAGE

29. The existing on-site effluent disposal system servicing the development must be upgraded or replaced where it cannot be demonstrated that it operates in accordance with Council's Planning Scheme, AS1547:2012, and the Queensland Plumbing and Waste Water Code.

30. Apply for a Development Permit for Plumbing Work from Council, for any upgrade or replacement of the on-site sewerage treatment system servicing the development. Any upgrades for the on-site effluent system must be designed by a suitably qualified person.

HAZARDOUS CHEMICAL AND FUEL STORAGE

31. Ensure that all hazardous chemicals are stored and handled in accordance with the *Work Health and Safety Act 2011*.

32. Diesel is to be stored and handled in accordance with Australian Standard 1940-2004 - The Storage and Handling of Flammable and Combustible Liquids.

FLOODING - GENERAL

33. The development site is impacted by extreme risk of flooding during a Q100 event. The applicant is to prepare a Risk Management Plan (RMP) and submit to Council's Planning and Environment Manager or authorised delegate for endorsement. The areas to be addressed will include, but not be limited to:

- flood warning triggers;
- evacuation and safety procedures;
- emergency services' contact numbers;
- electrical services protection; and
- property protection.

34. The Flood Risk Management Plan is to be kept on-site and available to customers, staff and Council at all times.

35. The Risk Management Plan is to be implemented, kept on-site, monitored, reviewed and updated at a minimum of two (2) year intervals, maintained for the period of the use of the development on the site, and is to be available for review at the request of Council's Planning and Environment Manager within 48 hours of such request.

36. Habitable areas, mezzanine levels and areas associated with the storage of hazardous chemicals and all control panels of critical services shall be built at a minimum 300mm above the defined flood level.

37. All boundary fencing must be constructed from chain link design or similar, to allow the flow of flood water through the site unimpeded.

PARKING AND ACCESS - GENERAL

38. A minimum of fifteen (15) car, including one (1) parking with disability and six (6) truck parking spaces are to be provided.

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.

40. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas, ensuring to not have an adverse impact on adjoining properties.

41. In the event that Council receives a bona fide complaint in relation to dust emissions produced from the site, Council reserves the right to require the applicant to provide either concrete, asphalt, or bitumen seal to heavy vehicle manoeuvring areas.

PARKING AND ACCESS - SERVICING

42. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS - TURNOUT

43. Design and construct a vehicle turnout generally in accordance with Council's Standard Drawing No. R-007.

EXTERNAL ROADWORKS

44. Design and construct Edward Street for the whole frontage of Lot 5, to the following standard:

44.1 widening of the existing pavement to 8 metres, including a two-coat bitumen seal;

44.2 grassed table drains, and formation of a grassed verge;

44.3 tapers to the existing road pavement;

44.4 provision for stormwater drainage and easements (if required), line marking and road reserve transitions between existing and proposed roads; and

44.5 design all work in consultation with Council prior to submission of detailed Engineering drawings.

44.6 design and construct any intersection works as required by the Department of Transport and Main Roads.

EROSION AND SEDIMENT CONTROL - GENERAL

45. 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.

46. 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

47. Undertake operations and construction work associated with this development to the requirements of Council, including the following:

47.1 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;

47.2remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and

47.3do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).

ELECTRICITY AND TELECOMMUNICATIONS

48.Connect the development to electricity and telecommunication services.

ADVISORY NOTES

NOTE 1 -Flood Hazard

The property is identified as being located in High and Extreme Flood Hazard Areas on the Flood Hazard Overlay Map in the Western Downs Planning Scheme 2017 incorporating Amendment 1. Where the floor level is not elevated above the defined flood level, the proposed building works may be subject to inundation during a flood event.

NOTE 2 -Relevant Period

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

(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 3 -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 .

NOTE 4 -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 5 -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 6 -Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken twelve (12) 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 7 -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.

A P P E A L R I G H T S

"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...

...(g) 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."

CARRIED

11.5 (030.2020.405.001) Community and Liveability Report Development Application Material Change of Use Home Based Business (Earthmoving, Excavation and Electrical Business) Lot 26 on SP193563 152 Ainsworth Street Chinchilla Robinsen C/- Out of the Woods Plann

The purpose of this Report is for Council to decide the proposed development for Material Change of Use to establish a Home Based Business (Earthmoving, Excavation and Electrical Business) on land described as Lot 26 on SP193563, and situated at 152 Ainsworth Street, Chinchilla.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1. The application for a Material Change of Use to establish a Home Based Business (Earthmoving, Excavation and Electrical Business) on land described as Lot 26 on SP193563 and situated at 152 Ainsworth Street, Chinchilla be refused, based on the following grounds:

(a) The development application for a Material Change of Use to establish a Home Based Business (Earthmoving, Excavation and Electrical Business) has been assessed against the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1 and does not comply with the following matters:

(i) The proposed development does not satisfy Overall Outcome 4 of the Rural Residential Zone Code, as the development has the potential to impact on the amenity of the surrounding Rural Residential allotments in terms of dust, noise emissions and visual amenity.

(ii) The proposed development does not satisfy Overall Outcome 5 of the Rural Residential Zone Code, as the development is considered industrial in nature and does not support the day-to-day needs of the immediate residential community.

(iii) The proposed development does not satisfy Overall Outcome 1 of the Home Based Business Code, based on the scale of the use, nature of the use and the potential amenity impacts.

(iv) The proposed development does not comply with Acceptable Outcome 1.3 of the Home Based Business Code, as the equipment associated with the Home Based Business will not be stored within a building or structure, and is visible from the road frontage.

(v) The proposed development does not comply with Performance Outcome 4 of the Home Based Business Code, as the intensity of the proposed use is not compatible with the surrounding rural residential allotments. The possible visual amenity, light, dust and noise impacts have the potential to detract from the amenity of the local area.

(vi) The proposed development does not comply with Acceptable Outcome 6.2 of the Home Based Business Code, as the development incorporates transport greater than a 3 tonne rigid vehicle accessing the site.

(b) Reasonable and relevant conditions could not be applied for the development to comply with the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1, as the proposed scale, intensity and nature of the use are

inconsistent with the Outcomes of the Rural Residential Zone Code and Home Based Business Code.

FORESHADOWED MOTION

Cr. C. T. Tillman foreshadowed that if the Motion on the floor failed, she would move:

That the report lay on the table until conditions for approval are prepared.

The **ORIGINAL MOTION** was **PUT** and **CARRIED (7 to 2)**
For (7): Cr. P. M. McVeigh, Cr. A. N. Smith, Cr. K. A. Bourne, Cr. K. A. Maguire,
Cr. I. J. Rasmussen, Cr. M. J. James, and Cr. O. G. Moore
Against (2): Cr. P. T. Saxelby, and Cr. C. T. Tillman

UNCONFIRMED

12. EXECUTIVE SERVICES

12.1 Executive Services Chief Executive Officer Report September 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 September 2020.

Cr. C. T. Tillman left the meeting at 11:56am.

Cr. C. T. Tillman re-joined the meeting at 11:56am.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That this Report be received and noted

CARRIED

12.2 Executive Services Report Outstanding Actions September 2020

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 23 September 2020.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. P. T. Saxelby

That this Report be received and noted.

CARRIED

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. I. J. Rasmussen

That Council resolve to adjourn the Meeting.

The Meeting adjourned at 12:03pm

The Meeting resumed at 12:34pm.

13. CORPORATE SERVICES

13.1 Corporate Services Report 2019/2020 Annual Report

The purpose of this Report is to present the draft Western Downs Regional Council 2019/20 Annual Report (1 July 2019 to 30 June 2020) to Council.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. M. J. James

That this Report be received and that:

1. Council adopt the Western Downs Regional Council 2019/20 Annual Report pursuant to section 182 of the *Local Government Regulation 2012*.

CARRIED

13.2 Corporate Services Financial Report September 2020

The purpose of this Report is to provide Council with the Financial Report for the month ending September 2020

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That this Report be received, and that:

1. Council notes the September 2020 Financial Report, and
2. Resolves to approve \$2.881 million in capital expenditure and \$1.582 million in capital revenue being added to Council's 2020-21 capital works program.

CARRIED

13.3 Corporate Services Financial Report 2019-20 Review of Actual Against Budget

The purpose of this Report is to present Council with the final position for the 2019-20 financial year.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Bourne

That this Report be received and noted.

CARRIED

13.4 Corporate Services Report of Audit Committee Meeting 6 October 2020

To provide Council with the report of the Western Downs Regional Council Audit Committee Meeting held 6 October 2020.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That this Report be received and that:

1. Council note the unconfirmed minutes of the Western Downs Regional Council Audit Committee Meeting held 6 October 2020.

CARRIED

13.5 Corporate Services Report Recommended Rescinding of the Intangible Assets - Council Policy

The purpose of this report is to seek Council's direction regarding rescission of the Intangible Assets - Council Policy.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. I. J. Rasmussen

That this Report be received and that:

1. Council resolves to rescind the Intangible Assets - Council Policy.

CARRIED

14. INFRASTRUCTURE SERVICES

14.1 Infrastructure Services Report 2020_21 Capital Works Program October 2020 Update

The purpose of this Report is to provide an update to Council of the 2020/2021 Capital Works Program October update from the Work's Department.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. K. A. Bourne

That this Report be received and noted.

CARRIED

14.2 Infrastructure Services Charley's Creek Bridge, Burncluith Road Naming Consideration

The purpose of this report is to seek Council's direction regarding formally naming the bridge over Charley's Creek on Burncluith Road.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. A. N. Smith

That this report be received and that:

1. The bridge over Charley's Creek on Burncluith Road is to be considered for formal naming.

CARRIED (8 to 1)

14.3 Infrastructure Services Report Charley's Creek Bridge, Burnt Bridge Road Naming Consideration

The purpose of this report is to seek Council's direction regarding formally naming the major culvert structure over Charley's Creek on Burnt Bridge Road.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. K. A. Bourne

That this report be received and that:

1. the major culvert structure over Charley's Creek on Burnt Bridge Road is to be considered for formal naming.

CARRIED (8 to 1)

For (8): Cr. P. M. McVeigh, Cr. A. N. Smith, Cr. K. A. Bourne, Cr. P. T. Saxelby, Cr. K. A. Maguire, Cr. M. J. James, Cr. O. G. Moore, and Cr. C. T. Tillman

Against (1): Cr. I. J. Rasmussen

14.4 Infrastructure Services Regional Road and Transport Group Funding

The purpose of this report is to update Council regarding the Regional Road and Transport Group (RRTG) Transport Infrastructure Development Scheme (TIDS) funded capital projects completed in 2019/20 and programmed for 2020/21.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. I. J. Rasmussen

That this Report be received and noted.

CARRIED

14.5 Infrastructure Services Report Department of Transport and Main Roads Provided Warra Canaga Creek Road Upgrade Petition

The purpose of this Report is to update Council on the petition received requesting the upgrade of Warra Canaga Creek Road.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. P. T. Saxelby

That the Report be received and noted.

CARRIED

15. COMMUNITY AND LIVEABILITY

15.1 Community and Liveability Report Community Projects Program Round 1 2020.2021

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 7 October 2020 in relation to the Assessment of Round One (1) of the 2020/2021 Community Projects Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

Cr. K. A. Bourne declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. K. A. Bourne informed the meeting of a prescribed conflict of interest in respect to this matter due to:

a. She was previously a former Executive member of the Miles & District Historical Society whom have lodged an application.

She also informed of an declarable conflict of interest in respect to this matter due to:

b. Her sister-in-law, Jane Nixon Lodged the application for the Drillham Hall Committee.

Having given due consideration to her position she determined that she would leave the meeting while the matter is considered and voted on.)

Cr. K. A. Bourne left the meeting at 1:05pm.

Cr. K. A. Bourne re-joined the meeting at 1:08pm.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Maguire

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 7 October 2020.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020 be adopted as follows:

a. Apologies

That the Western Downs Regional Council Community Grants Assessment Reference Group accept the apologies for non-attendance from Cr. O.G. Moore.

b. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020 copies of which have been circulated to Members, be taken as read and confirmed;

c. That the applicants for Round One (1) of the 2020/2021 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	Chinchilla Bowls Club Inc	Upgrade front and rear of bar area and carpet areas	\$37,105.00	\$27,105.00	\$10,000.00	\$7,500.00		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore	
2	Jandowae and District Progress and Heritage Association Inc	To repaint the railings on the old school and purchase a new ride on mower	\$4,800.00	\$0.00	\$4,800.00	\$3,200.00	Towards the cost of the mower	
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore	
3	Dalby District Show Society	Cementing the area between the Knox and Parsons Pavilions	\$7,370.00	\$0.00	\$7,370.00	\$0.00	Due to oversubscription of the funding program	
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore,	
4	Eva's Place Pregnancy and Early Parenting Support Inc	Security System for new premises	\$4,347.41	\$0.00	\$4,347.41	\$0.00	Due to oversubscription of the funding program	
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore	
5	Jandowae Lighthouse Troop (auspiced by Jandowae RSL Sub Branch)	Installation of a metal structure to stabilise a Light Horse Commemorative Sculpture and Plaque	\$5,437.00	\$520.00	\$3,717.00	\$3,717.00		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore	
6	Wandoan Housing association Inc	Install gazebo for use by residents at Juandah Gardens	\$7,700.00	\$2,701.00	\$4,999.00	\$4,999.00		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore	
7	Pelican Hall Association Inc	Pelican Hall upgrade for maintenance and safety	\$9,405.00	\$975.00	\$8,430.00	\$8,430.00		
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore	
8	Dalby and District Pony and Hack Club	Erect a grandstand	\$12,500.00	\$2,500.00	\$10,000.00	\$6,250.00	Funding for 50% of project cost. Conditional on the grandstand being mobile	
							FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST:	

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
9	Drillham Hall and Recreation Committee Inc	Outdoor Bar Refurbishment	\$9,300.00	\$0.00	\$9,300.00	\$7,700.00	Covering costs of supply and fitting of screens, windows and bench	Cr Bourne declared a Conflict of Interest due to a family member writing the application and left the room and did not vote
						DID NOT VOTE: Cr. O.G. Moore FOR: Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore, Cr. K.A. Bourne		
10	Miles and District Historical Society Inc	Red Rose Café Catering Area Development	\$10,000.00	\$2,500.00	\$7,500.00	\$7,500.00		Cr Bourne declared a Perceived Conflict of Interest due to her previous membership of Miles & District Historical Society and left the room and did not vote
						FOR: Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore, Cr. K.A. Bourne		
11	Chinchilla Race Club Inc	Race Club Kitchen Plumbing and Drainage Project	\$34,066.85	\$24,066.85	\$10,000.00	\$10,000.00		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore		
12	Football Dalby Inc	Storage Shed for mower, goals and bins	\$13,000.00	\$3,000.00	\$10,000.00	\$6,500.00	Funding for 50% of project cost	
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore		
TOTAL FUNDED						\$65,796.00		

CARRIED

Absent Did not Vote: Cr. K. A. Bourne

15.2 Community and Liveability Report Local Events Program Round 1 2020.2021

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 7 October 2020 in relation to the Assessment of Round One of the 2020/2021 Local Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

Cr. P. T. Saxelby declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. P. T. Saxelby informed the meeting of a prescribed conflict of interest in respect to this matter due to:

a. His late father was a member of the Pioneer Park Museum and my brother, John Saxelby is a current member, exhibitor and helps with the event.

Having given due consideration to his position he determined that he would leave the meeting while the matter is considered and voted on.)

Cr. P. T. Saxelby left the meeting at 1:09pm.

Cr. P. T. Saxelby re-joined the meeting at 1:10pm.

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman

Seconded By Cr. K. A. Bourne

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 7 October 2020.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020 be adopted as follows:

a. Apologies

That the Western Downs Regional Council Community Grants Assessment Reference Group accept the apologies for non-attendance from Cr. O.G. Moore.

b. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 3 June 2020 copies of which have been circulated to Members, be taken as read and confirmed; and

c. That the applicants for Round One of the 2020/2021 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	Bell Art Group Inc	Bell Art Exhibition	\$10,485.00	\$350.00	\$1,700.00 cash plus In Kind \$440.00	\$1,700.00 cash plus \$440.00 In Kind Assistance		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore		
2	Pioneer Park Museum	Pioneer Park Museum Annual Field Day	\$5,960.00	\$3,960.00	\$2,000.00 cash plus In Kind \$360.00	\$2,000.00 cash plus \$360.00 In Kind Assistance		Cr Saxelby declared a Conflict of Interest due to his brother's involvement in this event and the Pioneer Park Committee and left the room and did not vote.
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore, Cr. P.T. Saxelby		
3	Lions Club of Chinchilla Inc	Lions Club of Chinchilla Christmas Light Show	\$39,820.00	\$10,000.00	\$5,000.00	\$5,000.00		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore		
TOTAL FUNDED						\$8,700.00 cash plus \$800.00 In Kind Assistance		

CARRIED

Absent did not Vote: Cr. P. T. Saxelby

15.3 Community and Liveability Report Regional Arts Development Fund Program Round 1 2020.2021

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 7 October 2020 in relation to the Assessment of Round One (1) of the 2020/2021 Regional Arts Development Fund Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

Cr. C. T. Tillman declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. C. T. Tillman informed the meeting of a prescribed conflict of interest in respect to this matter due to:

a. She is the president of Gallery107@Dalby where the Regional Artist Exhibition and workshop is being held.

Having given due consideration to her position she determined that she would leave the meeting while the matter is considered and voted on.)

Cr. C. T. Tillman left the meeting at 1:11pm.

Cr. C. T. Tillman re-joined the meeting at 1:12pm.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. K. A. Maguire

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 7 October 2020.

2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020 be adopted as follows:

a. Apologies

That the Western Downs Regional Council Community Grants Assessment Reference Group accept the apologies for non-attendance from Cr. O.G. Moore.

b. 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

c. That the applicants for Round One (1) of the 2020/2021 Regional Arts Development Fund

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	Wandoan RSL Sub-Branch	Wandoan Soldier Settlers Storytelling	\$21,095.00	\$0.00	\$9,195.00	\$9,195.00	Conditional upon the receipt of the remainder of \$6500.00 being received from other sources	
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. O.G. Moore		
2	Western Downs Regional Artists' (auspiced by Gallery 107@ Dalby)	Creative Arts Practice 2 Day Masterclass	\$4,407.40	\$0.00	\$2,864.81	\$2,557.40		Cr Tillman declared a Conflict of Interest in her capacity as President of Gallery 107 @ Dalby and left the room and did not vote
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire and Cr. P.T. Saxelby AGAINST: DID NOT VOTE: Cr. O.G. Moore, Cr. C.T. Tillman		
TOTAL FUNDED						\$11,752.40		

CARRIED

Absent did not Vote: Cr. C. T. Tillman

UNCONFIDENTIAL

15.4 Community and Liveability Report 2019 / 2020 Annual Report on Partnership between Western Downs Regional Council and Toowoomba Surat Basin Enterprise

To provide Council with the annual report outlining outcomes on the 2019 / 2020 partnership between the Western Downs Regional Council and the Toowoomba Surat Basin Enterprise.

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman

Seconded By Cr. K. A. Maguire

That this report be received and noted.

Cr. M. J. James declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. M. J. James informed the meeting of a declarable conflict of interest in respect to this matter due to:

a. Her and her husband run a business, Western Downs Transport which has been receiving support through the TSBE Business navigator western downs website advisory services

Having considered her position she does not believe a reasonable person could have a perception of bias because report requires no decision other than to receive the report. She chose to remain in the meeting however will respect the decision of council as to whether they can remain and participated in the decision.

PROCEDURAL MOTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

Cr. I. J. Rasmussen moved that it is in the public interest that Cr. M. J. James participates on agenda item 15.4 due to the fact that the report requires no decision other than to receive the report.

The **PROCEDURAL MOTION** was **PUT** and **CARRIED**
For (7): Cr. P. M. McVeigh, Cr. K. A. Bourne, Cr. P. T. Saxelby, Cr. K. A. Maguire,
Cr. I. J. Rasmussen, Cr. O. G. Moore, and Cr. C. T. Tillman

Cr. A. N. Smith and Cr. M. J. James abstained from voting

Cr. A. N. Smith declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A of the Local Government Act 2009, Cr. A. N. Smith informed the meeting of a declarable conflict of interest in respect to this matter due to:

a. He and his wife own and operate the Condamine Hotel which has been receiving support through the Business navigator western Downs Website advisory services and have also received a small COVID-19 grant recently.

Having considered his position he does not believe a reasonable person could have a perception of bias because report requires no decision other than to receive the report. He chose to remain in the meeting however will respect the decision of council as to whether they can remain and participated in the decision.

PROCEDURAL MOTION

Moved By Cr. I. J. Rasmussen

Cr. I. J. Rasmussen moved that it is in the public interest that Cr. A. N. Smith participates on agenda item 15.4 due to the fact that the report requires no decision other than to receive the report.

The **PROCEDURAL MOTION** was **PUT** and

The **PROCEDURAL MOTION** was **PUT** and **CARRIED**
For (7): Cr. P. M. McVeigh, Cr. K. A. Bourne, Cr. P. T. Saxelby, Cr. K. A. Maguire,
Cr. I. J. Rasmussen, Cr. O. G. Moore, and Cr. C. T. Tillman
Cr. A. N. Smith and Cr. M. J. James abstained from voting

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman

Seconded By Cr. K. A. Maguire

That this report be received and noted.

CARRIED (7 to 2)

Cr. A. N. Smith and Cr. M. J. James abstained from voting

15.5 Community and Liveability Report Southern Queensland Country Tourism (SQCT) Board Structure

The purpose of this report is to provide Council with an update on proposed changes to Southern Queensland Country Tourism (SQCT's) Board structure.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. M. J. James

That this report be received and that:

1. The Mayor, Cr Paul McVeigh, represent the Western Downs Regional Council at the Southern Queensland Country Tourism (SQCT) Annual General Meeting on 30 November, 2020 and be authorised to vote on the appointment of Directors to the Board.
2. That Council nominate Councillor Kylie Bourne to be considered as the Local Government Representative on the Southern Queensland Country Tourism (SQCT) Board.

CARRIED

16. NOTICES OF MOTION

16.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

16.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

17. URGENT GENERAL BUSINESS

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. P. T. Saxelby

That Council conduct a review of the Council meeting policy to accommodate changes to state legislation

AMENDMENT NO.1

Moved By Cr. M. J. James

Seconded By Cr. A. N. Smith

That Council conduct a review of the Council meeting policy and ensure it accommodates recent changes to state legislation.

PROCEDURAL MOTION

Moved By Cr. I. J. Rasmussen

That the motion be put.

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

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

18. MEETING CLOSURE

The Meeting concluded at 1:40pm.

Title **Executive Services Mayoral Report October 2020**

Date 5 November 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 October 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

Nil

Report

Meetings, delegations and forums attended by the Mayor during the month of October 2020:

Date	Who/Where	Details
06 October 2020	<ul style="list-style-type: none"> • WDRC Audit Committee Meeting 	Dalby
7 October 2020	<ul style="list-style-type: none"> • The Department of Local Government, Racing and Multicultural Affairs - Registers of interest's workshop • Meeting with Local Resident, Rate Payer • Year ahead Series Dinner 	Dalby Dalby Jandowae
8 October 2020	<ul style="list-style-type: none"> • Monthly Meeting - Miles Chamber of Commerce 	Miles
9 October 2020	<ul style="list-style-type: none"> • Meeting with Prospective Business 	Dalby

12 October 2020	<ul style="list-style-type: none"> Local Government Mayors with Director General - Department of premier and Cabinet Meeting with Local Business 	Phone
14 October 2020	<ul style="list-style-type: none"> Words for well Being Launch 	Dalby
18 October 2020	<ul style="list-style-type: none"> LGAQ Policy Executive Meeting 	Gold Coast
19 October 2020	<ul style="list-style-type: none"> Local Government Association Queensland - Annual Conference 	Gold Coast
20 October 2020	<ul style="list-style-type: none"> Local Government Association Queensland - Annual Conference 	Gold Coast
21 October 2020	<ul style="list-style-type: none"> Local Government Association Queensland - Annual Conference 	Gold Coast
22 October 2020	<ul style="list-style-type: none"> Local Government Association Queensland - Annual Conference 	Gold Coast
23 October 2020	<ul style="list-style-type: none"> Board Room Briefing - TSBE 	Dalby Dalby
26 October 2020	<ul style="list-style-type: none"> Local Government Mayors with Director-General, Department of Premier and Cabinet Planning & Pre-Agenda Councillor Information Session 	Phone Dalby Dalby
27 October 2020	<ul style="list-style-type: none"> Media Interview: Chinchilla News Meeting with the Pioneer Park Museum Dalby State High School review 	Phone Dalby Dalby
28 October 2020	<ul style="list-style-type: none"> Ordinary Meeting of Council Councillor Information Session Meeting with Federal Member 	Dalby Dalby
29 October 2020	<ul style="list-style-type: none"> 2020 Queensland Major Projects Pipeline Report 	Toowoomba

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

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

Attachments

Nil

Authored by: Leisa Paine, Executive Assistant

Title (030,035&040.2020.260.001) Community and Liveability Report Development Application Material Change of Use Reconfiguring a Lot Operational Work Jandowae Road 18130 Warrego Highway Dalby Millmax Pty Ltd

Date 28 October 2020

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish a High Impact Industry (Expansion of Existing Metal Foundry), Reconfiguring a Lot (Boundary Realignment) and Operational Work (Earthworks) on land described as Lot 7 on SP256013 and Lot 8 on SP261626 and situated at Jandowae Road and 18130 Warrego Highway, Dalby

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 a High Impact Industry (Expansion of Existing Metal Foundry), Reconfiguring a Lot (Boundary Realignment) and Operational Work (Earthworks) on land described as Lot 7 on SP256013 and Lot 8 on SP261626 and situated at Jandowae Road and 18130 Warrego Highway, Dalby, be approved, subject to the following conditions:

MATERIAL CHANGE OF USE

APPROVED PLANS

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

Job No.: 00012/20, Sheet 1 of 6
Description: Site Plan, Issue A, prepared by Martin Building Design, dated 11-02-20

Job No.: 00012/20, Sheet 2 of 6
Description: Floor Plan, Issue A, prepared by Martin Building Design, dated 11-02-20

Job No.: 00012/20, Sheet 3 of 6
Description: Elevations, Issue A, prepared by Martin Building Design, dated 11-02-20

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

APPROVED DEVELOPMENT

4. The approved development is a Material Change of Use for a High Impact Industry (Expansion of Existing Metal Foundry) on land described as Lot 7 on SP256013 and Lot 8 on SP261626 as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

5. 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.
6. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

INFRASTRUCTURE CHARGES

7. All infrastructure charges including those associated with Council's Water, 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.

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, 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. Any graffiti on buildings or structures associated with the development must be immediately removed.
16. The buildings and the site must be maintained in a clean and tidy manner at all times.
17. 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 work and any ensuing defects liability period.

OUTDOOR LIGHTING IMPACT MITIGATION

18. Outdoor lighting associated with the use must be designed, sited, installed and tested to comply with Tables 2.1 and 2.2 of Australian Standard 4282-1997 Control of the Obtrusive Effects of Outdoor Lighting Using a Control Level of 1.

LANDSCAPING

19. The developer must submit to Council's Planning and Environment Manager or authorised delegate for endorsement, a Landscaping Plan for all landscaping associated with the development. The Plan must be prepared by a suitably qualified and experienced person in landscape design and construction.
20. The Landscaping Plan must detail:
 - 20.1 all landscaping areas, including a 2 metre wide landscaping strip to be provided along the Volker Street frontage;
 - 20.2 the typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on-site;
 - 20.3 the number and size of plants; and
 - 20.4 the typical planting detail including preparation, backfill, staking and mulching.
21. The developer must prepare and landscape the site in accordance with 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.

SCREEN FENCING

22. Any security or screen fencing erected on the subject site shall present an attractive visual appearance to adjoining properties.
23. The applicant shall submit a Concept Plan of the proposed screen fencing arrangements for the development, for endorsement by Council's Planning and Environment Manager or an authorised delegate prior to commencement of the use. Once the Concept Plan is formally endorsed by Council, the approved fencing arrangements are to be constructed prior to commencement of the use.

ENGINEERING WORKS

24. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.

25. 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

26. 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.
27. 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.

STORMWATER MANAGEMENT

28. Design and construct stormwater drainage to ensure that there is no nuisance or interference to the current use or potential future use of all downstream properties including road reserves and the like, for design storms of ARI 2, ARI 5, ARI 10, ARI 20 and ARI 50.
29. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.
30. Design and construct stormwater drainage incorporating measures to prevent any sediment, solid matter or floatable oils being carried into the existing stormwater system.

HAZARDOUS CHEMICAL AND FUEL STORAGE

31. Ensure that all hazardous chemicals are stored and handled in accordance with the *Work Health and Safety Act 2011*.

FLOODING - GENERAL

32. Habitable areas, mezzanine levels and areas associated with the storage of hazardous chemicals and all control panels of critical services shall be built at a minimum 300mm above the defined flood level which is 303.82 metres Australian Height Datum.
33. All boundary fencing must be constructed from chain link design or similar, to allow the flow of flood water through the site unimpeded.

PARKING AND ACCESS - GENERAL

34. A minimum of thirteen (13) car parking spaces are to be provided, including a minimum of one (1) person with disability space.
35. 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.
36. 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.
37. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS - TURNOUT

38. Maintain all existing crossovers generally in accordance with Council's Standard Drawing No. R-007. The turnout width and splay shall be designed to accommodate the largest expected vehicle.

SERVICES

39. Connect the development to Council's reticulated water supply system.
40. Connect the development to Council's reticulated sewerage system.
41. Connect the development to electricity and telecommunication services.

EARTHWORKS - RETAINING STRUCTURES AND BATTERS

42. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
43. Contain the batters wholly within the proposed development site.

EROSION AND SEDIMENT CONTROL - GENERAL

44. 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.
45. 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

46. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
 - 46.1 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;
 - 46.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and
 - 46.3 do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).

R E C O N F I G U R I N G A L O T

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:

Drawing No: 10614-4-SK1, Sheet 1 of 1, Revision A

Description: Proposed Reconfiguration of Lot 8 on SP261626 and Lot 7 on SP256013, prepared by Cottrell Cameron & Steen Surveys Pty Ltd, dated 26.5.2020

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.

APPROVED DEVELOPMENT

3. The approved development is Reconfiguring a Lot (Boundary Realignment) as shown on the Approved Plan.

COMPLIANCE, TIMING AND COSTS

4. All conditions of the approval shall be complied with before Council's endorsement of the Plan of Survey and whilst the use continues, unless otherwise noted within these conditions.
5. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.
6. The Plan of Survey shall not be executed until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

FEES AND CHARGES

7. 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

8. 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.

LOT NUMBERING

9. The numbering of all approved lots shall remain as indicated on the Approved Plan (unless otherwise amended/approved by Council).
10. The developer is to make a request to Council for street numbering for the proposed lots upon registration of the Survey Plan.

LANDSCAPING

11. All declared weeds and pests shall be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of the development works and any ensuing defects liability period.
12. Apart from declared weeds and pests, trees, shrubs and landscaped areas currently existing on the subject land shall be retained where possible, and action taken to minimise disturbance during construction work.

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

13. 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.

STORMWATER MANAGEMENT

14. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
15. Discharge all minor stormwater flows from the new lots to a lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).
16. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken.

WATER SUPPLY

17. Connect each lot to Council's reticulated water supply system in accordance with Council's standards and requirements. Each lot shall have its own single principal water meter.

SEWERAGE

18. Each lot shall have its own single sewer connection to Council's reticulated sewerage system.
19. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.

ELECTRICITY AND TELECOMMUNICATIONS

20. Provide electricity and telecommunication services to both lots.

ACCESS

21. Ensure all existing vehicular property accesses are maintained in accordance with Council's Planning Scheme.
22. Construct any future crossover to Proposed Lot 7 on Volker Street in accordance with Council's Standard Drawing No. R-007. The turnout width and splay shall be designed to accommodate the largest expected vehicle.

EROSION AND SEDIMENT CONTROL - GENERAL

23. 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.
24. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

OPERATIONAL WORK

1. Undertake all approved work at no cost to Council and in accordance with the Approved Plans, approval conditions and Western Downs Regional Council's Planning Scheme Policy 1 Design and Construction Standards.
2. This approval extends to Earthworks as detailed.
3. The approval is subject to construction being undertaken in accordance with the Approved Plans listed below:

Drawing No: 101, Revision C

Description: Concept Plan, prepared by Baker Rossow Consulting Engineers, dated 18FEB20

Drawing No: 102, Revision C

Description: Bulk Earthworks Plan, prepared by Baker Rossow Consulting Engineers, dated 18FEB20

Drawing No: 201, Revision C

Description: Construction Details, prepared by Baker Rossow Consulting Engineers, dated 18FEB20

4. Submit to Council for endorsement, a set of "Issued for Construction" drawings, amended if required by the conditions of this approval, prior to the Pre-start Meeting.

5. Pay to Council, applicable inspection fees based on Council's Fees and Charges current at the time of commencement of work. The fee must be calculated based on the estimated project cost.
6. Ensure that supervision of all construction work is carried out by a suitably qualified and experienced Engineer (RPEQ).
7. Adhere to the following hours of construction unless otherwise approved in writing by Council:

Monday to Saturday:	6.30am to 6.30pm	Noise permitted
Monday to Sunday:	6.30pm to 6.30am	No noise permitted
Sunday and Public Holidays:		No noise permitted

Do not conduct work or business that causes audible noise from or on the site outside the above hours.
8. Be responsible to carry out Work Health and Safety legislative requirements.
9. Ensure all work sites are maintained in a clean, orderly state at all times.
10. Manage all waste in accordance with the relevant legislation and regulations and dispose of regulated waste at a licensed facility of Western Downs Regional Council by a licensed regulated waste disposal contractor.
11. 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.
12. Repair all damage incurred to Council and public utility services infrastructure and assets, as a result of completed or incomplete work under this approval, 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.
13. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.
14. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the work has been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.
15. Ensure that development work on the subject land does not lead to ponding of stormwater or cause actionable nuisance to adjoining properties, and drains freely to a lawful point of discharge in accordance with the Queensland Urban Drainage Manual.
16. Be responsible for protecting nearby property owners from dust pollution arising from construction and maintenance of the work required by this approval, and comply with any lawful instructions from the Assessment Manager if, in his opinion, a dust nuisance exists.
17. Submit the following to Council for approval in the event it is proposed to import material to or export material from the site, prior to commencement of the work:
 - 17.1 details of the location of any material to be sourced for fill including the volume of fill to be moved from any particular source site;
 - 17.2 details of the final location for any material to be exported from the site from excavations including the volume to be moved to any particular site; and
 - 17.3 the proposed haulage route(s) and truck sizes for carting of the material.

Note: Further Development Applications may be required to be submitted to and approved by Council for sites proposed to import material from or export material to, or conditions may be applied to any sites endorsed in accordance with this condition; eg submit a Traffic Management Plan to Council for acceptance, or rehabilitation of the site. Any required approvals are to be in place prior to commencement of the work.

18. This approval does not extend to any material proposed to be imported to or exported from the site:
 - 18.1 other than from or to site(s) that have a current Development Approval enabling them to export/accept any material; or
 - 18.2 the material is being exported to and accepted at a licensed Council Refuse Facility.

INSPECTIONS AND TESTING

19. Submit to Council, the Pre-start Meeting Agenda at the confirmation of a date and time for the Meeting.
20. Provide Council with a minimum of two clear working days' notice to undertake compulsory inspections and meetings at the following stages:
 - 20.1 Pre-start Meeting with Council, Contractor, Supervising Engineer and developer; and
 - 20.2 at the point of completion of all work.
21. Submit to Council, all inspection and test data in their entirety prepared by the applicant, Engineer, Principal Contractor or by Subcontractors in relation to the Operational Work or as described in the application prior to commencement of the use. Undertake any further inspection, testing or analysis required, due to failure of work to meet specifications or where the testing previously provided is considered insufficient on behalf of the Principal Contractor by a NATA accredited entity (where applicable).
22. Uncover all work covered, prior to inspection, to allow inspection by Council at Council's sole discretion.
23. Allow Council to enter a work site to which this approval relates and undertake testing or analysis of any part of the construction. Council is not liable for the rectification of or compensation for any damage caused in the testing or analysis process. Should work be found to be not constructed to specification or of poor quality, rectification work must be undertaken by the Principal Contractor.
24. Undertake any work for the safety or health of the community or protection of infrastructure where Council deems it necessary.

AS CONSTRUCTED INFORMATION

25. Submit to Council within 10 working days of completion of the Operational Work, suitable "As Constructed" drawings in hard copy and AutoCAD format and on GDA Zone 56 co-ordinates. The "As Constructed" drawings or data capture methods as required by Council must be certified by a Registered Professional Engineer of Queensland (RPEQ) on every drawing and shall be to an appropriate electronic format and standard as required by Council's Infrastructure Services General Manager.
26. Provide "As Constructed" data for the following elements, where applicable:
 - 26.1 earthworks

ADVISORY NOTES

NOTE 1 - Currency Period

A part of a development approval lapses at the end of the currency period. The standard currency period, as stated in Section 85 of the *Planning Act 2016*, applies to this approval as outlined below:

- Material Change of Use (6 years after the approval starts to have effect);
- Reconfiguring a Lot (4 years after the approval starts to have effect); and
- Operational Work (2 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 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.

APPEAL RIGHTS

An applicant has the opportunity 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 Planning and Environment 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
 - ...(g) 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."

Background Information

The relevant background information to this application is as follows:

Application No: 030,035&040.2020.260.001	Assessment No: 2761 & 5477	Keywords Index: AD6.6.2, LG7.6.1, LG7.7.1 & LG7.9.1
PART 1: APPLICATION		
Applicant:	Millmax Pty Ltd	
Land Owners:	Millmax Pty Ltd atf White Brothers Unit Trust	
Assessing Officer:	Kate Swepson PRINCIPAL PLANNER	
Site Address:	Lot 7: Jandowae Road, Dalby Lot 8: 18130 Warrego Highway, Dalby	
Site Area:	Lot 7: 2.293ha Lot 8: 2.324ha TOTAL: 4.617ha	
Real Property Description:	Lot 7 on SP256013 and Lot 8 on SP261626	
Proposed Development:	(a) High Impact Industry (Expansion of Existing Metal Foundry), (b) Boundary Realignment, and (c) Earthworks	
Level of Assessment:	Impact Assessable	
Type of Application:	(a) Material Change of Use, (b) Reconfiguring a Lot, and (c) Operational Work	
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"> · Airport Environs - OLS Horizontal Limitation · Flood Hazard - OLS Conical Limitation · Extractive Industry - Low, Medium & High · Agricultural Land - Petroleum Lease (PL198) · Regional Infrastructure - Class A · Scenic Amenity - Stock Route (50m Buffer) · Stormwater Overland Flow - Scenic Route Buffer (100m) · Stormwater Overland Flow - Minor and Major Flow Paths 	
Pre-lodgement Meeting:	Yes	Date: 15 June 2020
Application Lodgement Date:	16 June 2020	
Properly Made Application:	Yes	Date: 30 June 2020
Confirmation Notice Issued:	Yes	Date: 30 June 2020
PART 2: REFERRALS		
Queensland Treasury (Department of Transport and Main Roads as Technical Agency)	<ul style="list-style-type: none"> · Queensland Treasury issued a Referral Confirmation Notice on 14 July 2020 to the applicant. · The Referral Agency requested further information from the applicant on 24 July 2020. · Queensland Treasury issued a Concurrence Agency response, approving the development with conditions, on 8 September 2020. 	
PART 4: PUBLIC NOTIFICATION		
Start Date:	Date: 10 September 2020	
Notice of Compliance Received:	Date: 12 October 2020	
Submissions Received:	Nil	
PART 5: DECISION PERIOD		
Commencement Date:	13 October 2020	
Decision Due Date:	1 December 2020	

Report

1. Site

The property is legally described as Lot 7 on SP256013 and Lot 8 on SP261626, is located at Jandowae Road and 18130 Warrego Highway, Dalby and has a total area of 4.617ha. The subject site has frontages to the Warrego Highway, Dalby-Jandowae Road and Volker Street. Both lots are located within the Medium Impact Industry Zone under the Planning Scheme. Further, the Airport Environs, Flood Hazard, Natural Resources, Regional Infrastructure Corridor, Scenic Amenity and Stormwater Overland Flow Path Overlay Codes impact the land.

Lot 7 contains an existing small shed towards the Dalby-Jandowae Road frontage, however, the balance of the lot is vacant. Lot 8 contains the existing White Industries Metal Foundry, consisting of several sheds and laydown areas associated with the existing operation. Lot 8 has an existing crossover to Dalby-Jandowae Road and the Warrego Highway (service road). Lot 7 has no formally constructed crossover.

The site has operated as a Metal Foundry for a number of years, and was expanded in 2006.

2. Proposal

The applicant seeks a Development Permit for:

- (a) Material Change of Use to establish a High Impact Industry (expansion of existing Metal Foundry);
- (b) Reconfiguring a Lot for a Boundary Realignment (2 lots into 2 lots); and
- (c) Operational Work (Earthworks).

(a) Material Change of Use

The applicant is proposing to expand the existing Metal Foundry operations onto Lot 7 on SP256013. The purpose of the expansion is to facilitate the increased size of goods being produced by the Foundry. The original Foundry operation focussed on small size castings, however as a result of global changes in the market, the Foundry operation now specialises in larger (up to 3m and several tonnes) and more intricate castings to remain competitive.

The applicant is proposing to construct a new shed on Lot 7 to store the casting patterns associated with the Foundry operations. External storage areas will also be established on Lot 7 to store moulding boxes, products and equipment.

Under the current application, no Metal Foundry works will be undertaken on Lot 7. As a result, the Department of Environment and Science confirmed that no new Environmentally Relevant Activity is required over Lot 7 to store Foundry associated equipment.

No new access to Lot 7 has been proposed as part of this application. The site will continue to gain access through Lot 8.

(b) Reconfiguring a Lot

The location of the proposed shed for the expansion of the Foundry is over the existing boundary between Lot 7 and Lot 8. As a result, the applicant is proposing to undertake a Boundary Realignment to relocate the boundary to the east of the existing shed.

The existing and proposed lot sizes for Lots 7 and 8 are outlined below:

Lot	Existing Area	Proposed Area
Lot 7	2.293ha	3.150ha
Lot 8	2.324ha	1.467ha

The applicant has provided evidence that the proposed lots can operate independently in the event of changed ownership circumstances in the future.

While no new access is currently proposed for Lot 7, it is considered that there is adequate area along Volker Street or Dalby-Jandowae Road for the site to have a safe and appropriate industrial access if required in the future.

(c) Operational Work

Lot 7 is subject to Low and Medium Flood Hazards on the Planning Scheme Overlay Mapping. The detailed flood model shows that Lot 7 is a key natural drainage path for flood water moving from north-east of Dalby-Jandowae Road (ie Healy Street, Drew Street), south across the Warrego Highway. The applicant proposes to undertake earthworks to fill the site to provide a level of flood immunity for the proposed shed and outdoor storage areas.

The proposed earthworks were assessed against Council's Flood Model by Water Technology Pty Ltd and by Council's Consultant Development Engineer to ensure that no worsening of impacts will result from the proposed earthworks.

3. 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"> ▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> • Strategic Plan • Medium Impact Industry Zone Code • Airport Environs Overlay Code • Flood Hazard Overlay Code • Natural Resources Overlay Code • Regional Infrastructure Corridor Overlay Code • Scenic Amenity Overlay Code • Stormwater Overland Flow Path Overlay Code • Reconfiguring a Lot Code • Operational Work Code • Infrastructure Services Code • Transport, Access and Parking 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 exceptions listed below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Assessment Benchmark</th> <th style="background-color: #cccccc;">Response</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #cccccc;">Medium Impact Industry Zone Code</td> </tr> <tr> <td style="vertical-align: top;"> <p>AO4.6</p> <p>The setback area must incorporate screening to ensure that habitable rooms and private open space are not visible from any industrial building or operations area associated with the industrial use and consists of:</p> <p>(a) a landscaped strip of at least 3 metres in width with dense plantings; and</p> </td> <td style="vertical-align: top;"> <p>The applicant has stated that the development will comply with the Acceptable Outcome, however, the proposal plans do not reflect this landscaping.</p> <p>Conditions will be applied to the development to ensure compliance with the landscaping and screening requirements.</p> </td> </tr> </tbody> </table>	Assessment Benchmark	Response	Medium Impact Industry Zone Code		<p>AO4.6</p> <p>The setback area must incorporate screening to ensure that habitable rooms and private open space are not visible from any industrial building or operations area associated with the industrial use and consists of:</p> <p>(a) a landscaped strip of at least 3 metres in width with dense plantings; and</p>	<p>The applicant has stated that the development will comply with the Acceptable Outcome, however, the proposal plans do not reflect this landscaping.</p> <p>Conditions will be applied to the development to ensure compliance with the landscaping and screening requirements.</p>
Assessment Benchmark	Response						
Medium Impact Industry Zone Code							
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	<p>(b) a 2 metre high solid fence.</p> <p>AO5.1</p> <p>Landscaping with a minimum width of 2 metres is provided to all road frontages.</p>	
	<p>AO7</p> <p>External walls on a road frontage have a maximum unarticulated length of 15 metres.</p>	<p>Alternative Solution</p> <p>The proposed development includes a shed with a maximum wall length of 54m. The proposed shed will be located behind the existing buildings and structures on 18148 and 18142 Warrego Highway and will not be visible to the Warrego Highway frontage. Further, the proposed shed is set back significantly from the Dalby-Jandowae Road frontage.</p> <p>The proposed development is considered to comply with the Performance Outcome, as the location of the shed will reduce the appearance of building bulk.</p>
	<p>AO9.2</p> <p>High Impact Industry and Special Industry land uses are not located in the Medium Impact Industry Zone.</p>	<p>Alternative Solution</p> <p>The proposed development is for an expansion of the existing High Impact Industry (Metal Foundry) use on the property. The proposed expansion will not expand the Foundry activities, rather, will be used for storage of equipment associated with the existing use.</p> <p>As a result, the proposed development is considered to comply with the Performance Outcome, as the proposed expansion will not result in environmental harm or expose adjoining properties to increased impacts on their amenity or wellbeing.</p> <p>The proposed development will be conditioned to ensure all impacts will be mitigated.</p>
	<p>Flood Hazard Overlay Code</p> <p>Where for Material Change of Use or Building Work or Operational Works</p> <p>AO14</p> <p>Development does not involve in excess of 50m³ of fill above <i>ground level</i> per 1,000 metres squared of site area.</p>	<p>Alternative Solution</p> <p>The proposed development for Operational Work (Earthworks) involves the placement of fill on the site in excess of the limits in the Acceptable Outcome.</p> <p>The proposed earthworks have been assessed against Council's Flood Model which has demonstrated that the works will not have adverse impacts on the upstream or downstream properties.</p>

		The proposed development therefore complies with the Performance Outcome, as the flood storage capacity and natural drainage paths will be retained as a result of the proposed earthworks.
	Stormwater Overland Flow Path Overlay Code	
	<p>Where for Material Change of Use or Building Work or Operational Works</p> <p>AO2.5</p> <p>Filling above <i>ground level</i> is not undertaken in Major Flow Paths or Minor Flow Paths identified on Stormwater Overland Flow Path Overlay Maps (OM-012).</p>	<p>Alternative Solution</p> <p>The proposed development for Operational Work (Earthworks) involves placement of fill on the site in an area mapped as a Minor Overland Flow Path.</p> <p>The proposed earthworks have been assessed against Council's Flood Model which has demonstrated that the works will not have adverse impacts on upstream or downstream properties.</p> <p>The proposed development therefore complies with the Performance Outcome, as the works will not impact stormwater overland flow paths and will not result in localised stormwater flood events.</p>
	Operational Works Code	
	<p>PO9</p> <p>Filling and/or excavation does not:</p> <ul style="list-style-type: none"> (a) negatively impact the character or amenity of neighbourhoods; (b) increase flood or drainage impacts on neighbouring properties; (c) cause pollution or contamination of nearby land or watercourses. <p>PO10</p> <p>Filling or excavation does not result in works or structures that extract or retain overland water flows, unless approval has been given to incorporate works that retain overland flows in accordance with the provisions of a Water Resource Plan approved under the <i>Water Act 2000</i>.</p> <p>PO11</p> <p>Filling and/or excavation works are designed using appropriate engineering standards.</p> <p>PO12</p> <p>Filling and/or excavation does not:</p>	<p>The proposed development has been assessed by Council's Consultant Development Engineer who has advised that the proposed works have been designed in accordance with Council's Development Manual. The proposed earthworks have been assessed against the flood model to ensure no negative impacts on the amenity of the surrounding locality.</p>

	(a) increase flood or drainage impacts on neighbouring properties; or (b) cause pollution or contamination of nearby land or watercourses.	
	Transport, Access and Parking Code	
	AO1.1 Vehicle crossovers are constructed in accordance with SC6.2 – Planning Scheme Policy 1 – Design and Construction Standards .	Alternative Solution The applicant is not proposing to construct a new crossover to Proposed Lot 7 as part of this application. The site is serviced by existing suitable crossovers through Lot 8. The alternative solution is considered reasonable to accept. Conditions will be applied to ensure that any future crossover to be constructed on Proposed Lot 7 complies with Council's standards. There is adequate frontage to Proposed Lot 7 to ensure a safe location for a new crossover can be identified.

3.1 Assessment against the Western Downs Planning Scheme 2017 incorporating Amendment 1

Medium Impact Industry Zone Code

- The proposed development involves the expansion of an existing High Impact Industry use on the site. The Overall and Performance Outcomes of the Code identify that High Impact Industry uses are not appropriate in the Medium Impact Industry Zone. Notwithstanding, the proposed development is considered acceptable in this instance. The proposal is for expansion of an existing lawful use and the proposed expansion is for the storage of materials and equipment associated with the Foundry use on Lot 8. As a result, the proposed development is not considered likely to increase any known impacts in terms of noise, air or odour emissions.
- The proposed development complies with the Acceptable Outcomes for building height, setbacks and site coverage. Further, the development will be conditioned to comply with the landscaping requirements in the Code.
- On this basis, the development is considered to comply with the Overall Outcomes and Performance Outcomes of the Medium Impact Industry Zone Code.

Airport Environs Overlay Code

- The subject site is identified as being within the OLS Conical Limitation and Horizontal Approach Limitation.
- The proposed shed will not encroach on the obstacle limitation surface. As a result, the proposed development is considered to comply with the Overlay Code.

Flood Hazard Overlay Code

- The subject site is mapped as being subject to Low and Medium Flood Hazard in the Planning Scheme mapping.

- As a result of the proposed earthworks on the site, the applicant commissioned a Flood Study to be undertaken. The final earthworks design ensures that no adverse upstream or downstream impacts will result from the proposed fill.
- The proposed shed will be conditioned to ensure all essential services are raised above the defined flood level.
- The proposed development is considered to comply with the Outcomes of the Overlay Code.

Natural Resources Overlay Code

- The subject site is located in the Medium Impact Industry Zone and therefore, the Code is not applicable.

Regional Infrastructure Corridor - Stock Route Overlay Code

- The subject site is located in the Medium Impact Industry Zone and therefore the Code is not applicable.

Scenic Amenity Overlay Code

- The works proposed on Lot 7 are located outside the Scenic Routes buffer and will not be easily visible from the Warrego Highway frontage due to the scale of existing development along the Highway frontage.
- The proposed development is therefore considered to comply with the outcomes of the Overlay Code.

Stormwater Overland Flow Path Overlay Code

- The proposed development includes earthworks within a Minor Overland Flow Path. The applicant has assessed the proposed works against Council's Hydraulic Model to ensure no adverse stormwater flow impacts will occur.
- As a result, the application is considered to comply with the Outcomes of the Overlay Code.

Reconfiguring a Lot Code

- The proposed lots are consistent with the minimum lot size and frontage requirements for Reconfiguring a Lot in the Medium Impact Industry Zone.
- The proposed Boundary Realignment will be conditioned to ensure the sites are connected to relevant infrastructure and all existing connections are contained within the lot that it serves.

Operational Works Code

- The application has been assessed by Council's Consultant Development Engineer, who has confirmed that the proposed earthworks are consistent with the outcomes in the Operational Works Code.

Infrastructure Services Code

- The property is located within the Dalby township and is serviced by all reticulated urban services.

- The proposed development will be connected to relevant infrastructure in accordance with the Code. Conditions will be applied to ensure that both lots have independent infrastructure connections.

Transport Access and Parking Code

- The existing property has frontages to Volker Street, Dalby-Jandowae Road and the Warrego Highway.
- Under the current application, the applicant is not proposing to construct a new crossover to Proposed Lot 7. The site will continue to be accessed via the crossover to Dalby-Jandowae Road and conditions will be applied to ensure that any future crossover to Proposed Lot 7 will be constructed along Volker Street in accordance with Council standards.
- There is adequate area within the proposed lots to provide suitable car parking for the proposed operation.
- It is considered that development achieves the outcomes of the Transport, Access and Parking Code.

4. Other Matters

4.1 Public Notification

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. No submissions were received during the Public Notification Period of the application.

Consultation (Internal/External)

Internal

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 has 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...*
- ...(g) *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

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities "to act and make decisions in a way compatible with human rights".

Consideration has been given to relevant human rights, particularly property rights.

It is considered that Council will be respecting and acting compatibly with human rights in that it limits human rights only to the extent that is reasonable and demonstrably justifiable in accordance with section 13 of the *Human Rights Act*.

Conclusion

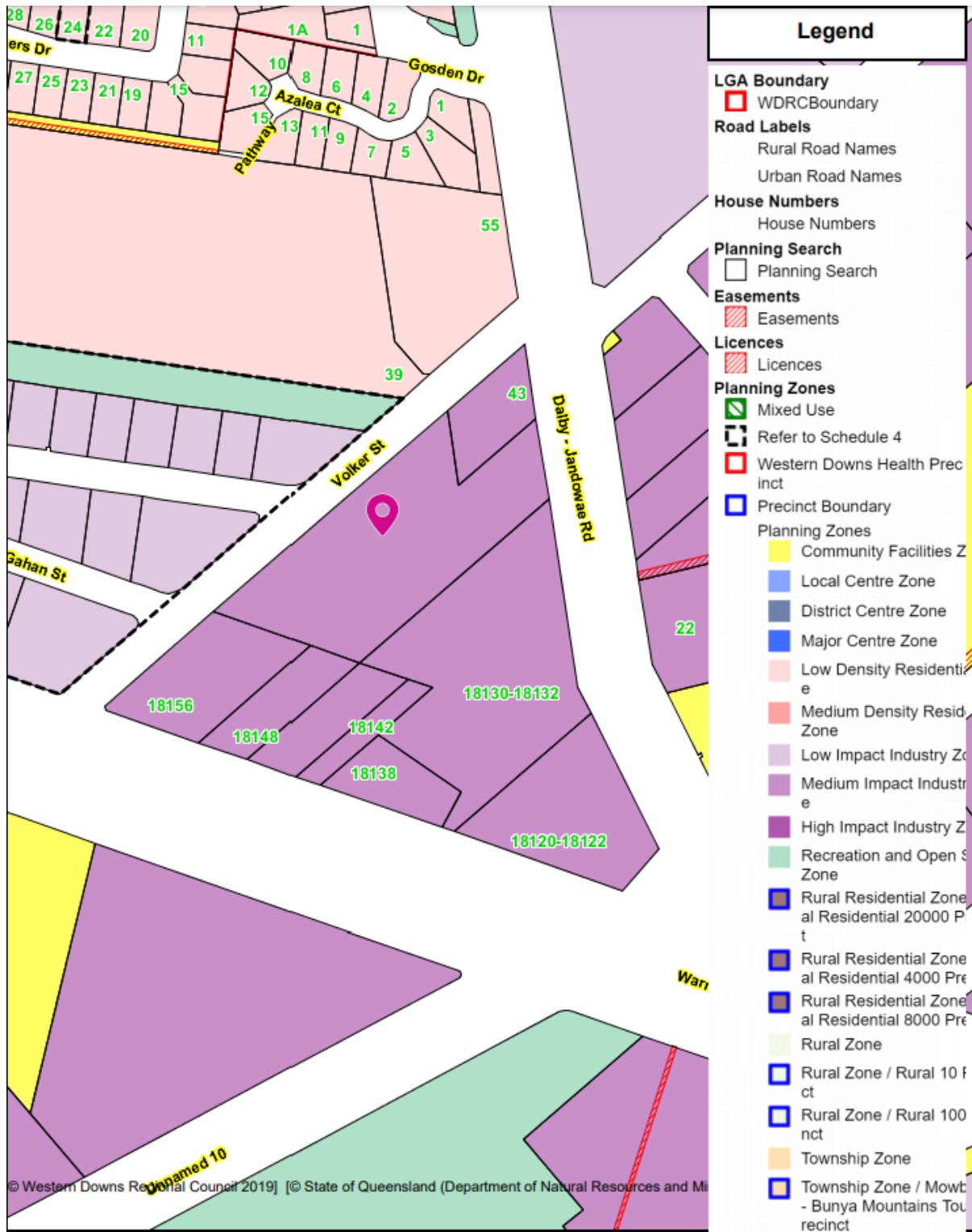
The proposal for a High Impact Industry (Expansion of an Existing Metal Foundry), Boundary Realignment (2 lots into 2 lots) and Operational Work (Earthworks) has been assessed in accordance with the *Planning Act 2016 (the Act)* and has satisfied the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. The application was Impact Assessable for an inconsistent use within the Medium Impact Industry Zone. The proposed development is considered to be acceptable within the locality. It has been determined that the proposal complies with the purpose of the applicable Codes. The development has been conditioned and infrastructure charges applied in accordance with *the Act* and Council's Infrastructure Charges Resolution (No. 7.1) 2017.

Attachments

- Attachment 1 - Locality Plans
- Attachment 2 - Proposal Plans
- Attachment 3 - Flood Study Report
- Attachment 4 - Referral Agency Response
- Attachment 5 - Infrastructure Charges Notice

Authored by: Kate Swepson, PRINCIPAL PLANNER

Attachment 1 - Locality Plans





Issue	Description	Date	Initial
A	Construction Drawings	11-02-20	S.L.C.



SITE PLAN
SCALE 1 : 1000

CONSTRUCTION
DRAWING

Client WHITE INDUSTRIES	Project PROPOSED STEEL FRAME SHED 18130 WARREGO HIGHWAY DALBY QLD 4405	Sheet Name: SITE PLAN	Scale: 1 : 1000 @A1	Approved	Licensed Building Designers A.G. Martin Pty. Ltd. QBCC Lic. No. 1077723 Licensed Under QBCC Act 1991 www.martindesign.com.au	42 North Street DALBY QLD 4405 Ph: (07) 4662 1403 Fax: (07) 4669 8049	 ENDORSED Sustainable Building Designer	 MARTIN BUILDING DESIGN
		Job No. 00012/20	Issue A	Drawn: S.L.CANT				

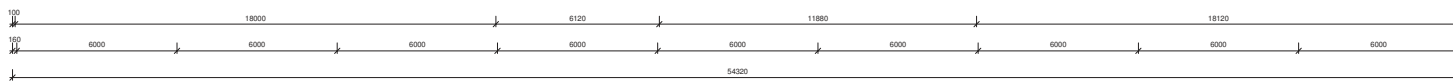
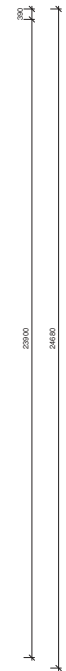
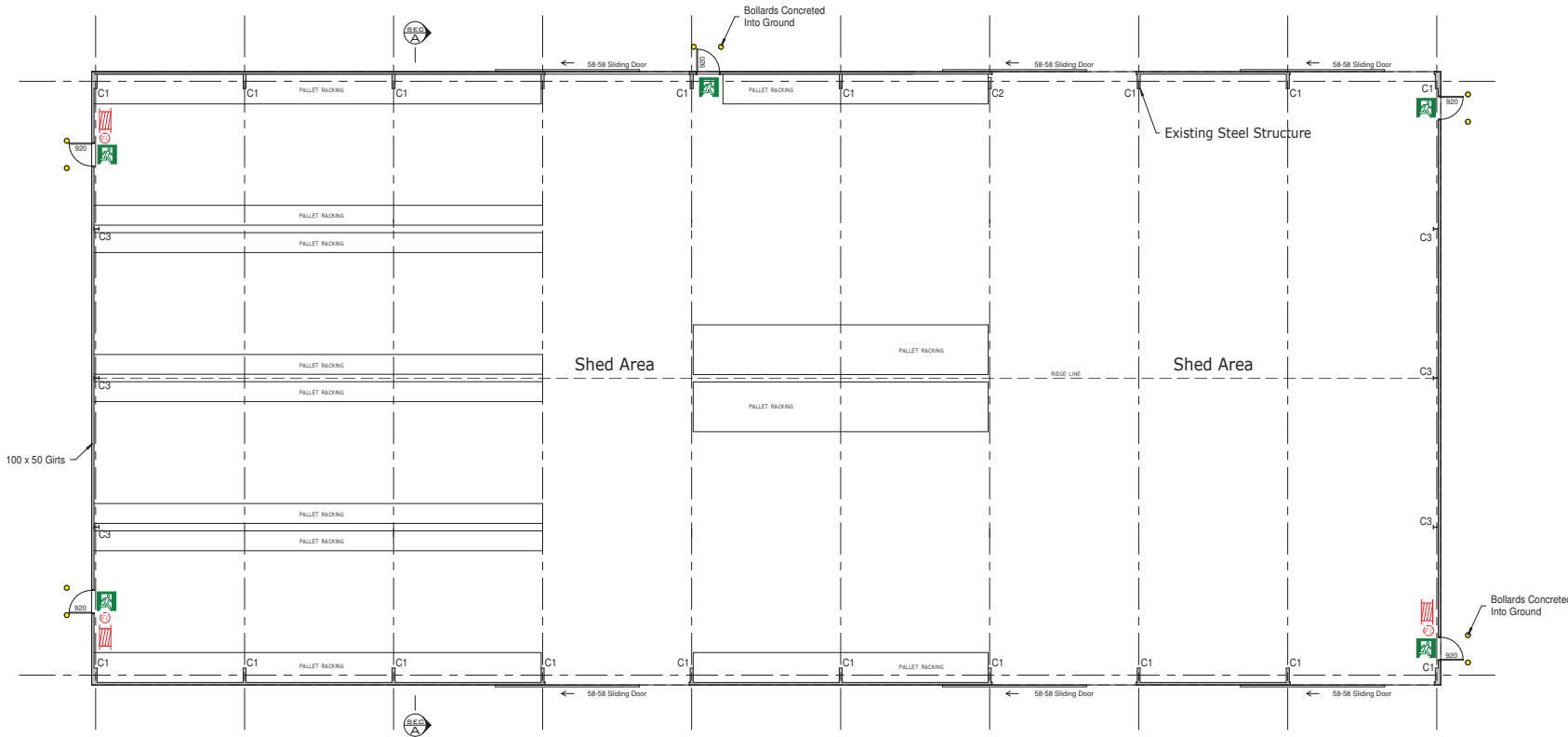
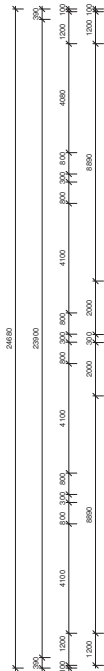
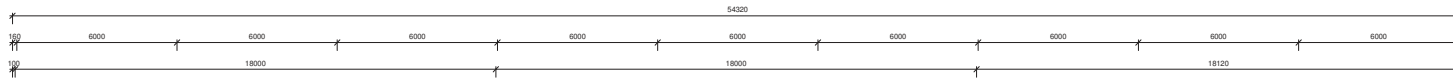
Issue	Description	Date	Initial
A	Construction Drawings	11-02-20	S.L.C.

Legend:
 C1 - 120 x 580 Webbed Truss
 C2 - 120 x 435 Webbed Truss
 C3 - 200 UB 25

Note: Engineer Designed
 Girts And Purlins, Bracing

Symbol Legend:

-  Exit Sign
-  Fire Hose Reel
-  4.5kg Dry Powder Fire Extinguisher






PROPOSED FLOOR PLAN

SCALE 1:100

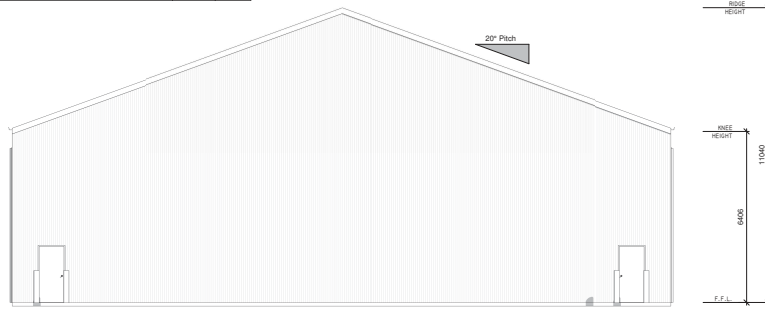
FLOOR AREA
 1340.6m² - Total

Note:
 Refer to Page 5 of 6 for Fire Hose Reel Details

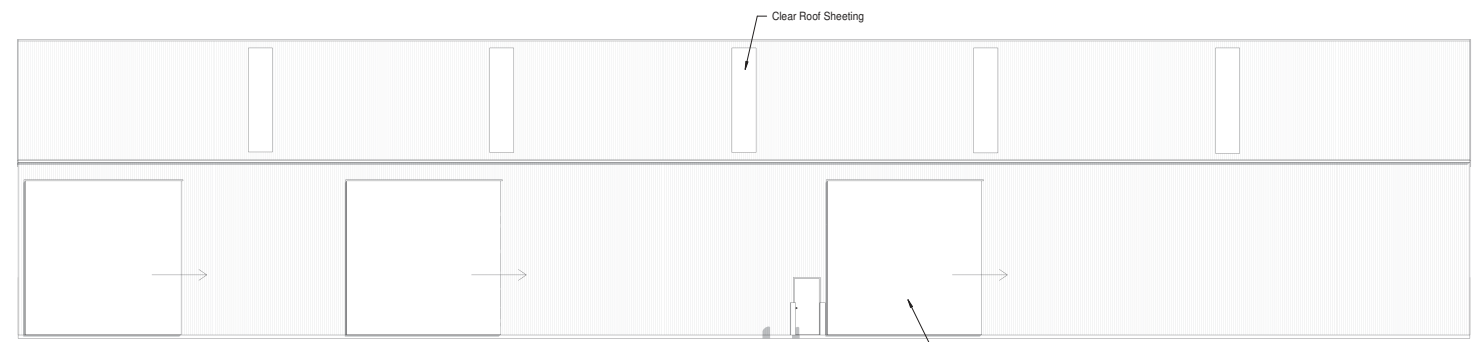
**CONSTRUCTION
 DRAWING**

Client WHITE INDUSTRIES	Project PROPOSED STEEL FRAME SHED 18130 WARREGO HIGHWAY DALBY QLD 4405	Sheet Name: FLOOR PLAN	Scale: 1 : 100 @A1	Approved	Licensed Building Designers A.G. Martin Pty. Ltd. QBCC Lic. No. 1077723 Licensed Under QBCC Act 1991 www.martindesign.com.au	42 North Street DALBY QLD 4405 Ph: (07) 4662 1403 Fax: (07) 4669 8049	 building designers association of queensland inc. Chartered Member	 ENDORSED Sustainable Building Designer	 MARTIN BUILDING DESIGN
		Job No. 00012/20	Issue A	Drawn: S.L. CANT					

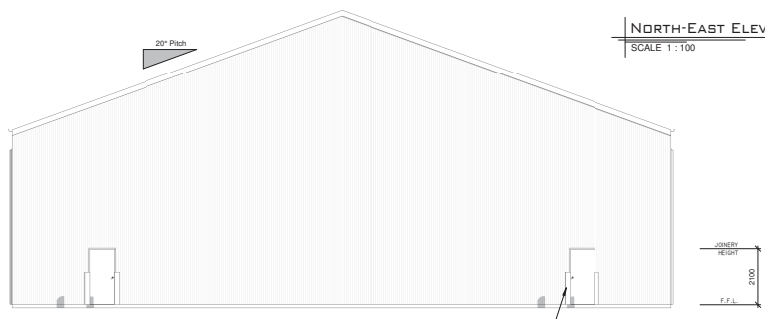
Issue	Description	Date	Initial
A	Construction Drawings	11-02-20	S.L.C.



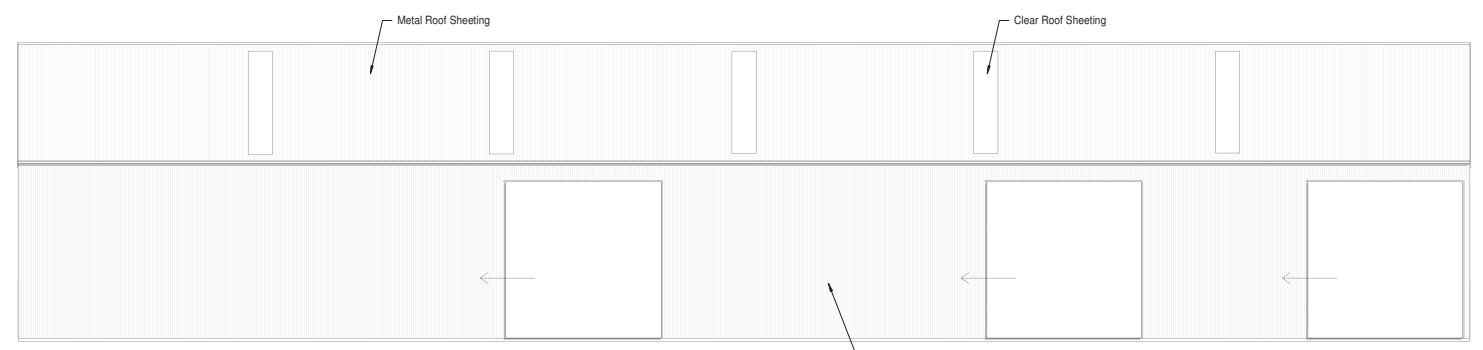
SOUTH-EAST ELEVATION
SCALE 1 : 100



NORTH-EAST ELEVATION
SCALE 1 : 100



NORTH-WEST ELEVATION
SCALE 1 : 100

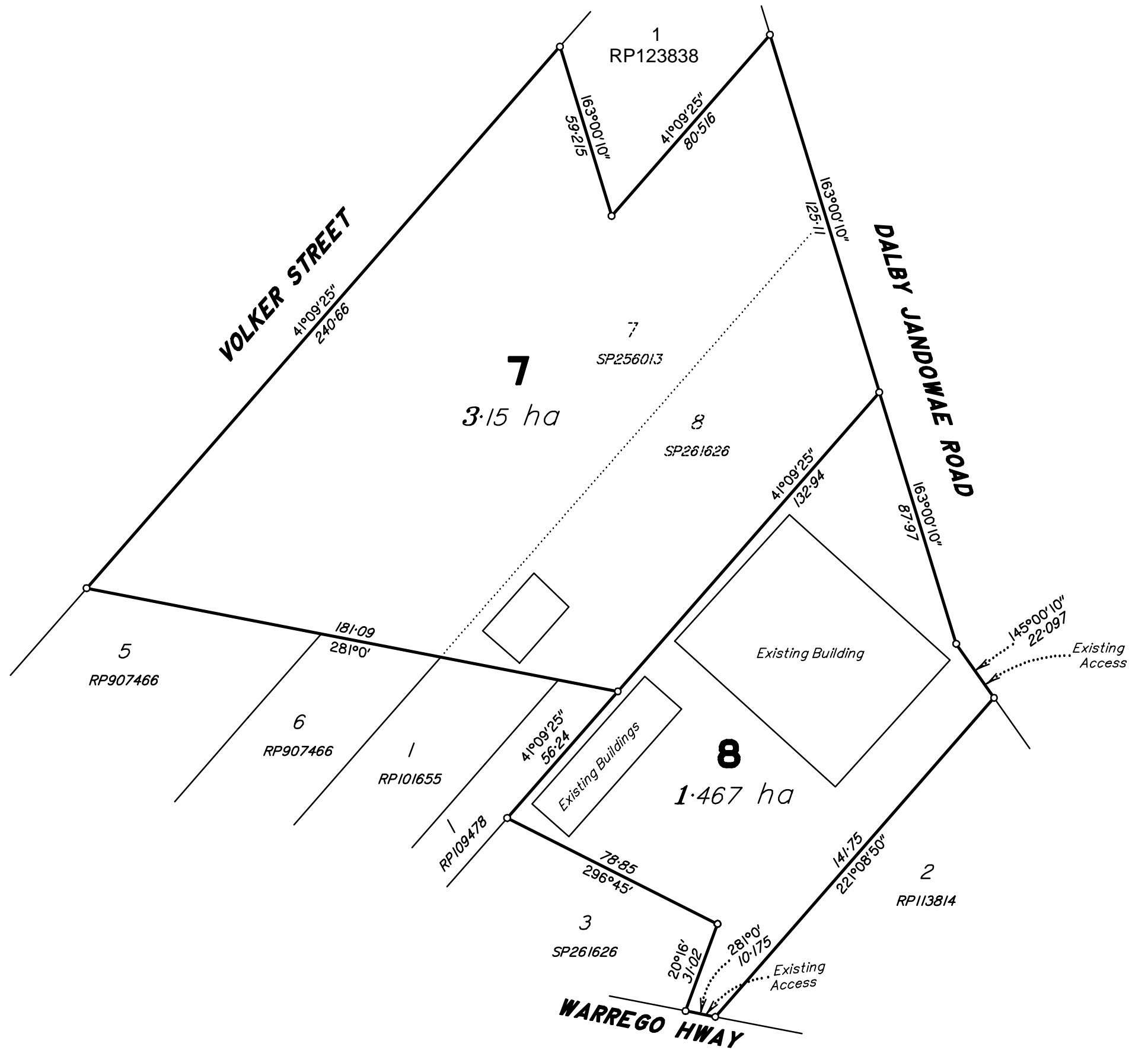


SOUTH-WEST ELEVATION
SCALE 1 : 100

CONSTRUCTION DRAWING

Client WHITE INDUSTRIES	Project PROPOSED STEEL FRAME SHED 18130 WARREGO HIGHWAY DALBY QLD 4405	Sheet Name: ELEVATIONS	Scale: 1 : 100 @A1	Approved	Licensed Building Designers A.G. Martin Pty. Ltd. QBCC Lic. No. 1077723 Licensed Under QBCC Act 1991 www.martindesign.com.au	42 North Street DALBY QLD 4405 Ph: (07) 4662 1403 Fax: (07) 4669 8049	 	
		Job No. 00012/20 Issue A	Drawn: S.L.CANT	Designed: S. L. CANT				

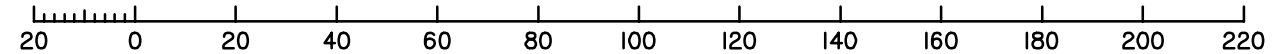
Real Property Description:
 Lot 8 on on SP261626 and
 Lot 7 on SP256013



DEVELOPMENT STATISTICS

2 into 2 Lot Boundary Realignment
 Total Number of New Lots: 0
 Minimum Lot Size: 1.467 ha
 Total area of New Road: 0 Ha

Scale 1:1500 - Lengths are in Metres.



A	26.5.2020 Original Issue

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Y:\10000s\10615 White Property Group\10615-4 Volker Street\10645-4 Proposal Plan.dwg

NOTES
 1. This plan has been prepared to accompany an application to Western Downs Regional Council and should not be used for any other purpose.
 2. All areas and dimensions are subject to survey and may vary as result.

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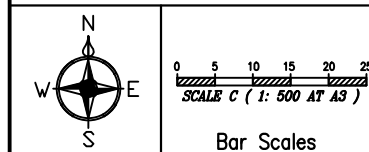
PROPOSED RECONFIGURATION OF Lot 8 on on SP261626 and Lot 7 on SP256013 Locality of Dalby, Western Downs RC.

Meridian: MGA zone 56		Drawing No. 10615-4-SK1	
Drawn: DN	Date: 26.5.2020	Scale: 1:1500 (A3)	Sheet 1 of 1
Chkd: DN	Date: 26.5.2020	Issued: 26.5.2020	A

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Revisions	Date
C	WDRC Submission 18FEB20
B	Watertech Drain 30JAN20
A	Original issue

Client
White Industries

Project
Volker Street Industrial Expansion and Subdivision

Title
Concept Plan

J/M	Design	Drawn	Examined
BRH	BRH	BRH	SJM
FEB 20	FEB 20	FEB 20	17/02/20

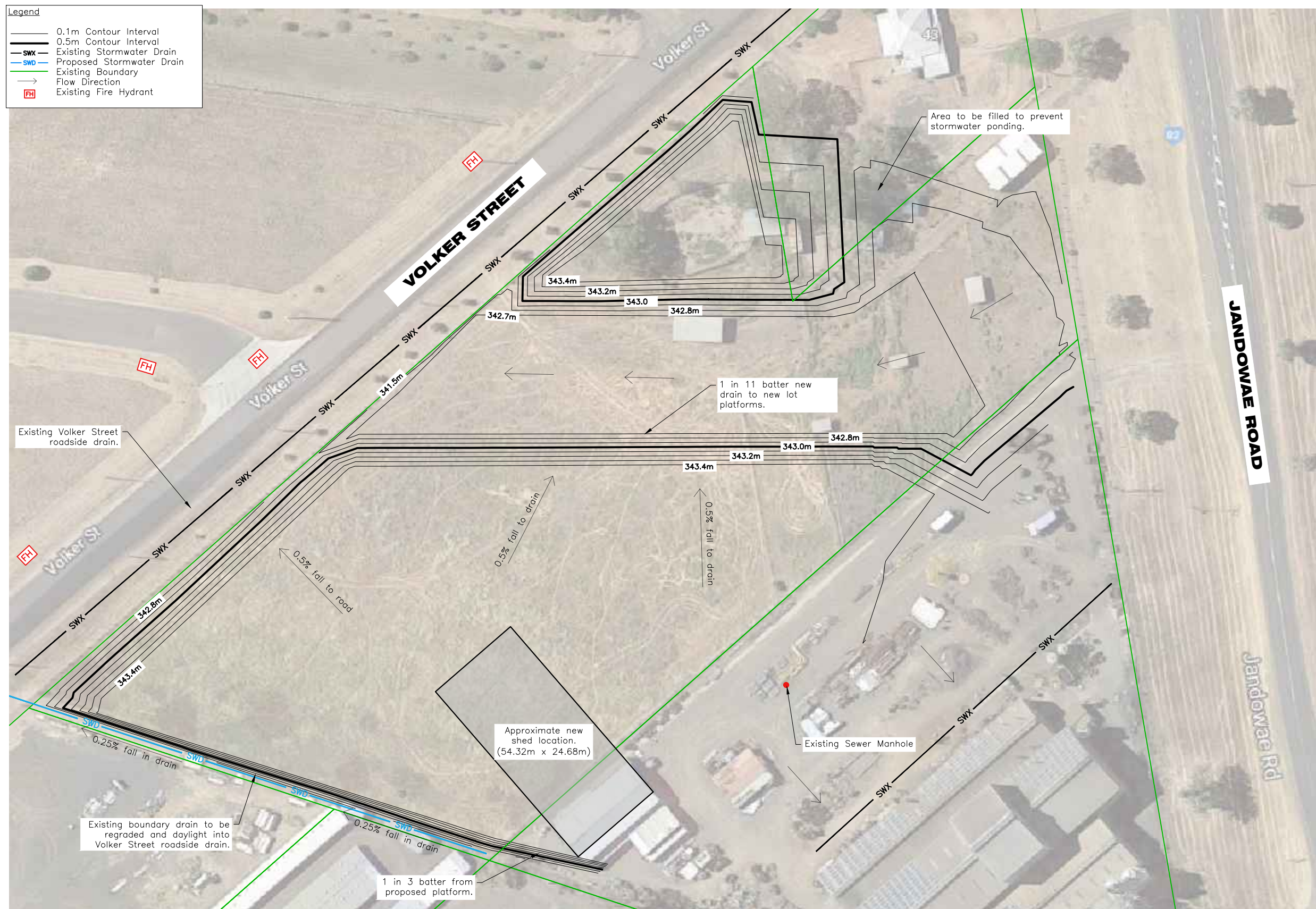
Scale
1:500

Certified RPEQ: 10957

JOB No. 190156	Original Size	A3
	Plan No.	101
	A	B C

Legend

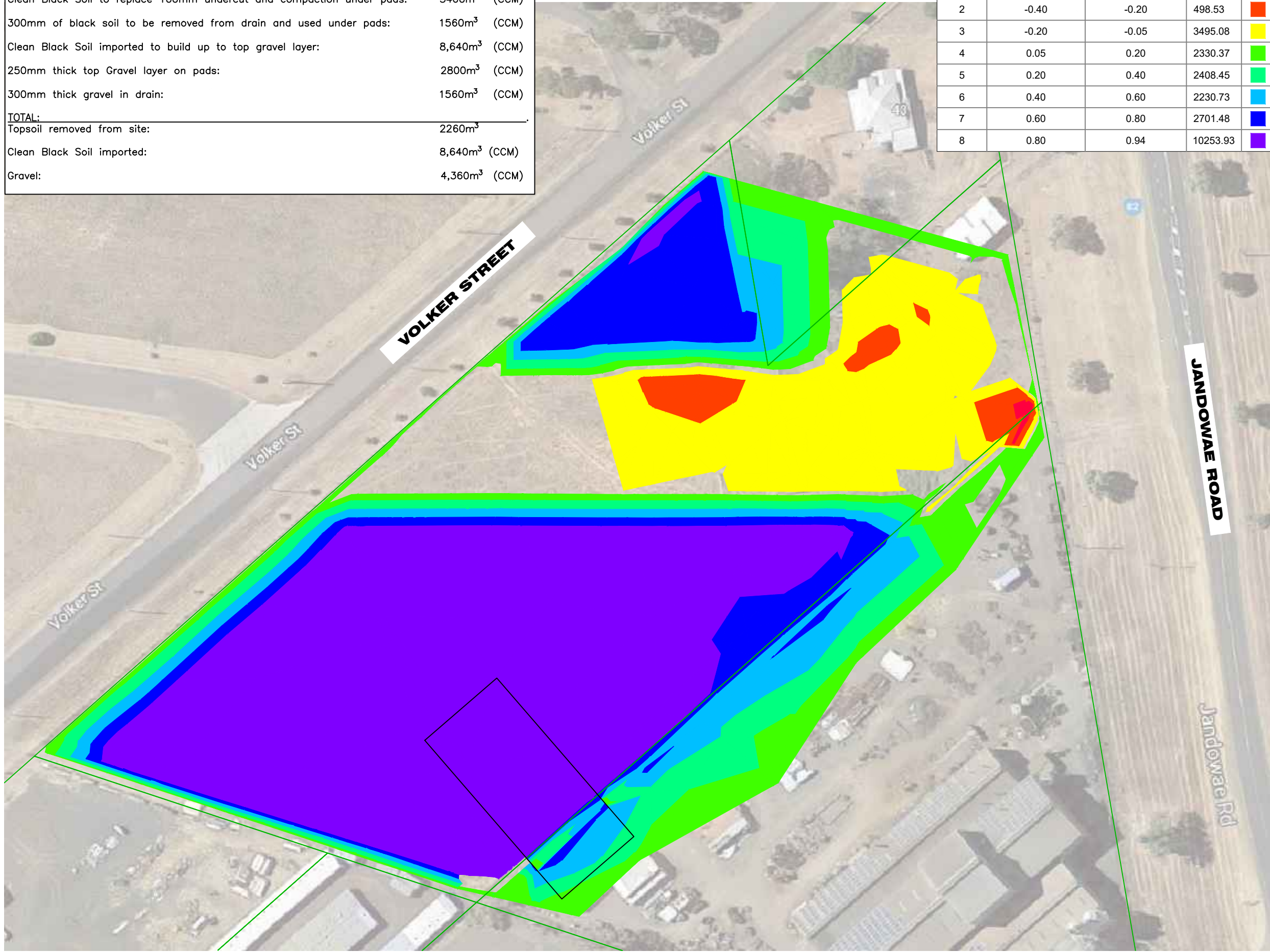
	0.1m Contour Interval
	0.5m Contour Interval
	Existing Stormwater Drain
	Proposed Stormwater Drain
	Existing Boundary
	Flow Direction
	Existing Fire Hydrant



Bulk Earthwork Volumes Breakdown

100mm stripped from Existing Paddock:	2260m ³
Stripped subgrade in paddock compacted approx. 50mm	
Clean Black Soil to replace 100mm undercut and compaction under pads:	3400m ³ (CCM)
300mm of black soil to be removed from drain and used under pads:	1560m ³ (CCM)
Clean Black Soil imported to build up to top gravel layer:	8,640m ³ (CCM)
250mm thick top Gravel layer on pads:	2800m ³ (CCM)
300mm thick gravel in drain:	1560m ³ (CCM)
TOTAL:	
Topsoil removed from site:	2260m ³
Clean Black Soil imported:	8,640m ³ (CCM)
Gravel:	4,360m ³ (CCM)

Number	Minimum Elevation	Maximum Elevation	Area	Color
1	-0.51	-0.40	28.38	Red
2	-0.40	-0.20	498.53	Orange
3	-0.20	-0.05	3495.08	Yellow
4	0.05	0.20	2330.37	Light Green
5	0.20	0.40	2408.45	Green
6	0.40	0.60	2230.73	Cyan
7	0.60	0.80	2701.48	Blue
8	0.80	0.94	10253.93	Purple



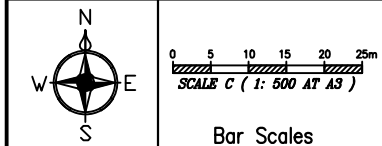
BAKER ROSSOW
CONSULTING ENGINEERS

136 HERRIES STREET
PO BOX 1382
TOOWOOMBA
QLD 4350
PH: 07 4638 5655
bakerrossow.com.au
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Revisions	Date
C WDRC Submission	18FEB20
B Watertech Drain	30JAN20
A Original issue	

Client
White Industries

Project
Volker Street Industrial Expansion and Subdivision

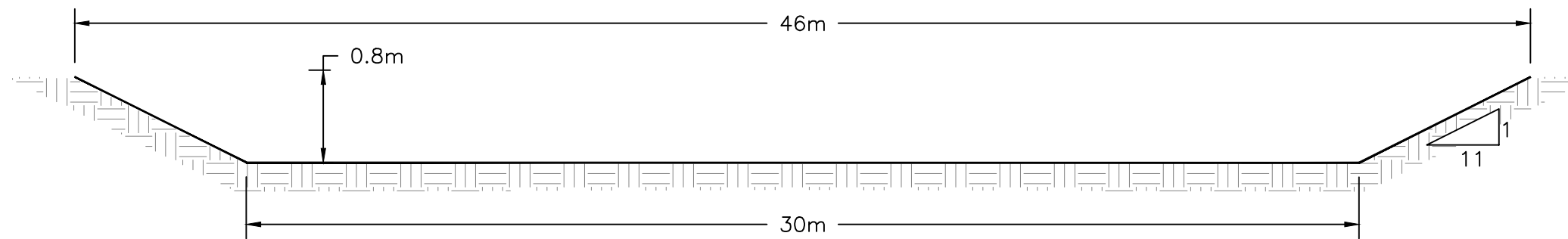
Title
Bulk Earthworks Plan

J/M	Design	Drawn	Examined
BRH	BRH	BRH	SJM
FEB 20	FEB 20	FEB 20	17/02/20

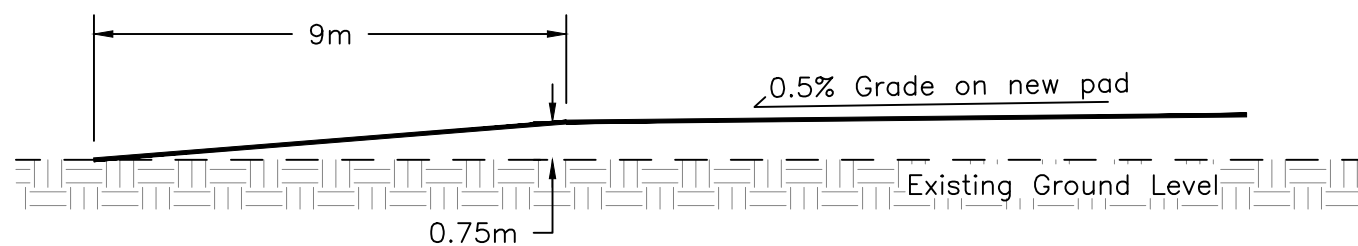
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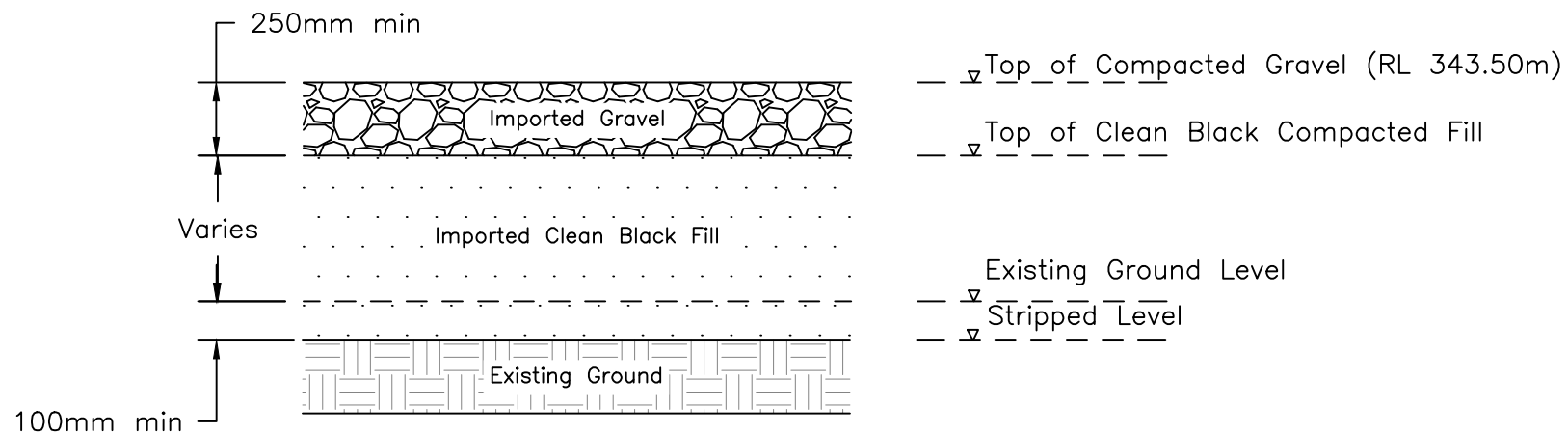
JOB No. 190156	Original Size	A3
	Plan No.	102
	A	B C



Typical Stormwater Drain



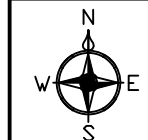
Transition to Volker Street from New Pad



Typical Pad Pavement Layers

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Revisions	Date
C WDRC Submission	18FEB20
B Watertech Drain	30JAN20
A Original issue	

Client
White Industries

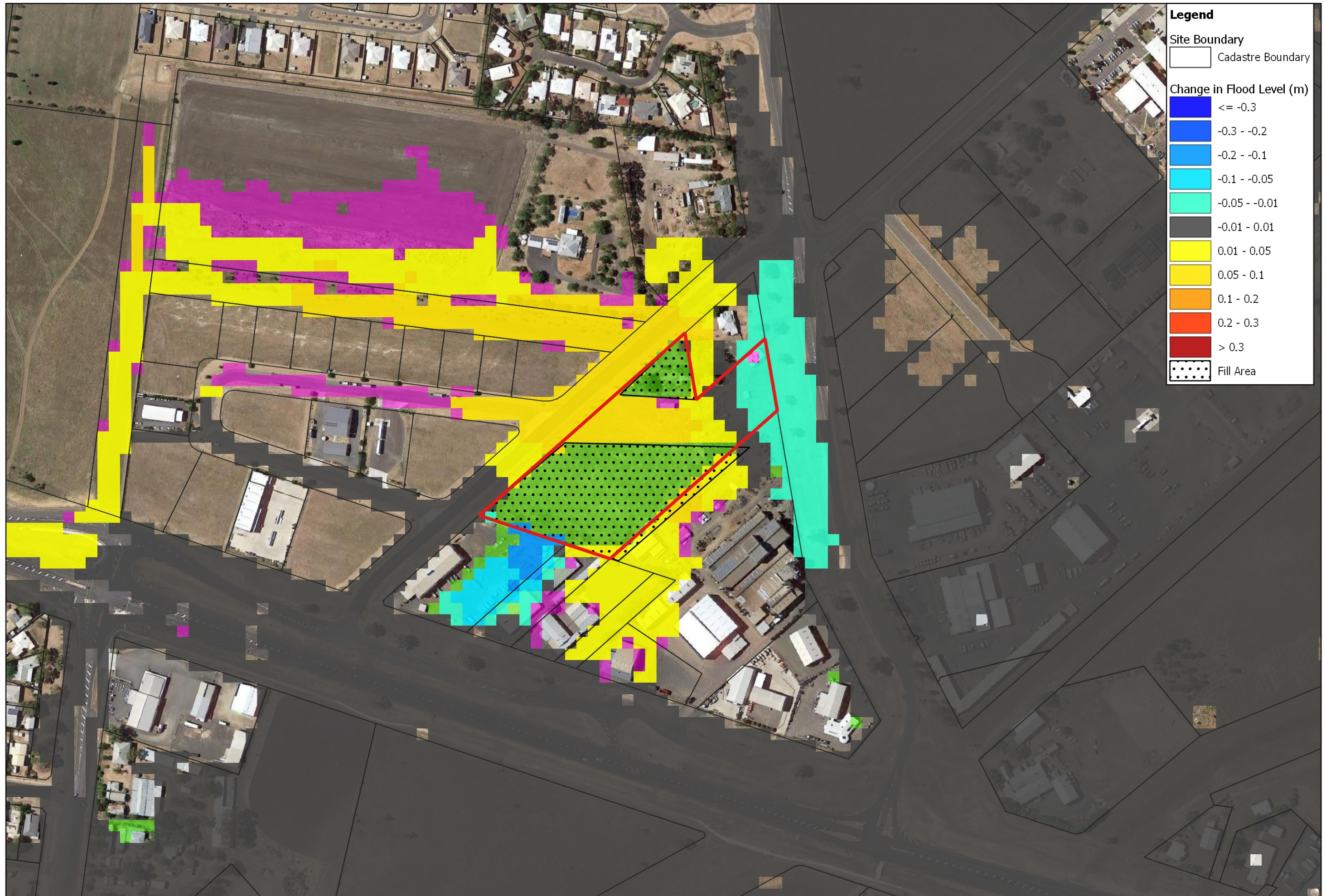
Project
Volker Street Industrial Expansion and Subdivision

Title
Construction Details

J/M	Design	Drawn	Examined
BRH	BRH	BRH	SJM 17/02/20

Scale: NTS
 Certified: RPEQ: 10957

JOB No. 190156	Original Size	A3
	Plan No.	201
	A	B C



Legend

Site Boundary

- Cadastre Boundary

Change in Flood Level (m)

- <= -0.3
- 0.3 - -0.2
- 0.2 - -0.1
- 0.1 - -0.05
- 0.05 - -0.01
- 0.01 - 0.01
- 0.01 - 0.05
- 0.05 - 0.1
- 0.1 - 0.2
- 0.2 - 0.3
- > 0.3
- Fill Area



Queensland Treasury

SARA reference: 2007-17708 SRA
 Council reference: 030,035&040.2020.260.001
 Applicant reference: 190156

8 September 2020

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

Attention: Kym Bannerman

Dear Kym

SARA response—Jandowae Road and 18160 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 State Assessment and Referral Agency (SARA) on 13 July 2020.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	8 September 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 High Impact Industry (Expansion of existing metal foundry) Reconfiguration of a lot (Boundary Realignment 2 lots into 2 lots) Operational Works for Earthworks
--------------	--------------------	---

SARA role: Referral Agency.

SARA trigger: Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 (10.9.4.1.1.1) – Development impacting on state transport infrastructure (Planning Regulation 2017)

Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (10.9.4.2.4.1) – Material change of use of premises near a state transport corridor or that is a future state transport corridor (Planning Regulation 2017)

SARA reference: 2007-17708 SRA

Assessment Manager: Western Downs Regional Council

Street address: Jandowae Road and 18160 Warrego Highway, Dalby

Real property description: Lot 7 on SP256013 and Lot 8 on SP261626

Applicant name: Millmax Pty Ltd

Applicant contact details: C/ Baker Rossow Consulting Engineers Pty Ltd
PO Box 562
DALBY QLD 4405
smuhldorff@bakerrossow.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 4**.

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

For further information please contact Brittany Hughes, Planning Officer, on (07) 4616 7332 or via email ToowoombaSARA@dsmip.qld.gov.au who will be pleased to assist.

Yours sincerely



Darren Cooper
Manager - DDSW (Planning)

cc Millmax Pty Ltd, smuhldorff@bakerrossow.com.au

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 – Representations about a referral agency response
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		
10.9.4.2.4.1—Material change of use of premises near a state transport corridor or that is a future state transport corridor—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the 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 condition:		
1.	The development must be in accordance with the Riverine Hydraulic Impact Assessment prepared by Water Technology dated 17 August 2020, reference 19020129 and revision 1.	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) (v2.6). 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 SARA's decision are:

The development complies with *State code 1: Development in a state-controlled road environment* and *State code 6: Protection of state transport networks* of the SDAP. Specifically, the development:

- does not create a safety hazard for users of a state-controlled road
- does not compromise the structural integrity of state-controlled roads, road transport infrastructure or road works
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads
- does not compromise the structural integrity of public passenger transport infrastructure or compromise the operating performance of public passenger transport services.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The SDAP (version 2.6), as published by the SARA
- The *Development Assessment Rules*
- SARA DA Mapping system.

Attachment 4—Representations about a referral agency response

(page left intentionally blank)

Attachment 5—Approved plans and specifications

(page left intentionally blank)

17 August 2020

Stephen Muhldorff

Managing Director
Baker Rossow
37 Archibald Street, Dalby QLD 4405
Via email smuhldorff@bakerrossow.com.au

Kate Swepson

Principal Planner
Western Downs Regional Council
PO Box 551, Dalby QLD 4405

Darren Cooper

A/Manager – Darling Downs South West Region (Planning)
State Assessment Referral Agency

Our ref: 19020129_L01_V01.docx

Riverine Hydraulic Impact Assessment – Lot 7 on SP256013, Volker Street,

1 INTRODUCTION

1.1 Background

Western Downs Regional Council (WDRC) have requested that Water Technology Pty Ltd (WT) undertake a flood impact assessment for a proposed development at the site located at Lot 7 on SP256013. The site is located to the north west of the Dalby Central Business District (CBD) and is situated between the Western Railway Line and Warrego Highway as illustrated in Figure 1-1. The site is 2.3 hectares in total area and filling and excavation works at the site are being sought as part of the proposed development.

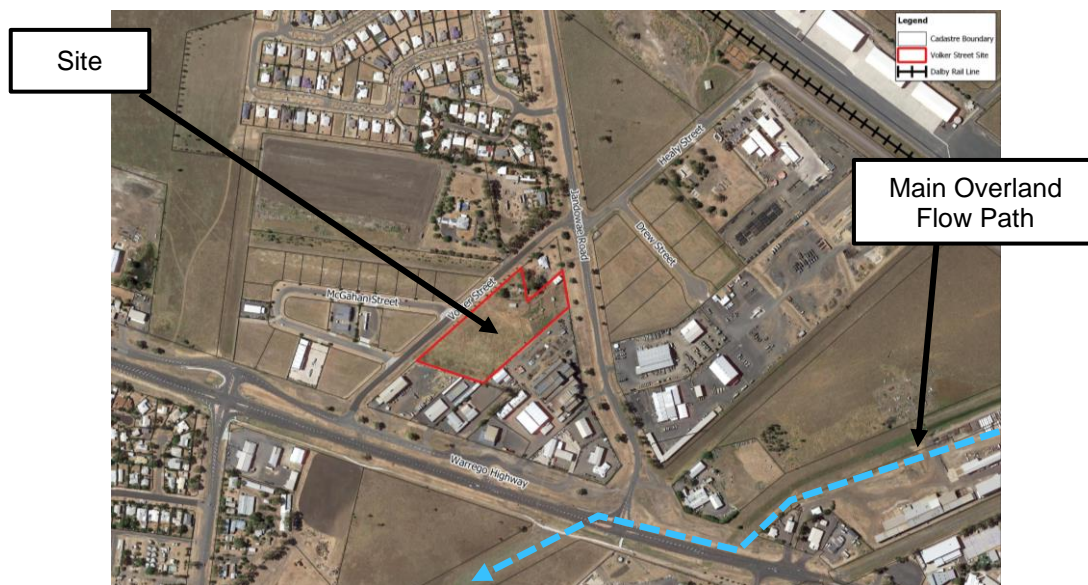


Figure 1-1 Site Locality (Source – Google Earth, 2019)



Flooding at the site as well as the greater locality including Dalby occurs during large riverine flood events. The floodwater breaks out of North Myall Creek and discharges to the north of Dalby, before flowing toward west Dalby. The main overland flow path through the area, which conveys the majority of flood flows, is also illustrated in Figure 1-1.

The subject site is inundated by up to 0.4m in depth during the 1% AEP design flood and is defined as being low and medium flood hazard zones based on the WDRC flood hazard overlay presented in Figure 1-2. Also shown in Figure 1-2 is the direction of the overland flow through the area during large floods which is generally from the north-east to the south-west direction. Some flood discharge can breakout from the main overland flow path and flow toward the west, over Ryan Street, Drew Street and Dalby-Jandowae Road, before discharging through the subject site. Downstream of the site, the majority of flow discharges along Volker Street before splitting and flowing either west or east along the Warrego Highway and through a series of existing drainage structures to discharge to the south-west.

As the proposed development seeks filling and excavation earthworks within the flood overlay, a flood impact assessment is required by WDRC to ensure the proposed development does not result in any adverse hydraulic impacts and can maintain non-worsening in flooding conditions post-development. This letter report outlines the methodology and results of the riverine flood impact assessment. This letter report also includes a response to an Information Request issued by the State Assessment and Referral Agency (SARA), which was issued under SARA reference 2007-17708 SRA dated 24 July 2020.

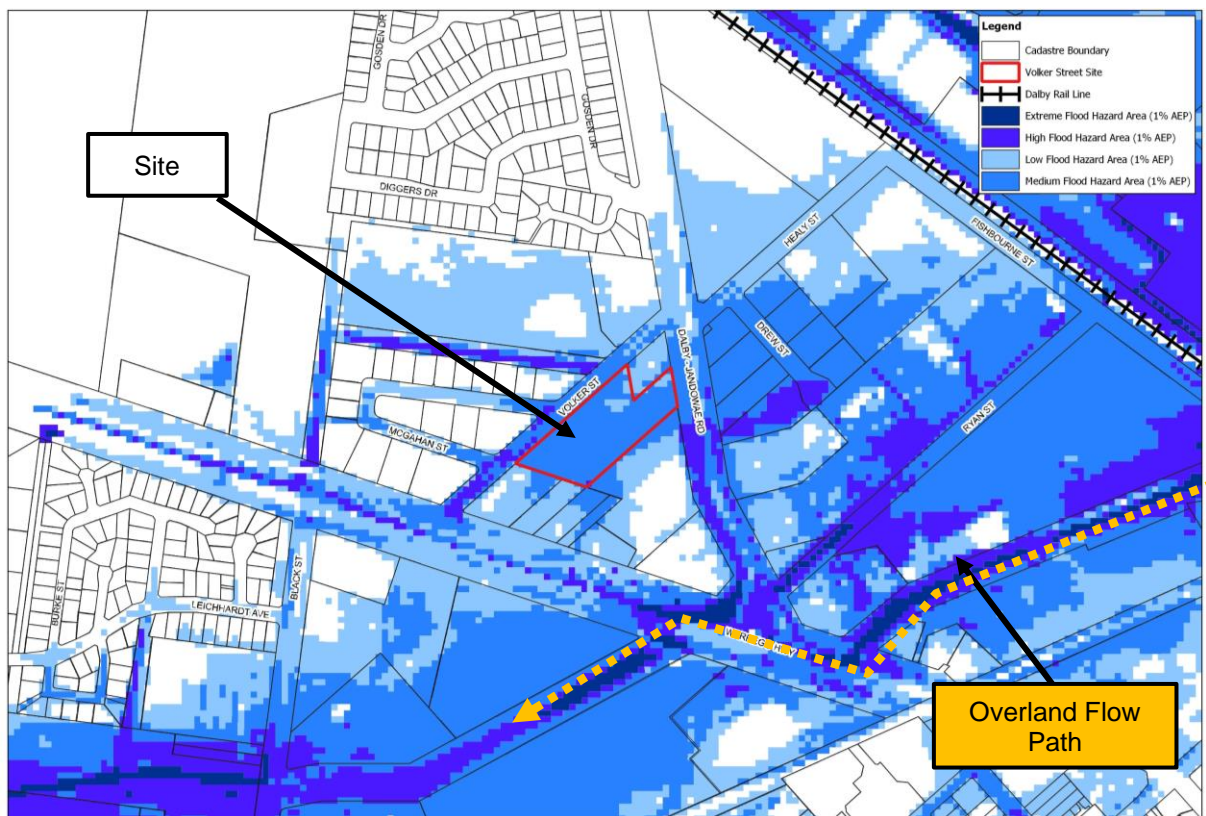


Figure 1-2 WDRC Flood Hazard Overlay (Source - WDRC 2020)



1.2 Site Description

The subject site is almost entirely devoid of all trees and shrubs and is generally covered with short grass in its existing state. There is a slight gradient towards the south-west corner of the site. The conditions of the site are confirmed with a photograph from Google Street View presented in Figure 1-3 and the existing topography in the general vicinity of the site is also illustrated in Figure 1-4 using available LiDAR data.



Figure 1-3 Site as seen from Volker Street, looking North-East (Google Street View)

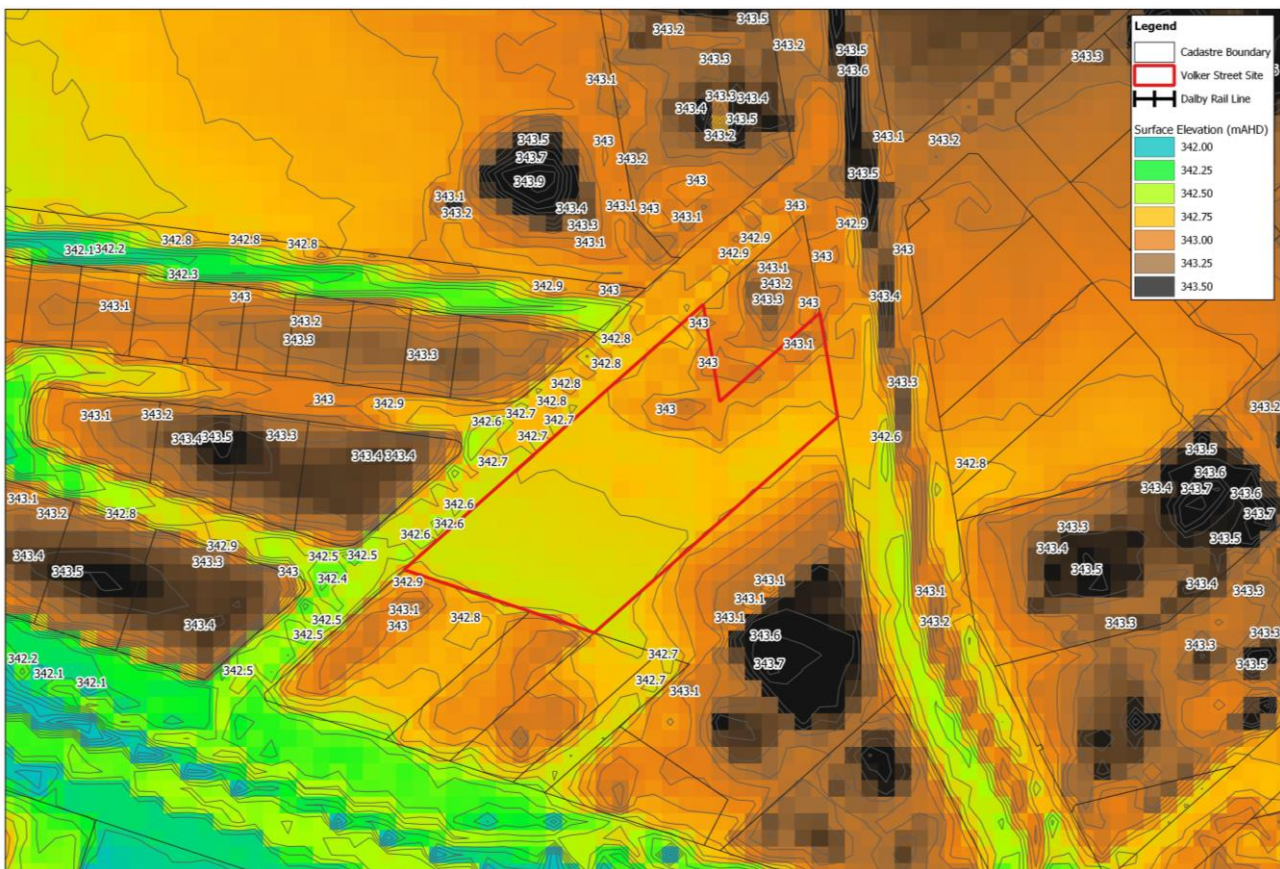


Figure 1-4 Model Topography – Existing Scenario



1.3 Proposed Development

The proposed development includes two (2) areas of site filling to above the 1% AEP flood level in both the northern and southern portions of the site. Filling has not been included in the centre of the site, rather an excavated and formalised central channel is proposed to provide conveyance of flood waters through the site. The proposed site topography for the developed case is illustrated in Figure 1-5.

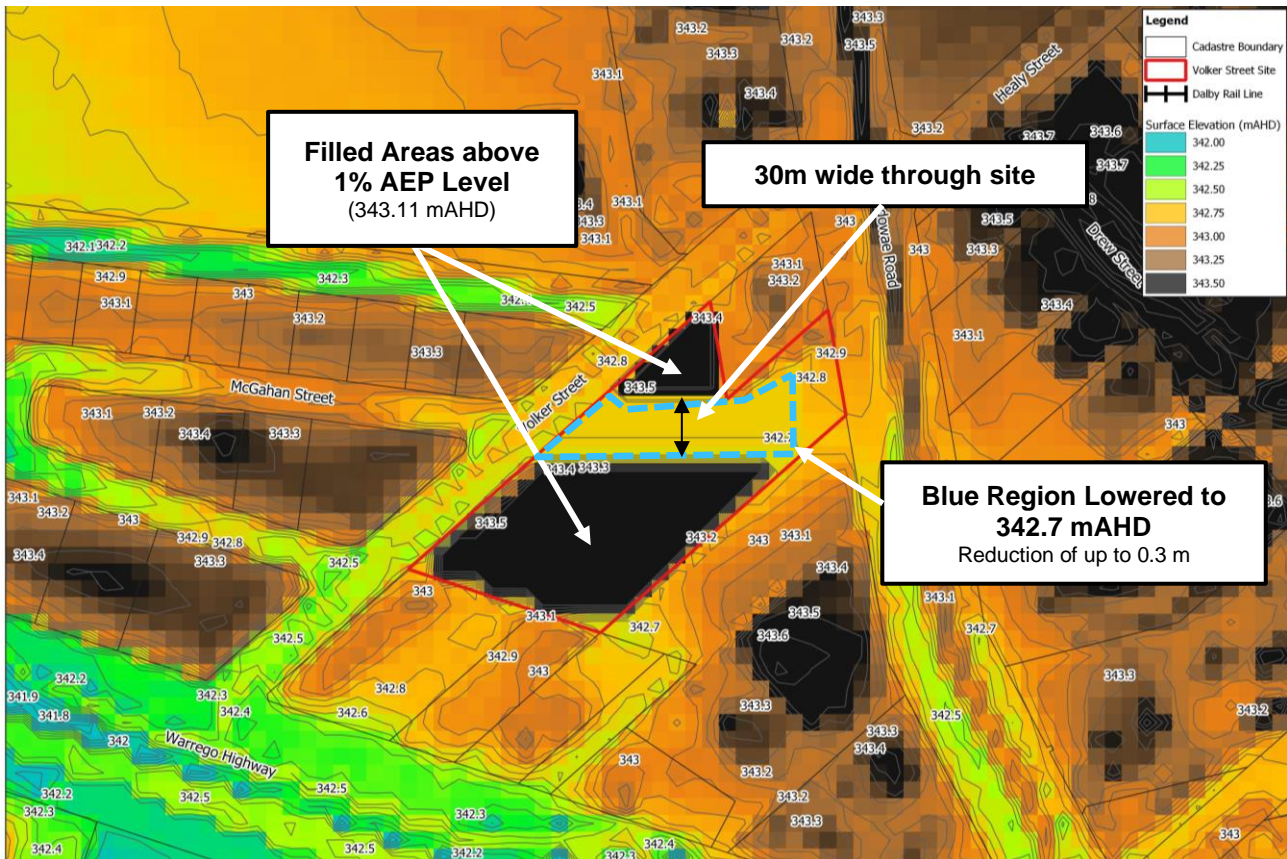


Figure 1-5 Model Topography – Developed Scenario

2 RIVERINE HYDRAULIC MODEL CONFIGURATION

2.1 Overview

WT has previously developed the Dalby riverine flood model for WDRRC as part of the planning scheme update project. The most recent model update for WDRRC was undertaken by Water Technology in July 2017. A copy of this same model has been adopted for this flood assessment and under agreement from WDRRC. The 2017 model update was part of a series of updates undertaken to include new developments and infrastructure upgrades which had since occurred from the original flood study completed in 2014, and also includes the recent Warrego Highway upgrade. For this assessment, only the 1% AEP riverine flood event has been assessed for the flood impact assessment.



2.2 Hydraulic Roughness

The adopted roughness values and their respective land use type are presented in Table 2-1. The spatial roughness map showing the adopted Manning's 'n' values for the immediate area of the subject site and surrounds is presented in Figure 2-1. Based on Figure 2-1, the site is currently modelled as a combination of "Open Space / Light Vegetation" and "Residential", with the surrounding areas comprised of "Roads and Verge" and "Residential" land use types.

Table 2-1 Dalby Riverine Model Hydraulic Roughness Values

Land Use	Manning's 'n' Roughness
Residential	0.100
Open Space / Light Vegetation	0.045
Roads and Verge	0.030



Figure 2-1 Hydraulic Roughness

2.3 Model Topography

The topography at the site for the existing and developed scenarios have been shown previously in Figure 1-4 and Figure 1-5 respectively. The existing topography was primarily based on LiDAR elevation data captured in 2009. The Warrego Highway upgrade and associated drainage was incorporated into the hydraulic model based on design drawings provided by the Department of Transport and Main Roads (DTMR). The proposed topography at the site was based on concept designs developed through iterative design and discussions with the client.



2.4 Riverine Hydraulic Model Results

The hydraulic results associated with the proposed earthworks are presented as a series of GIS maps included in the Appendices and include the following for the assessed 1% AEP design event:

- Appendix A - Existing Case Hydraulic Flood Results
 - Flood Depth.
- Appendix B – Developed Case Flood Results
 - Flood Depth.
 - Water Surface Level.
 - Change in Water Surface Level.

2.5 Riverine Hydraulic Results Discussion

2.5.1 General Description of Flood Behaviour

The site is located immediately downstream of the Western Railway Line and flooding in the area is somewhat controlled by the discharge underneath the existing railway embankment. The floodwaters affecting the site originate are a result of the flooding in the North Branch of Myall Creek exceeding the channel capacity and discharging to the west, near Mocattas Corner, some 10km north-east of the subject site. The floodwaters flow in a south-westerly direction before discharging through the rail embankment upstream of the site. Downstream of the site, the discharge flows through and over the Warrego Highway continuing in a general south-westerly direction before discharging into the Condamine River. A map showing the regional Dalby flooding and the overland flow path toward the site is presented in Figure 2-2.

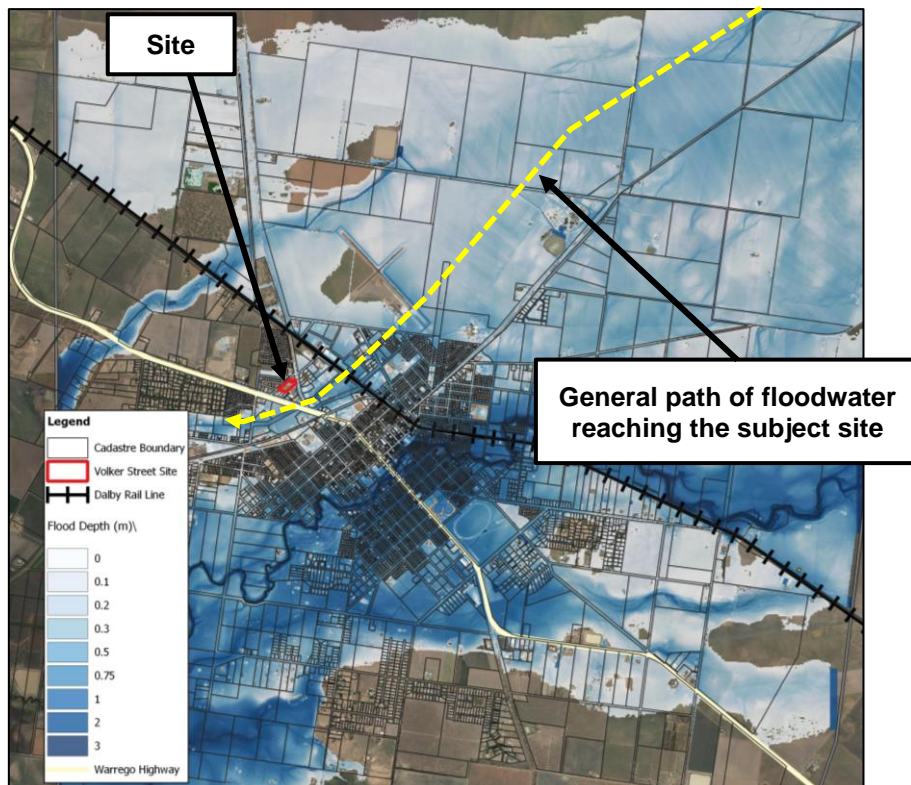


Figure 2-2 Dalby 1% AEP Flood Depth and Overland Flow Path to Subject Site



The existing site is inundated by up to 0.4 m depth in the 1% AEP design event. The existing flooding scenario flood depth and flow direction in the area of the subject site are illustrated below in Figure 2-3. The floodwater discharges through the upstream rail embankment via two rail viaducts. The floodwaters flow in a south-westerly direction, with some floodwater discharging over Dalby-Jandowae Road through the subject site. Downstream of the subject site, the discharge flows primarily in a westerly direction along the Warrego Highway drainage infrastructure.

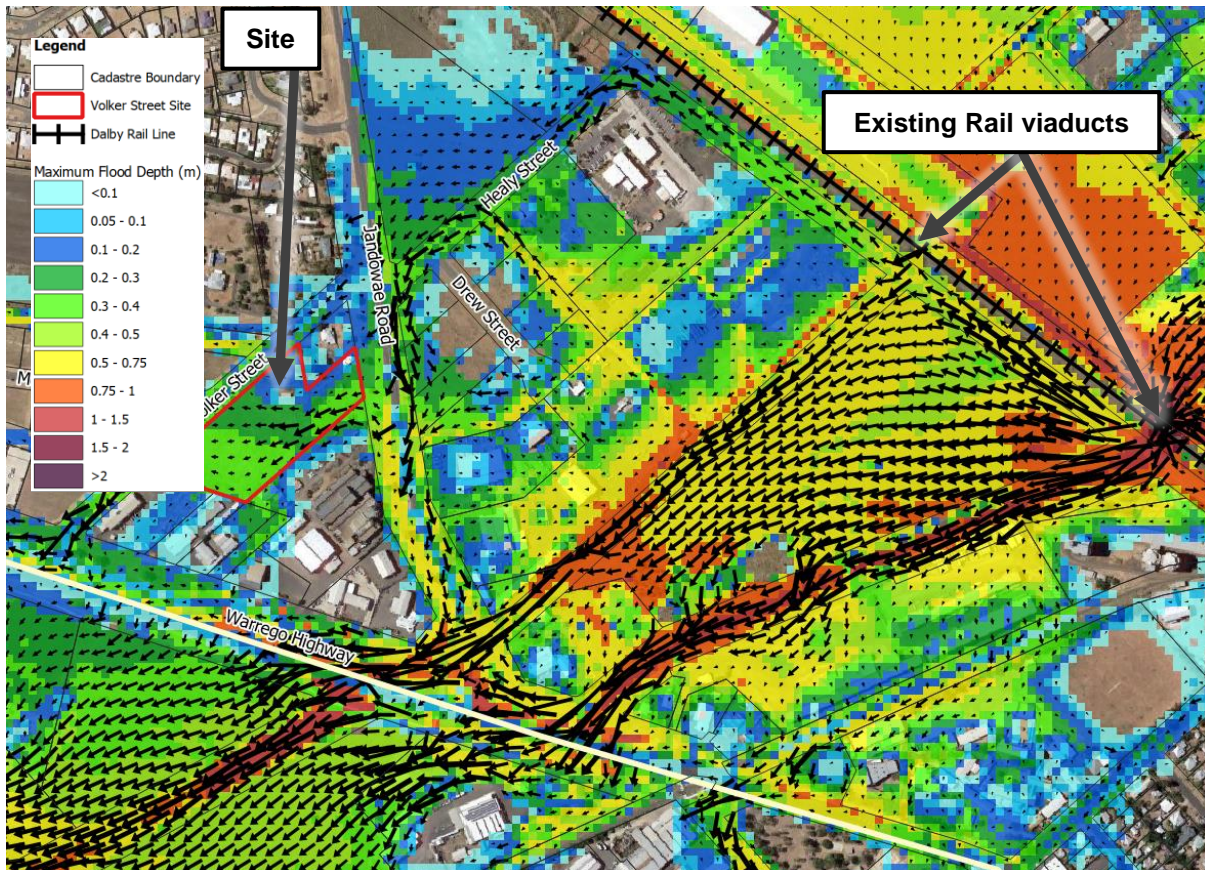


Figure 2-3 1% AEP Flood Depth and Flow Direction in the Area of the Subject Site

2.5.2 Hydraulic Impact Discussion

As noted previously, the site is generally inundated by up to 0.4m in the 1% AEP design flood event. Despite the fill area across the site totalling approximately 1.5 ha (approximately 65% of the total area), the relatively low flood velocity through the site and inclusion of central channel reduces the potential impacts associated with the proposed development. The 1% AEP water level afflux map is included in Appendix C and is also shown below in Figure 2-4. As evident from Figure 2-4, there are reductions in flood level to the east of the subject site along Jandowae Road and increases in flood level to the west of the subject site along Volker Street, as well as localised increases to the north and south of the site. The filling has resulted in some redirection of flows, with additional floodwater discharging along the drainage channel (Points E and G on figure) to the north and west of the industrial sub-division and to the west of the subject site. The magnitude of the hydraulic impacts are noted at selected locations as shown in Figure 2-4, with flood impacts ranging from reductions of -0.03m to of up to increases of 0.08m. The impacts can be summarised as follows:

- Minor reductions in water level on Dalby Jandowae Road of up to 0.024m at locations A and B.



- Increasing water level to the north-west and west of the site, which are generally contained within existing channels (locations E, G, and F) and within the road reserve (point D). Maximum increase of 0.07 at location E.
- Localised minor increases within the properties to the south of the site of up to 0.04m (location I, J and K).
- Increases within the Warrego Highway road reserve of up to 0.016m at location F, which is not but not located on trafficable lanes. We note that the existing depth within the drain is 0.43m.
- There are localised impacts on the trafficable lanes of the Warrego Highway of up to 0.011m at locations to the west of location F as shown in Figure 2-4. The maximum depth on the roadway at this location is 0.10 m and is therefore still trafficable. To the east of this location and toward the Dalby CBD, the maximum flood depth on the road is 0.30m. Therefore, the slight increase of 0.011 in flood level near Location F will not fundamentally change the existing trafficability of the road as this is governed by the larger flood depths further to the west from location F.

The results also show some localised increases in flood level on neighbouring properties and infrastructure. The larger increases (>0.05m) are only applicable to roadways and drainage channels. The increase in flood depth on Volker Street and the Warrego Highway will not affect trafficability as the impacts do not occur at the areas where the deepest flooding already occurs along these roads.

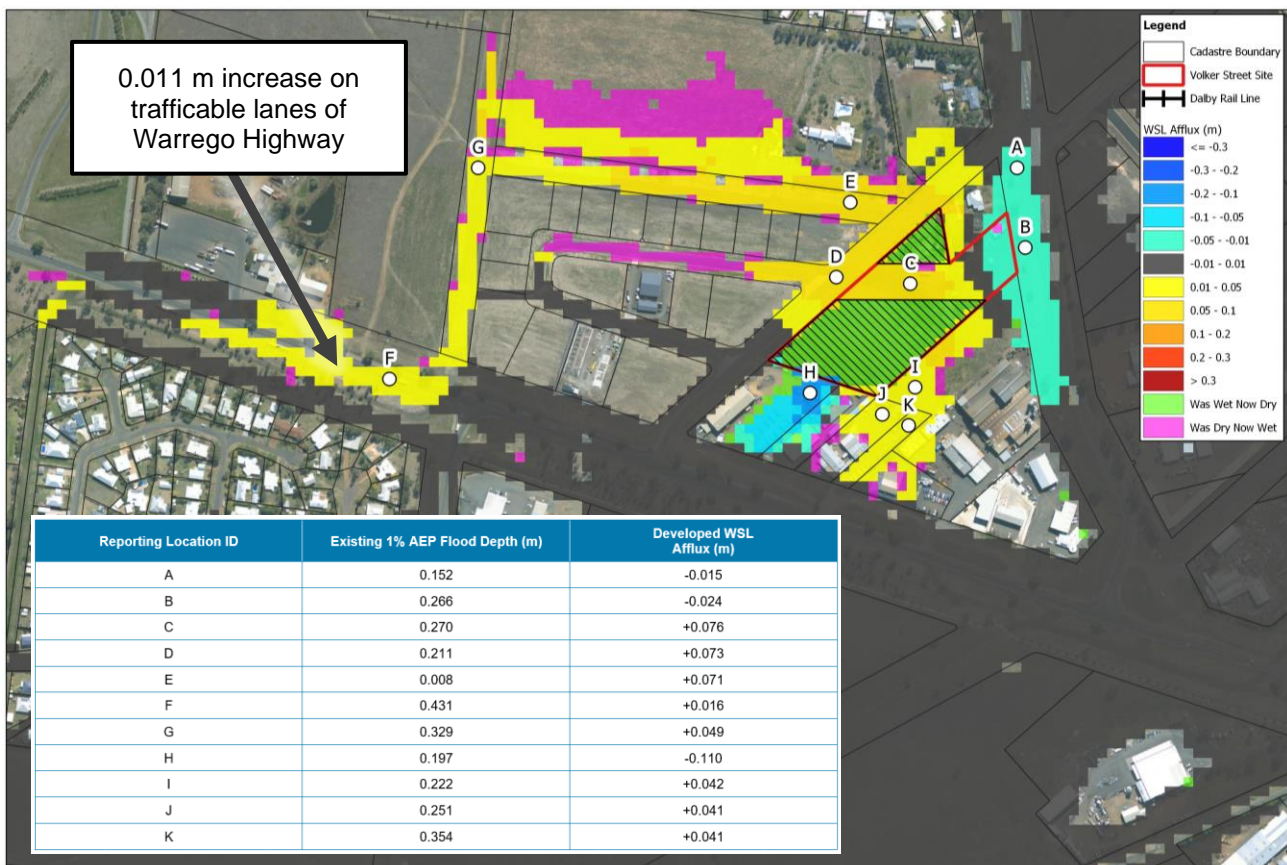


Figure 2-4 1% AEP Hydraulic Impacts and Change in Level at Selected Reporting Points



3 SARA INFORMATION REQUEST

3.1 SARA Information Request Items

The State Assessment and Referral Agency (SARA) has issued an information request relating to the proposed development at the site, under SARA reference 2007-17708 SRA. The issue outlines in the SARA information request is as follows:

Further information is required that demonstrates how the proposed development complies with performance Outcomes (PO) 12 to 14 of State Code 1: Development in a state controlled road environment (State Code 1) of the SDAP.

The information request document outlines a number of actions which are requested to achieve compliance with PO's PO12 to PO145 of the State Code 1 of the State Development Assessment Provisions (SDAP). Each of the actions put forward by SARA are noted and addressed below.

1) Provide a Stormwater Management Plan that assesses the potential stormwater impacts on the state-controlled road network as a result of the proposal and identifies what measure/works are needed to achieve compliance with PO's PO12 to PO145 of the State Code 1 of the SDAP. The Stormwater Management Plan must:

a) be certified by a Registered Professional Engineer of Queensland.

b) be prepared in accordance with the Department of Transport and Main Roads' Road Drainage Manual with consideration given to the Queensland Urban Drainage Manual and the Environmental Protection Act 1994 and Environmental Protection (Water) Policy 2009.

c) demonstrate that the management of stormwater (quantity and quality) post development can achieve a no worsening impact (on the pre-development condition) in accordance with the design criteria in the Road Drainage Manual. Stormwater management for the proposed development must ensure no worsening or actionable nuisance to the state-controlled road network caused by peak discharges, flood levels, frequency/duration of flooding, flow velocities, water quality, sedimentation and scour effects.

d) Ensure the following are addressed, where applicable:

- All relevant legal points of discharge for the development site are identified.***
- No new discharge points for stormwater will be permitted on state-controlled road.***
- The impact of the existing or any proposed noise barriers on overland flow paths is taken into account.***
- Overland flow paths are identified and hydraulic conveyance is maintained on then site as part of the proposed development.***
- Flood storage capacity is maintained on the site as part of the proposed development.***
- The adverse impacts from sheet flow on the state-controlled road network are prevented.***
- Existing stormwater drainage infrastructure on the state-controlled road is not interfered with or damaged such as through concentrated flows, surcharging, scour of deposition.***



- **The quality of stormwater discharging onto the state-controlled road is not reduced through erosion and/or sedimentation.**

e) include details of the mitigation measure proposed to address any potential stormwater impacts (including flood impacts) of the proposed development.

3.2 Response to Information Request

3.2.1 Overview

The subject site is located in the vicinity of two state-controlled roads, which are shown on Figure 3-1. The site is immediately downstream of Dalby – Jandowae Road and the Warrego Highway is located to the south of the site.

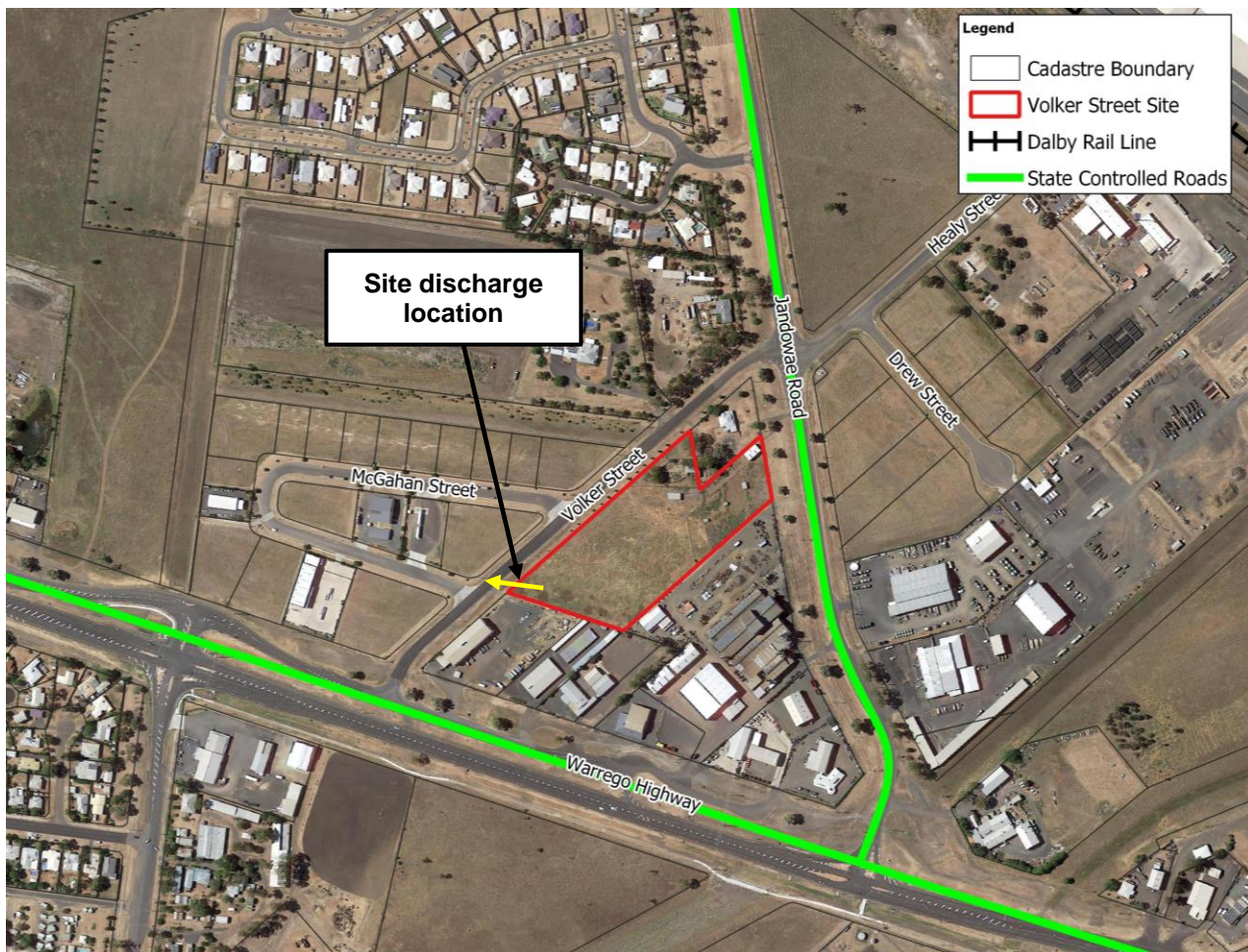


Figure 3-1 Site Area and Surrounding State Controlled Roads

A number of items have been requested by SARA, some of which are not considered applicable for the subject site. The SARA information request primarily relates to a stormwater management study for the site. A detailed stormwater management study has not been undertaken for the site as it was not considered a requirement or requested for the site by WDRC. The site does not discharge directly to a state-controlled road and therefore should not be considered a requirement by SARA for the proposed development on the site. It is our opinion that a detailed stormwater management plan is not required to demonstrate that the development will not cause any adverse hydraulic impacts to Dalby Jandowae Road or Warrego Highway, which are state controlled



roads. Further to this, the waterway and drainage infrastructure through the area is designed to cater for the riverine flooding, which is far in excess of the local stormwater discharge.

The SARA information request information on a stormwater quality impact assessment. While our scope of work for this assessment does not include the assessment of water quality, we however note that the WDRC Planning Scheme notes that developments that are likely to have a significant adverse impact on water quality are to compile a Water Quality Management Plan in accordance with the State Planning Policy. In this regard, the State Planning Policy (SPP) 2017 Appendix 2 relates to stormwater design objectives. Table B in Appendix B notes that the SPP design objectives for Water Quality apply to population centres greater than 25,000 only. Based on Census data from the Australian Government, the population of Dalby is 12,719 and as such we consider that the stormwater design objectives are not relevant to the site.

A response to each of the SARA items noted in Section 3.1 are presented in Table 3-1.

Table 3-1 SARA Itemised Responses

Item	Summary of Request	Response
1	Provide a stormwater management plan.	As discussed in Section 3.2.1, no detailed stormwater management plan has been undertaken for the site as it was not required by WDRC and as the site does not directly discharge to any state controlled road.
1a	Signed by RPEQ.	This letter report has been signed by a Registered Professional Engineer of Queensland. Sachi Canning RPEQ# 18893
1b	Stormwater management plan undertaken in accordance with Main Roads Drainage Manual and QUDM.	Refer Item 1 response.
1c	Demonstrate no worsening of stormwater quantity or quality.	Refer item 1 response. A flood impact assessment has been undertaken for riverine flooding. The results of the assessment, as outlined in this report, show the proposed development will not cause actionable nuisance to any state-controlled road. A stormwater quality assessment is not triggered under the WDRC planning scheme and SPP as the population of Dalby is less than 25,000.
1d	Items to address in stormwater management plan/	Refer item 1 response.



Item	Summary of Request	Response
1e	Mitigation measure.	No mitigation measures have been adopted other than the formalisation and excavation of the central drainage corridor at the site.

4 SUMMARY AND CONCLUSION

Western Downs Regional Council (WDRC) have requested that Water Technology Pty Ltd (WT) undertake a flood impact assessment for a proposed development at the site located at Lot 7 on SP256013. The site is located to the north west of the Dalby Central Business District (CBD) and is situated between the Western Railway Line and Warrego Highway. The site is 2.3 hectares in total area and filling and excavation works at the site are being sought as part of the proposed development.

This hydraulic impact assessment was undertaken to determine the effect of filling approximately 65% of the site above the 1% AEP water level, while maintaining flood conveyance through the site. A hydraulic impact assessment was undertaken for the 1% AEP design event. The results of the assessment indicate the proposed works will cause localised hydraulic impacts as shown on the results maps in Appendix B.

The impacts are primarily located within the road reserves and drainage channels, with minor impacts (less than 0.1m) affecting some neighbouring properties. It is understood the impacts are considered to be acceptable by WDRC.

The State Assessment and Referral Agency (SARA) issued an information request relating to the proposed development at the site, under SARA reference 2007-17708 SRA. The request primarily related to a stormwater management plan to be developed for the site. No detailed stormwater management plan has been undertaken for the site as it was not required by WDRC and as the site does not discharge to a state-controlled road. Further to this, the waterway and drainage infrastructure through the area is designed to cater for the riverine flooding, which is far in excess of the local stormwater discharge. The site does not trigger the water quality design objectives outlined in the SPP, which are referenced in the WDRC Planning Scheme, as the population of Dalby is less than 25,000. It is our opinion that a detailed stormwater management plan is not required to demonstrate that the development will not cause any adverse stormwater quality or quantity impacts to Dalby Jandowae Road or Warrego Highway, which are state-controlled roads.

Yours sincerely,

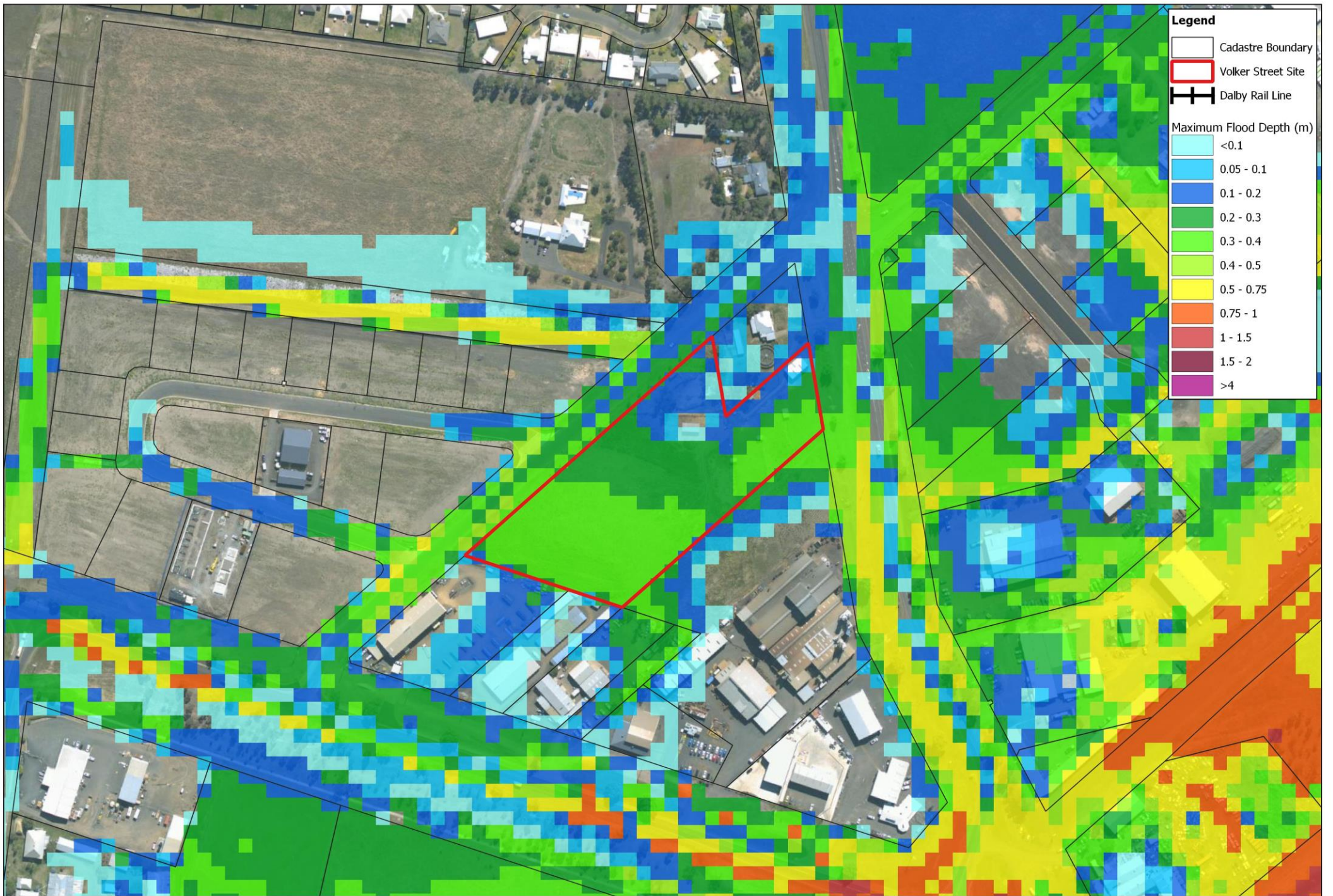
Sachi Canning
Senior Engineer

Sachi.canning@watertech.com.au




WATER TECHNOLOGY PTY LTD














APPENDIX A EXISTING SCENARIO HYDRAULIC RESULT MAPS

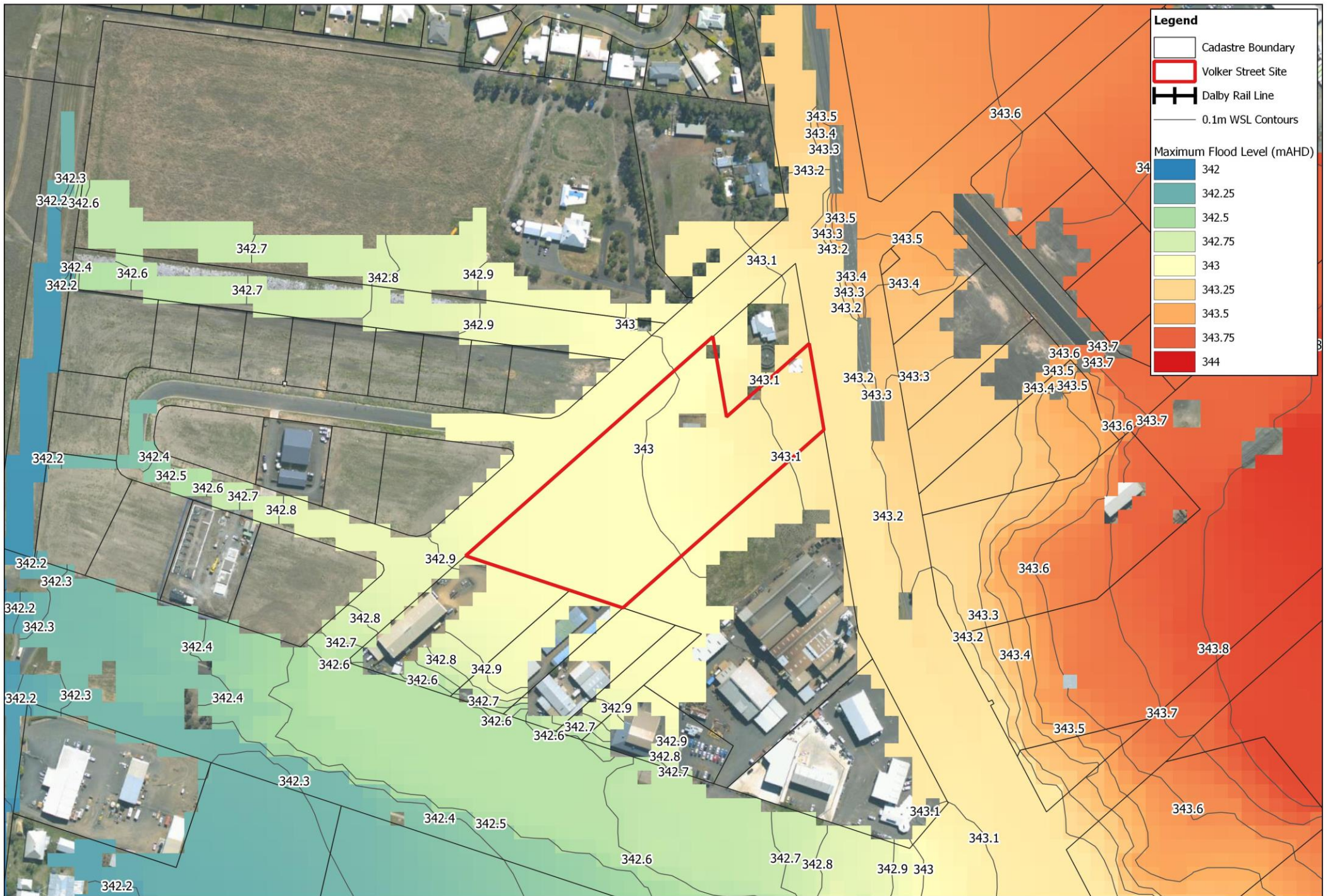


Legend

-  Cadastre Boundary
-  Volker Street Site
-  Dalby Rail Line

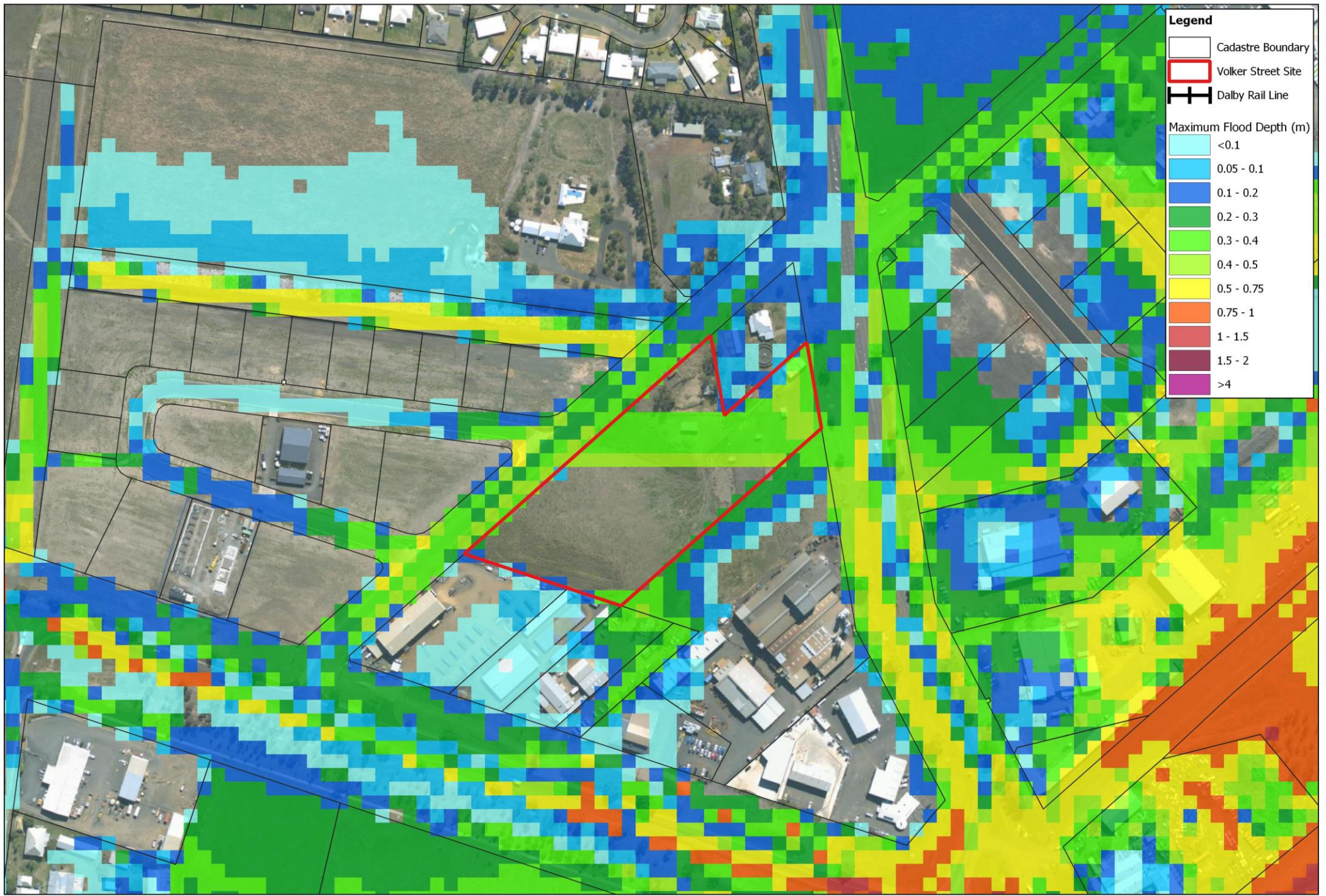
Maximum Flood Depth (m)

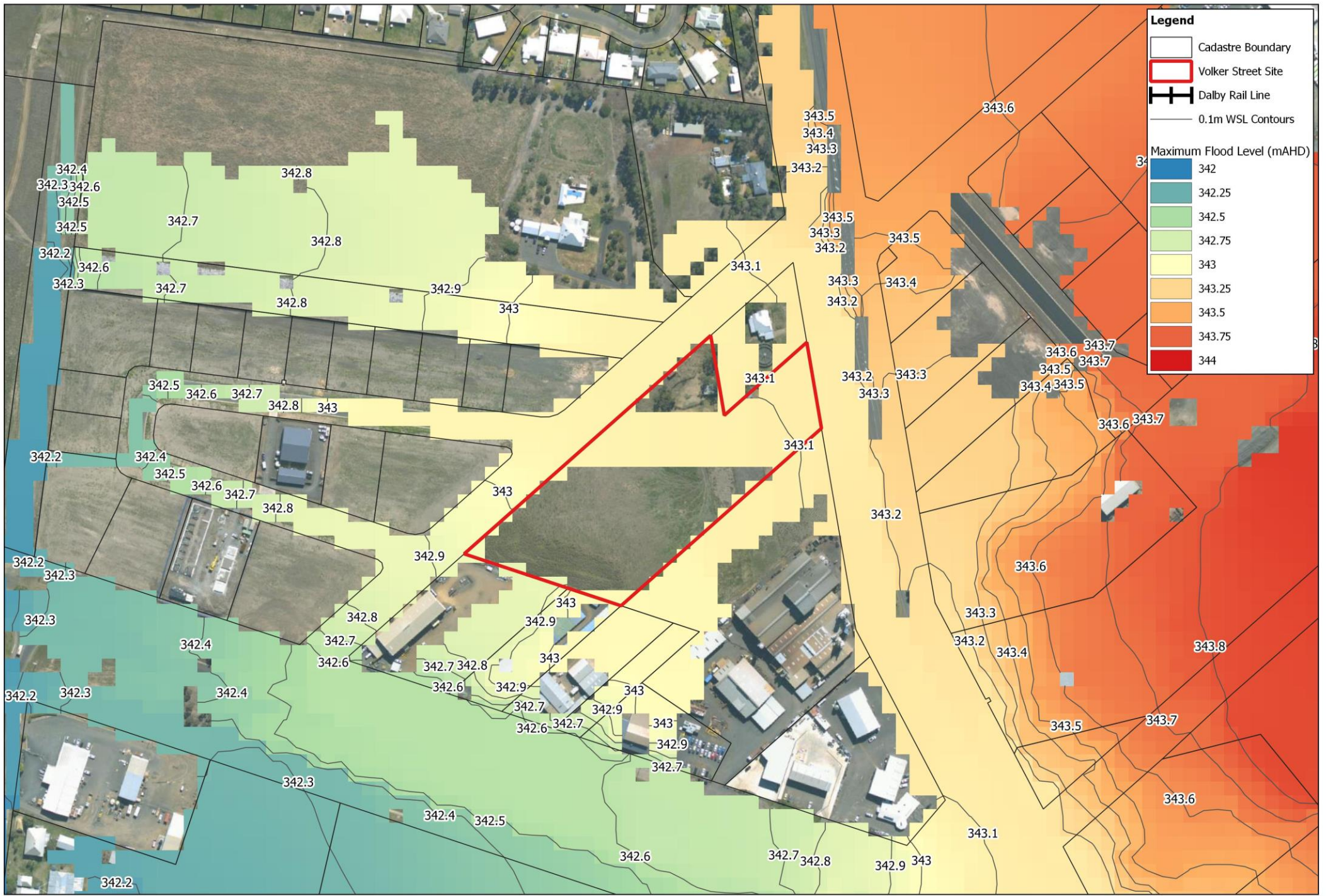
-  <math><0.1</math>
-  0.05 - 0.1
-  0.1 - 0.2
-  0.2 - 0.3
-  0.3 - 0.4
-  0.4 - 0.5
-  0.5 - 0.75
-  0.75 - 1
-  1 - 1.5
-  1.5 - 2
-  >4





APPENDIX B DEVELOPED SCENARIO HYDRAULIC RESULT MAPS



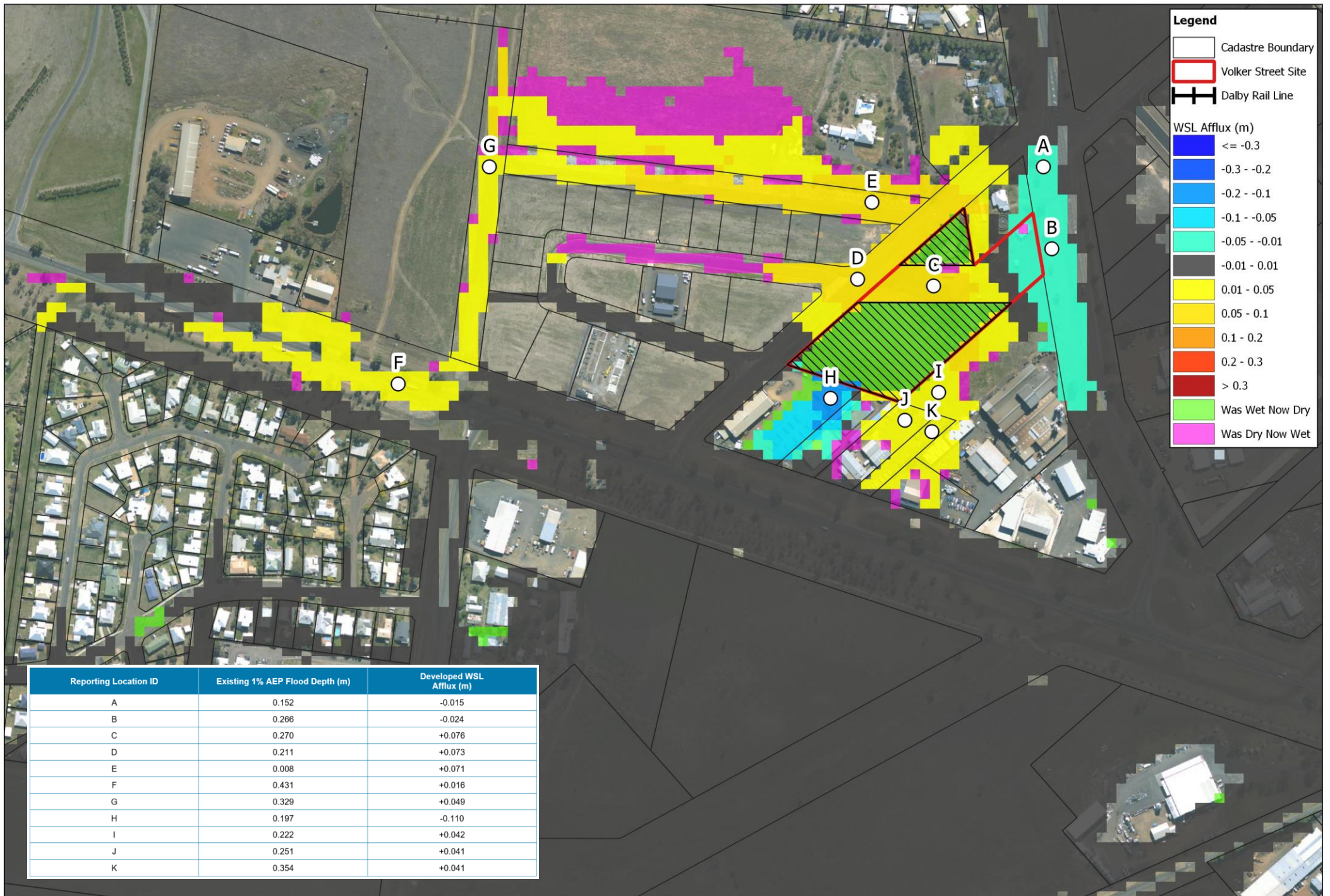


Legend

- Cadastre Boundary
- Volker Street Site
- Dalby Rail Line
- 0.1m WSL Contours

Maximum Flood Level (mAHD)

- 342
- 342.25
- 342.5
- 342.75
- 343
- 343.25
- 343.5
- 343.75
- 344





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Wangaratta VIC 3677
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Ground Floor
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Subiaco WA 6008
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Gippsland

154 Macleod Street
Bairnsdale VIC 3875
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PO Box 584
Stawell VIC 3380
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Development Assessment Rules—Representations about a referral agency response (concurrency)

The following provisions are those set out in sections 28 and 30 of the *Development Assessment Rules*¹ regarding **representations about a referral agency response (concurrency)**.

Part 6: Changes to the application and referral agency responses and Part 7: Miscellaneous

28 Concurrency agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrency 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 concurrency 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 concurrency 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 concurrency 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 concurrency agency proposes to change its referral agency response under section 28.2(a), the concurrency 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 concurrency agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrency 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 concurrency agency under section 30, and the concurrency agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

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.

INFRASTRUCTURE CHARGES NOTICE

APPLICANT: Millmax Pty Ltd

APPROVED DEVELOPMENT: Material Change of Use to establish a High Impact Industry (Expansion of Existing Metal Foundry) on land situated at 18130 Warrego Highway and Jandowae Road, Dalby

FILE REFS: 030,035&040.2020.260.001, A5477, A2761 LG7.6.1, LG7.7.1 & LG7.9.1

AMOUNT OF THE CHARGE: **\$96,766.89**

LAND TO WHICH CHARGE APPLIES: Lot 7 on RP256013 & Lot 8 on SP261626

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
High Impact Industry	\$59.50 per m ² GFA (water, sewer, transport, parks networks)	Table 3.3.3, Col 2, Charge Area A	1,340.62m ²	\$79,766.89
	\$4.00 per m ² of impervious area (stormwater network)	Table 3.3.3, Col 3, Charge Area A	20,000m ²	\$80,000.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Existing Industrial Lot	\$63,000.00 per lot (water, sewer, stormwater, transport, parks networks)	3.4(1)(e)(iv)	1	\$63,000.00
			Water	\$19,353.38
			Sewer	\$19,353.38
			Stormwater	\$29,030.07
			Parks	\$14,515.03
			Transport	\$14,515.03
			TOTAL CHARGE	\$96,766.89

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&040.2020.312.001) Community and Liveability Report Development Application Material Change of Use for a Transport Depot and Operational Work (Earthworks) at Lot 11 on SP200480 Edward Street Chinchilla Donpon

Date 16 October 2020

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use for a Transport Depot and Operational Work (Earthworks) on land described as Lot 11 on SP200480 and situated at Edward 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 a Transport Depot and Operational Work (Earthworks) on land described as Lot 11 on SP200480 and situated at Edward Street, Chinchilla, be approved, subject to the following conditions:

M A T E R I A L C H A N G E O F U S E

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: -

Description: Site Layout Plan – Transport Depot, Edward Street, Chinchilla, *Amended in red by Council dated 15 October 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.

APPROVED DEVELOPMENT

3. The approved development is a Material Change of Use for a Transport Depot as shown on the Approved Plan. No buildings are approved as part of this Permit.

COMPLIANCE, TIMING AND COSTS

4. 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.
5. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

OPERATING HOURS

6. Unless otherwise approved in writing by Council, the approved use must only operate between the following hours:

Monday to Friday:	7:00am to 6:00pm
Saturday:	7:00am to 12:00pm
Sunday/Public Holidays:	No operating hours

FEES AND CHARGES

7. 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

8. 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.
9. The site shall be maintained in a clean and orderly state at all times, to Council's satisfaction.

NOISE EMISSIONS

10. 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

11. 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

12. 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*.
13. 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*.

GENERAL AMENITY

14. 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 work and any ensuing defects liability period.

OUTDOOR LIGHTING IMPACT MITIGATION

15. Outdoor lighting associated with the use must be designed, sited, installed and tested to comply with Tables 2.1 and 2.2 of Australian Standard 4282-1997 Control of the Obtrusive Effects of Outdoor Lighting Using a Control Level of 1.

LANDSCAPING

16. The developer must submit to Council's Planning and Environment Manager or authorised delegate for endorsement, a Landscaping Plan for all landscaping associated with the development. The Plan must be prepared by a suitably qualified and experienced person in landscape design and construction.
17. The Landscaping Plan must detail:
 - 17.1 all landscaping areas shown on the Approved Plan, including a 2 metre wide landscaping strip to be provided along the Edward Street frontage;
 - 17.2 the typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on-site;
 - 17.3 the number and size of plants; and
 - 17.4 the typical planting detail including preparation, backfill, staking and mulching.
18. The developer must prepare and landscape the site in accordance with 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.

ENGINEERING WORKS

19. Submit to Council, an Operational Work application for all Civil Works including Roadworks.
20. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.
21. 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

22. 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.
23. 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.

STORMWATER MANAGEMENT

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

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

HAZARDOUS CHEMICAL AND FUEL STORAGE

27. Ensure that all hazardous chemicals are stored and handled in accordance with the *Work Health and Safety Act 2011*.
28. Diesel is to be stored and handled in accordance with Australian Standard 1940-2004 The Storage and Handling of Flammable and Combustible Liquids.

FLOODING - GENERAL

29. The development site is impacted by extreme risk of flooding during a Q100 event. The applicant is to prepare a Risk Management Plan (RMP) and submit it to Council's Planning and Environment Manager or authorised delegate for endorsement. The areas to be addressed will include, but not be limited to:
 - flood warning triggers;
 - evacuation and safety procedures;
 - emergency services' contact numbers;
 - electrical services protection; and
 - property protection.
30. The Flood Risk Management Plan is to be kept on-site and available to customers, staff and Council at all times.
31. The Risk Management Plan is to be implemented, kept on-site, monitored, reviewed and updated at a minimum of two (2) year intervals, maintained for the period of the use of the development on the site, and is to be available for review at the request of Council's Planning and Environment Manager within 48 hours of such request.
32. The storage of dangerous goods or hazardous materials, including objects able to be transported in flood water is not to be undertaken on-site.
33. All boundary fencing must be constructed from chain link design or similar, to allow the flow of flood water through the site unimpeded.

PARKING AND ACCESS - GENERAL

34. A minimum of fifteen (15) car and five (5) truck parking spaces are to be provided.
35. Provide an area to allow the turning pathway for an Articulated Vehicle to enter and exit the site in a forward direction in accordance with Australian Standard 2890.2.
36. 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.
37. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas, ensuring to not have an adverse impact on adjoining properties.
38. 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 either concrete, asphalt, or bitumen seal to heavy vehicle manoeuvring areas.

PARKING AND ACCESS - SERVICING

39. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS - TURNOUT

40. Design and construct a vehicle turnout generally in accordance with Council's Standard Drawing No. R-007. The turnout width and splay shall be designed to accommodate the largest expected vehicle.

EXTERNAL ROADWORKS

41. Design and construct Edward Street for the full frontage of Lot 11, to the following standard:
 - 41.1 widening of the existing pavement to 8 metres, including a two-coat bitumen seal;
 - 41.2 grassed table drains, and formation of a grassed verge;
 - 41.3 tapers to the existing road pavement;
 - 41.4 provision for stormwater drainage and easements (if required), line marking, and road reserve transitions between existing and proposed roads; and
 - 41.5 design all work in consultation with Council prior to submission of detailed Engineering drawings.

EROSION AND SEDIMENT CONTROL - GENERAL

42. 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.
43. 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

44. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
 - 44.1 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;
 - 44.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and
 - 44.3 do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).

ELECTRICITY AND TELECOMMUNICATIONS

45. Connect the development to electricity and telecommunication services.

OPERATIONAL WORK

1. Undertake all approved work at no cost to Council and in accordance with the Approved Plan, approval conditions and Western Downs Regional Council's Planning Scheme Policy 1 Design and Construction Standards.
2. This approval extends to Earthworks as detailed.

3. The approval is subject to construction being undertaken in accordance with the Approved Plan listed below:

Plan No: 53711 S

Description: Plan of Proposed Final Ground Levels & Contours And Proposed Operational Works Permit Boundary, Lot 11 on SP200480, *Amended in red by Council dated 15 October 2020*

4. Submit to Council for endorsement, a set of "Issued for Construction" drawings, amended if required by the conditions of this approval, prior to the Pre-start Meeting.
5. Pay to Council, applicable inspection fees based on Council's Fees and Charges current at the time of commencement of work. The fee must be calculated based on the estimated project cost.
6. Adhere to the following hours of construction unless otherwise approved in writing by Council:

Monday to Saturday:	6.30am to 6.30pm	Noise permitted
Monday to Sunday:	6.30pm to 6.30am	No noise permitted
Sunday and Public Holidays:		No noise permitted

Do not conduct work or business that causes audible noise from or on the site outside the above hours.
7. Be responsible to carry out Work Health and Safety legislative requirements.
8. Ensure all work sites are maintained in a clean, orderly state at all times.
9. Manage all waste in accordance with the relevant legislation and regulations and dispose of regulated waste at a licensed facility of Western Downs Regional Council by a licensed regulated waste disposal contractor.
10. 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.
11. Repair all damage incurred to Council and public utility services infrastructure and assets, as a result of completed or incomplete work under this approval, 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.
12. Ensure that development work on the subject land does not lead to ponding of stormwater or cause actionable nuisance to adjoining properties, and drains freely to a lawful point of discharge in accordance with the Queensland Urban Drainage Manual.
13. Maintain erosion and sedimentation controls at all times during the course of the project and the ensuing defects liability period. Council Officers will inspect and assess the sediment and erosion control measures and temporary fencing implemented, and any alterations and/or supplementary works required must be incorporated.
14. Implement measures to prevent site vehicles tracking sediment and other pollutants from the site onto adjoining streets during the course of the project, and to prevent dust nuisance during construction and the ensuing defects liability period.
15. Be responsible for protecting nearby property owners from dust pollution arising from construction and maintenance of the work required by this approval, and comply with any lawful instructions from the Assessment Manager if, in his opinion, a dust nuisance exists.

EARTHWORKS

16. Supervise bulk earthworks to Level 1 or Level 2 as applicable, and have a frequency of field density testing carried out in accordance with Table 8.1 of AS3798.
17. The depth of the fill is limited to 0.3 metre.
18. Contain cut or fill batters wholly within the subject land. Do not place fill on adjacent properties without providing Council with written permission from the respective property owner(s).
19. Do not store plant or material on adjoining land without written permission from the respective property owner(s).
20. Do not use contaminated material as fill on the site. Undertake any filling using inert materials only, with a maximum particle size of 75mm.
21. Ensure open drains and fill platforms are constructed with a longitudinal grade on no less than 0.1%.
22. Submit to Council, the following for approval in the event it is proposed to import material to the site, prior to commencement of the work:
 - (a) details of the location of any material to be sourced for fill including the volume of fill to be moved from any particular source site.

Note: Further Development Applications may be required to be submitted to and approved by Council for sites proposed to import material from or export material to, or conditions may be applied to any sites endorsed in accordance with this condition; eg submit a Traffic Management Plan to Council for acceptance, or rehabilitation of the site. Any required approvals are to be in place prior to commencement of the work.

INSPECTIONS AND TESTING

23. Submit to Council, the Pre-start Meeting Agenda at the confirmation of a date and time for the Meeting.
24. Provide Council with a minimum of two clear working days' notice to undertake compulsory inspections and meetings at the following stages:
 - (a) Pre-start Meeting with Council, and Contractor; and
 - (b) at the point of completion of all work.
25. Submit to Council, all inspection and test data in their entirety prepared by the applicant, Engineer, Principal Contractor or by Subcontractors in relation to the Operational Work or as described in the application prior to commencement of the use. Undertake any further inspection, testing or analysis required, due to failure of work to meet specifications or where the testing previously provided is considered insufficient on behalf of the Principal Contractor by a NATA accredited entity (where applicable).
26. Uncover all work covered, prior to inspection, to allow inspection by Council at Council's sole discretion.
27. Allow Council to enter a work site to which this approval relates and undertake testing or analysis of any part of the construction. Council is not liable for the rectification of or compensation for any damage caused in the testing or analysis process. Should work be found to be not constructed to specification or of poor quality, rectification work must be undertaken by the Principal Contractor.

28. Undertake any work for the safety or health of the community or protection of infrastructure where Council deems it necessary.

COMPLIANCE CERTIFICATE

29. Upon completion of the work, submit to Council, a written request for a Compliance Certificate from the developer's certifying Engineer stating that all approved work has been completed and ready for Council inspection.
- The Compliance Certificate will be issued only when Council provides written confirmation that all of the following are completed:
 - (a) satisfactory completion of all work and conditions of Operational Work approval;
 - (b) provision of all necessary test and quality audit requirements; and
 - (c) compliance with the conditions of approval for any Operational Work and any other approvals on the subject site.

ADVISORY NOTES

NOTE 1: External Road Construction

Please contact Council's Planning and Environment Manager to discuss arrangements for the construction of Edward Street as per the Conditions package.

NOTE 2: Flood Hazard

The property is identified as being located in Low, Medium, High and Extreme Flood Hazard Areas on the Flood Hazard Overlay Map in the Western Downs Planning Scheme incorporating Amendment 1. Where the floor level is not elevated above the defined flood level, the proposed building works may be subject to inundation during a flood event.

NOTE 3: Relevant Period

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

- (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 4: 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 5: 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 6: 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 7: Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken twelve (12) 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 8: 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&040.2020.312.001	Assessment No: 14211	Keywords Index: AD6.6.2, LG7.6.1 & LG7.7.1
Assessing Officer:	Mitchell Hiscock GRADUATE PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	Brian & Carol Donpon	
Owner:	BL & CA Donpon	
Site Address:	Edward Street, Chinchilla	
Site Area:	10.5ha	
Real Property Description:	Lot 11 on SP200480	
Proposed Development:	Transport Depot and Earthworks	
Level of Assessment:	Impact	
Type of Application:	Material Change of Use and Operational Work	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural	
Precinct:	N/A	
Overlays:	<ul style="list-style-type: none"> · Agricultural Land Classification - Class A · Bushfire Risk - Medium Bushfire Hazard · Extractive Industry - Petroleum Leases and Authority to Prospect · Flood Hazard - Low, Medium, High & Extreme · Stormwater Overland Flow - Minor Flow Path 	
Pre-lodgement Meeting:	No	
Application Lodgement Date:	8 July 2020	
Properly Made Application:	Yes	Date: 27 July 2020
Action Notice Issued:	Yes	Date: 22 July 2020
Required Action Taken:	Yes	Date: 27 July 2020
Confirmation Notice Issued:	Yes	Date: 29 July 2020
PART 3: INFORMATION REQUEST		
Information Request Issued:	Yes	Date: 10 August 2020
Applicant's Response:	Yes	Date: 28 August 2020

PART 4: PUBLIC NOTIFICATION		
Start Date:	25 September 2020	
Notice of Compliance Received:	Yes	Date: 19 October 2020
Submissions:	Nil	
PART 5: DECISION PERIOD		
Date Commenced:	20 October 2020	
Decision Due Date:	25 November 2020	

Report

1. Subject Site

The subject site, Lot 11 on SP200480, is located at Edward Street, Chinchilla. The property is within the Rural Zone, gains access from Edward Street, and is 10.5ha in area. The Agricultural Land Classification, Bushfire Risk, Extractive Industry, Flood Hazard and Stormwater Overland Flow Overlays impact the land. The site contains an existing hardstand area that was the subject of a previous Development Approval which lapsed under the *Sustainable Planning Act 2009*. The lapsed Operational Work Permit (040.2015.95.001) was approved in April 2015 and included a 3.565ha hardstand area.

The rural block is mostly undeveloped with no built infrastructure servicing the site. The property is predominantly open grass land, eucalypt woodland and approximately 1.217ha of hardstand and a constructed dam. The site is impacted by 10.2ha of Category X Non-remnant Vegetation and 0.3ha of Regulated Vegetation Category C Area (High-value Regrowth Vegetation). The site is currently accessed from Edward Street which is an unsealed gravel road.

The subject site is located at the end of Edward Street and adjoins land within the Medium Impact Industry Zoned area of Downs Town. "Downs Town" is a historic subdivision that was originally provided with basic infrastructure. Downs Town is bordered by Rural Zoned areas to the north and Recreation and Open Space Zones to the south, east and west. The township of Chinchilla is south-east of the site, separated by Charleys Creek. Council, at its Ordinary Meeting held on 10 February 2020, considered a Report regarding the provision of infrastructure. This Report noted that due to the flooding impacts, Downs Town would be considered a "Low Amenity" Area. The Report discussed the custom requirements of development within this locality that will apply to this development approval:

- (a) *Roadworks are to be provided to an 8m width, with a two-coat bitumen seal;*
- (b) *street lighting is not required; and*
- (c) *underground stormwater systems are not required."*

2. Proposal

The applicant has submitted a development application for a Material Change of Use to establish a Transport Depot and Operational Work (Earthworks). The applicant wishes to obtain the Development Permits to improve the value of the rural property prior to sale. The applicant wishes to carry out earthworks for a hardstand area for storage of vehicles and machinery on the land. A covering letter and plans are provided in support of the application. The proposal aims to increase the existing hardstand area to 2 hectares. The hardstand area will be constructed to the same level as the previously approved and subsequently lapsed Operational Work Permit.

The plans provided illustrate a hardstand area with landscaping, stormwater management strategies and no built structures. Access to the site will be through a single access point. Stormwater Management will be undertaken through a swale and dam. The proposed hardstand is located approximately 340m from the identified Category C vegetation. The applicant has provided no information relating to flood management. Considering the applicant intends to sell the property, a Flood Risk Management Plan has been conditioned to be provided prior to commencement of the use on the site, and to be updated every 2 years.

3. Assessment Benchmarks

The following are the benchmarks applying to this development:

ASSESSMENT MATTERS	
<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> ▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> • Rural Zone Code • Planning Scheme Policy 1 - Design and Construction Standards • Bushfire Hazard Overlay Code • Flood Hazard Overlay Code • Natural Resources Overlay Code • Stormwater Overland Flow Overlay Code • Infrastructure Services Code • Transport, Access and Parking Code • Operational Work Code 	
<p>The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below:</p>	
Assessment Benchmark	Reasons for the Approval Despite Non-compliance with Benchmark
Flood Hazard Overlay Code	
<p>Where for Material Change of Use AO3.1</p> <p>Uses within the following <i>Activity groups</i> are not located within an Extreme flood hazard area identified on Flood hazard overlay maps (OM-004):</p> <p>(a) <i>Accommodation activities</i>;</p> <p>(b) <i>Business activities</i>;</p> <p>(c) <i>Centre activities, Community activities or Entertainment activities</i>, except where for a <i>Club</i> with a maximum gross floor area of 100m²;</p> <p>(d) <i>Industry activities</i>;</p> <p>(e) <i>Rural activities</i>, except where for <i>animal husbandry, cropping, and permanent plantation</i>.</p>	<p>Alternative Solution</p> <p>It is considered that a Transport Depot is an industrial use that can adapt to flood risk and recover following a flood event better than most industrial uses.</p> <p>The Transport Depot use will ensure that low numbers of people are on-site at any one time and assets can be removed from the site prior to a flood event. There are no proposed buildings, structures or supporting infrastructure proposed for the site.</p> <p>Therefore, the proposal is considered to comply with the Performance Outcome.</p>
<p>Where for Material Change of Use or Reconfiguring a Lot that involves new gross floor area or increases the number of persons living, working or residing in areas of Extreme flood hazard area other than a Dwelling house AO5</p>	<p>Alternative Solution</p> <p>The proposal will increase the number of people working within an Extreme and High Flood Hazard Area. The Transport Depot Use is considered to be a low risk industrial use within Extreme and High Flood Hazard Areas. A flood emergency evacuation plan will be conditioned for future businesses to prepare to ensure the plan is relevant to the incoming business operator.</p> <p>Therefore, the proposal is considered to comply with the Performance Outcome.</p>

<p>Where for Material Change of Use or Reconfiguring a Lot that involves new gross floor area or increases the number of persons living, working or residing in areas of High flood hazard area other than a Dwelling house</p> <p>AO9</p>	
<p>Where for Material Change of Use or Building Work or Operational Works</p> <p>AO6</p> <p>Filling above <i>ground level</i> is not undertaken in areas of Extreme flood hazard area as identified on Flood hazard overlay maps (OM-004).</p> <p>Where for Material Change of Use or Building Work or Operational Works</p> <p>AO10</p> <p>Filling above <i>ground level</i> is not undertaken in areas of High flood hazard area as identified on Flood hazard overlay maps (OM-004).</p>	<p>Alternative Solution</p> <p>The proposal does include fill within an Extreme Flood Hazard Area. The proposed fill will increase the existing hardstand area from approximately 1.2ha to 1.56ha, which is significantly less than the previously approved 3.565ha. Council's Consultant Development Engineer has reviewed the application and is satisfied the proposal complies with the Performance Outcome, as the proposal is considerably less than the previously approved hardstand area.</p> <p>Therefore, the proposal is considered to comply with the Performance Outcome.</p>
<p>Natural Resources Overlay Code</p>	
<p>Where for a Material Change of Use in the Rural Zone</p> <p>AO6.1</p> <p>Development (inclusive of the development footprint) is not located on land identified as ALC Class A and B Land on the Agricultural Land overlay maps (OM-008) unless identified in Table 8.2.7.2.</p>	<p>Alternative Solution</p> <p>The 10.5ha site is identified as Class A Agricultural Land. The additional 0.82ha of hardstand is not considered to result in the permanent fragmentation or loss of Class A Agricultural Land.</p>
<p>Stormwater Overland Flow Path Overlay Code</p>	
<p>Where for Material Change of Use or Building Work or Operational Works</p> <p>AO2.5</p> <p>Filling above <i>ground level</i> is not undertaken in Major Flow Paths or Minor Flow Paths identified on Stormwater overland flow path overlay maps (OM-012).</p>	<p>Alternative Solution</p> <p>The proposal does include fill within a Minor Stormwater Overland Flow Path. The proposed fill will increase the existing hardstand area from approximately 1.2ha to 1.56ha which is significantly less than the previously approved 3.565ha. Council's Consultant Development Engineer has reviewed the application and is satisfied the proposal complies with the Performance Outcome, as the proposal is considerably less than the previously approved hardstand area.</p> <p>Therefore, the proposal is considered to comply with the Performance Outcome.</p>

4. Relevant Matters for Impact Assessable Development

The following matters were given regard to or assessment carried out against, in undertaking the assessment of this development application:

Other Relevant Matters to the Assessment of the Development Under Section 45(5)(b)	Benchmark Reference	Assessment Carried Out Against or Assessment had Regard to
Flood is a natural hazard facing urban and non-urban areas in the Western Downs and represents a constraint to the development of existing urban areas including Dalby, Chinchilla, Miles, Tara and Jandowae. Flood hazard also limits the urban expansion options for many urban areas.	Western Downs Planning Scheme 2017 Incorporating Amendment 1 3.2 Strategic Intent 3.2.2 Opportunities & Challenges 3.2.2.5 Natural Hazards and Climate Change	<input checked="" type="checkbox"/> assessed against or <input checked="" type="checkbox"/> had regard to
Development is designed and located to minimise the risk to human safety from natural hazards such as bushfire, flooding or landslide.	Western Downs Planning Scheme 2017 Incorporating Amendment 1 3.3 Liveable Communities and Housing 3.3.1 Strategic Outcomes 3.3.7 Element - Safe Communities 3.3.7.1 Specific Outcomes	<input checked="" type="checkbox"/> assessed against or <input checked="" type="checkbox"/> had regard to
The risk of loss of life and property due to flood hazards, including that associated with a greater frequency of extreme weather events and increased rainfall intensities as a result of climate change is minimised.	Western Downs Planning Scheme 2017 Incorporating Amendment 1 3.7 Safety and resilience to hazards 3.7.1 Strategic Outcomes 3.7.2 Element - Natural Hazards 3.7.2.1 Specific outcomes	<input checked="" type="checkbox"/> assessed against or <input checked="" type="checkbox"/> had regard to

4.1 Strategic Plan

Under the current Scheme, development within a High or Extreme Flood Hazard Area is Impact Assessable. As such, the below table highlights the applicable Sections in the Strategic Plan that the development was assessed against:

Strategic Outcomes	Officer's Comments
3.2.2 Opportunities and Challenges 3.2.2.5 Natural Hazards and Climate Change (1) Flood is a natural hazard facing urban and non-urban areas in the Western Downs and represents a constraint to the development of existing urban areas including Dalby, Chinchilla, Miles, Tara and Jandowae. Flood hazard also limits the urban expansion options for many urban areas.	Flood is a significant constraint for any future development of the subject site. A Transport Depot is an industrial use that is more resilient to flood impacts. A Transport Depot can remove objects stored on-site prior to a flood event occurring. There are no proposed structures which will ensure no on or off-site damage to property. Furthermore, the use is not considered habitable and minimal people will be on-site at any one time.

3.3.7 Element - Safe Communities	
3.3.7.1 Specific Outcomes (1) Development is designed and located to minimise the risk to human safety from natural hazards such as bushfire, flooding or landslide.	The proposal will be conditioned to provide a Flood Risk Management Plan and to be updated every 2 years to maintain relevance to the flood risk. The development is designed with no built structures that could be carried in flood waters. The Transport Depot can be evacuated quickly, removing objects able to be carried in flood water off the site. The proposed amount of fill is reduced from previous Development Permits.
3.7.2 Element - Natural Hazards	
3.7.2.1 Specific Outcomes (3) The risk of loss of life and property due to flood hazards, including that associated with a greater frequency of extreme weather events and increased rainfall intensities as a result of climate change is minimised.	
3.3.10 Element - Rural Land Use and Development	
3.3.10.1 Specific Outcomes (1) ALC Classes A and B land are protected from alienation, isolation, diminished productivity, fragmentation and encroachment by incompatible land use.	The 10.5 ha lot was historically used as a Sawmill site. The increase to the hardstand area from 1.21 to 1.56ha is not considered to significantly impact the agricultural productivity of the site for future use. The additional 0.82ha of hardstand is not considered to result in the permanent fragmentation or loss of Class A Agricultural Land.

4.2 Zone Code

▪ Rural Zone Code

The property is located within the Rural Zone. The purpose of the Zone Code is to protect agricultural productive land from fragmentation and inconsistent land uses. A Transport Depot is a use that is not a consistent use within the Zone and subsequently required Impact Assessment. The following comments are made in response to the Overall Outcomes of the Rural Zone Code.

"(1) The zone primarily accommodates cropping or animal husbandry and ancillary detached dwellings."

The Transport Depot utilises an existing hardstand area and will not negatively impact the use of the property for small scale cropping or animal husbandry and ancillary detached dwellings.

"(2) All rural land is protected from alienation and fragmentation. A lack of viability for existing farming operations and small holdings does not provide suitable and sufficient planning justification for future subdivision or uses for non-rural purposes."

The proposed Transport Depot will not alienate the future use of the site for agricultural purposes. The proposal aims to utilise an existing 1.21ha hardstand area by increasing the hardstand to 1.56ha for the purpose of establishing a Transport Depot. The existing areas capable of being used for agricultural purposes will be maintained.

- "(3) *Residential development within the rural zone only occurs to the extent that it supports and is ancillary to the productive use of the land. Urban and residential development is contained within designated zonings for such uses and will not be permitted to expand into rural areas.*"

The proposed Transport Depot Use is a development type that is supported within Industrial Zones under the Planning Scheme. The subject site was historically used as a Sawmill and the proposed Transport Depot development site utilises an existing hardstand area. The proposed use is not considered to be expanding into land used for rural activities. The site is located outside the Priority Infrastructure Area, however, the site is capable of being serviced by the reticulated water network.

- "(6) *The environmental, character and landscape values of all rural land are protected from encroachment by incompatible land uses.*"

The existing environmental values of the site will not be impacted by the proposed Transport Depot. The proposed 3,500m² extension to the hardstand will not result in the removal of any significant environmental values. Stormwater management will occur through a swale and constructed dam to ensure that sedimentation from rainfall events will be managed on-site prior to discharge to Charleys Creek; protecting on-site and off-site natural environments from contamination. The existing character and landscape values include the historic use of the site as a Sawmill and significant vegetation. The proposal will utilise the existing site of the Sawmill including a slight expansion that will not impact the existing natural character of the site. No existing trees are proposed to be removed; landscaping is proposed to the road frontage.

- "(11) *Ecologically significant features including waterways, wetlands and significant vegetation are retained and buffered from the impacts of development or where appropriate, vegetation is integrated within the development to ensure the long term protect of these areas.*"

The site adjoins Charleys Creek and is identified as having significant natural environments including 3,000m² of Category C - High-value Regrowth Vegetation. Charleys Creek and the significant vegetation are located on the eastern side of the property, providing a significant 280m-350m buffer area between the Transport Depot and the significant vegetation.

- "(14) *Development responds to land constraints such as topography, bushfire and does not impact on the flood capacity or impede the flood conveyance function of land. Development is not located where it will increase the number of people or structures at risk of natural hazards.*"

The site is identified as being impacted by the Bushfire Hazard and Flood Hazard Overlays. The proposed development will be located a significant distance from the identified Bushfire Hazard Areas. The proposal will include filling the development area which is not considered to significantly impact the flood capacity or impede the flood conveyance of the site. Council's Consultant Development Engineer has assessed the proposal and is satisfied the proposal meets the expectation of the Flood Hazard Overlay Code. The proposed fill will result in the reduced risk of flooding to the development and assets located on the site. The proposal will be conditioned to provide a Risk Management Plan to ensure property and people on-site will not be impacted during a flood event.

"(15) Where development is not consistent with the purpose and intent of the Rural zone, overriding community need will need to be demonstrated as well as valid planning justification provided as to why the proposed use cannot be reasonably established in a more appropriate zone."

Community need is demonstrated by the efficient use of existing infrastructure services and industrial assets (hardstand area) to provide a local economic opportunity within close proximity to the township of Chinchilla. Furthermore, a Transport Depot is a compatible use for the site considering the flood hazard, impact to the agricultural productivity of the site, and compatibility with the local character and amenity. A Transport Depot is more resilient to the existing flood hazard compared to Rural and ancillary Domestic Uses. A Transport Depot use will ensure people do not reside on the site, and on-site assets can be removed prior to flood impact. The agricultural productivity of the site will not be significantly impacted by an additional 3,500m² hardstand. The character and amenity of the local area is consistent with the adjoining Low Impact Industry Zone of "Downs Town". The Transport Depot is therefore considered to be a compatible use within the existing character and amenity of the local area.

4.3 Design and Construction Standards

The proposed work has been assessed against the requirements for earthworks in the Development Manual. The proposed development conforms in general with the standards in respect to earthworks.

4.4 Overlays

- **Bushfire Hazard Overlay Code**

The areas identified as being impacted by Medium Bushfire Hazard are located approximately 150m from the proposed hard stand area. The proposed development area and access to Edward Street are free from areas identified as Bushfire Hazard, allowing safe access to and from the site. It is considered that the development does not increase the risk to safety of people or property on the site.

- **Flood Hazard Overlay Code**

Most of the site is located within Extreme and High Flood Hazard Areas. The Planning Scheme requires development within the Extreme and High Flood Hazard Areas to maintain the flood conveyance and capacity of the site, whilst limiting the risk to people and property within and external of the site. The proposal aims to increase fill on the site by extending the existing hardstand area from 1.21ha to 1.56ha. The development has been conditioned to provide a Flood Emergency Evacuation Plan, updated every 2 years to ensure any future businesses appropriately manage the risk for their business operation.

Whilst the filling is located within an Extreme Flood Hazard Area, the Performance Outcomes of PO6 are satisfied, as the depth of the fill is limited to 0.3m, and not expected to materially affect the flood storage capacity, flood conveyance, flood and drainage channels, overland flow paths, or flood warning times of the land, or other nearby properties. The filling is consistent with a previous Operational Work approval issued by Council in 2015.

- **Natural Resources Overlay Code**

The site is identified as Class A Agricultural Land and Extractive Industry (Authority to Prospect and Petroleum Lease) area. The proposal is for a Transport Depot use and therefore, the Extractive Industry Codes are not applicable.

However, the Transport Depot is located within a Rural Zone and is impacted by the Class A Agricultural Land Classification Overlay. The 10.5 hectare lot adjoins Medium Impact Industry Zoned land and was historically used as a Sawmill. The increase to the hardstand area from 1.21 to 1.56ha is not considered to significantly impact the agricultural productivity of the site for future use.

- **Stormwater Overland Flow Path Overlay Code**

The site is impacted by the Minor Stormwater Overland Flow Path Overlay. The proposal aims to increase fill on the site by extending the existing hardstand area from 1.21ha to 1.56ha. The proposal will impact the existing conveyance and capacity of flood water on the site. Filling is proposed within the Minor Overland Flow Path, but is not expected to create a nuisance on other properties, with the flow path generally maintained. Conditions have been applied to ensure stormwater from the development area is appropriately managed.

4.5 Development Codes

- **Infrastructure Services Code**

The proposed development is for additional hardstand area and does not propose any structures on-site that require connection to services. Any future development of an industrial shed would require assessment by Council and at that time, conditions related to servicing would be applied.

- **Transport, Access and Parking Code**

The property is accessed from Edward Street which is located within the "Low Amenity" Area of the Downs Town area. The developer will be required to construct an 8m wide, two coat bitumen seal for the full frontage of the lot, consistent with previous Material Change of Use approvals in the area. An Advisory Note has been added to contact Council's Planning and Environment Manager to discuss the construction of the road further. The development will also be conditioned to provide a crossover and parking areas.

- **Operational Work Code**

PO9 is satisfied, as excavation and filling meet the requirements of Council's Planning Scheme Policy 1 - Design and Construction Standards. The Performance Outcomes are also met, as the filling is not expected to:

- (a) negatively impact the character and amenity of neighbourhoods;
- (b) increase flood or drainage impacts on neighbouring properties; or
- (c) cause pollution or contamination of nearby land or watercourses.

PO10 is satisfied, as the works will not extract or retain overland flows. No filling is proposed in a waterway.

PO11 is satisfied, as earthworks are conditioned to be constructed in accordance with AS3798.

PO12 is satisfied, as the Acceptable Outcomes are met, as the filling will meet the Acceptable Outcomes of AO12.1 – AO12.4.

5. Public Notification

The application for a Material Change of Use to establish a Transport Depot and Operational Work for Earthworks on a site included in the Extreme Flood Hazard Overlay is Impact Assessable in the Western Downs Planning Scheme 2017 incorporating Amendment 1. As a result, the applicant undertook Public Notification in accordance with the *Planning Regulation 2017* and the Development Assessment Rules.

The applicant:

- published a notice in the Courier Mail on 25 September 2020;
- placed a notice on the frontage of the land from 25 September to 15 October; and
- notified the adjoining land owners.

During the Comment Period of the public notification, no submissions were received in relation to the proposed development.

Consultation (Internal/External)

Internal

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...*
- ...(g) *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

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities "to act and make decisions in a way compatible with human rights".

Consideration has been given to relevant human rights, particularly property rights.

It is considered that Council will be respecting and acting compatibly with human rights in that it limits human rights only to the extent that is reasonable and demonstrably justifiable in accordance with Section 13 of the *Human Rights Act*.

Conclusion

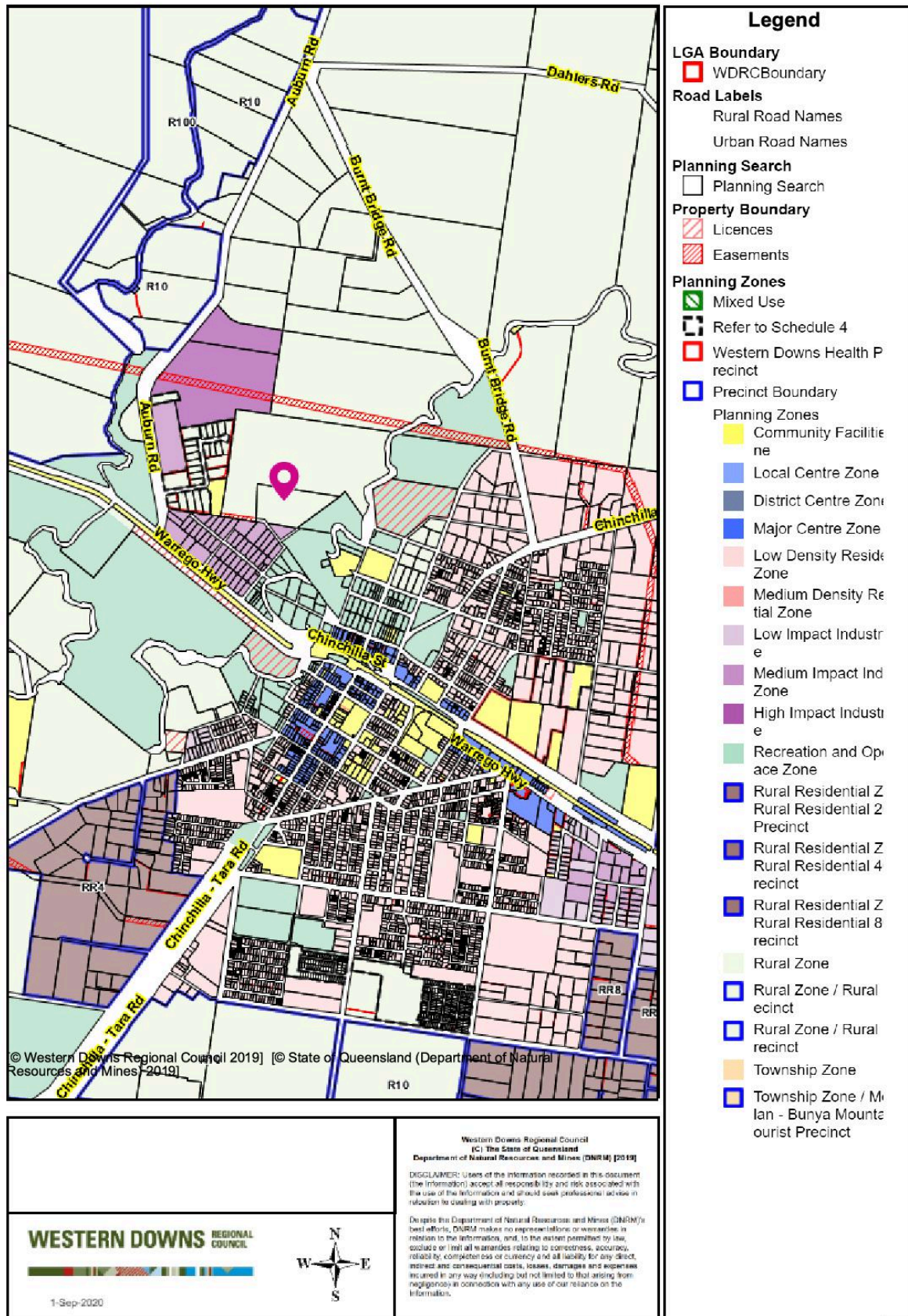
The proposal for a Material Change of Use for a Transport Depot and Operational Work (Earthworks) for land described as Lot 11 on SP200480 has been assessed in accordance with the *Planning Act 2016 (the Act)* and has satisfied the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. The application was Impact Assessable for an inconsistent use within the Rural Zone and an Extreme Flood Hazard Area. The Transport Depot Use is considered to be an acceptable use within the Flood Hazard Area. The extension to the existing hardstand will not impact the rural productivity of the site. Community need is demonstrated through the economic benefit to the local community, and efficient use of land and existing infrastructure. Furthermore, the proposed fill has been assessed by Council's Consultant Development Engineer who is satisfied with the proposal. The application has been conditioned to provide a Flood Risk Management Plan and to contribute to the upgrade of Edward Street. It has been determined that the proposal complies with the purpose of the applicable Codes, considering the historic use of the site, potential flood risk, and impact to the agricultural productivity of the site. The development has been conditioned and infrastructure charges applied in accordance with *the Act* and Council's Infrastructure Charges Resolution (No. 7.1) 2017.

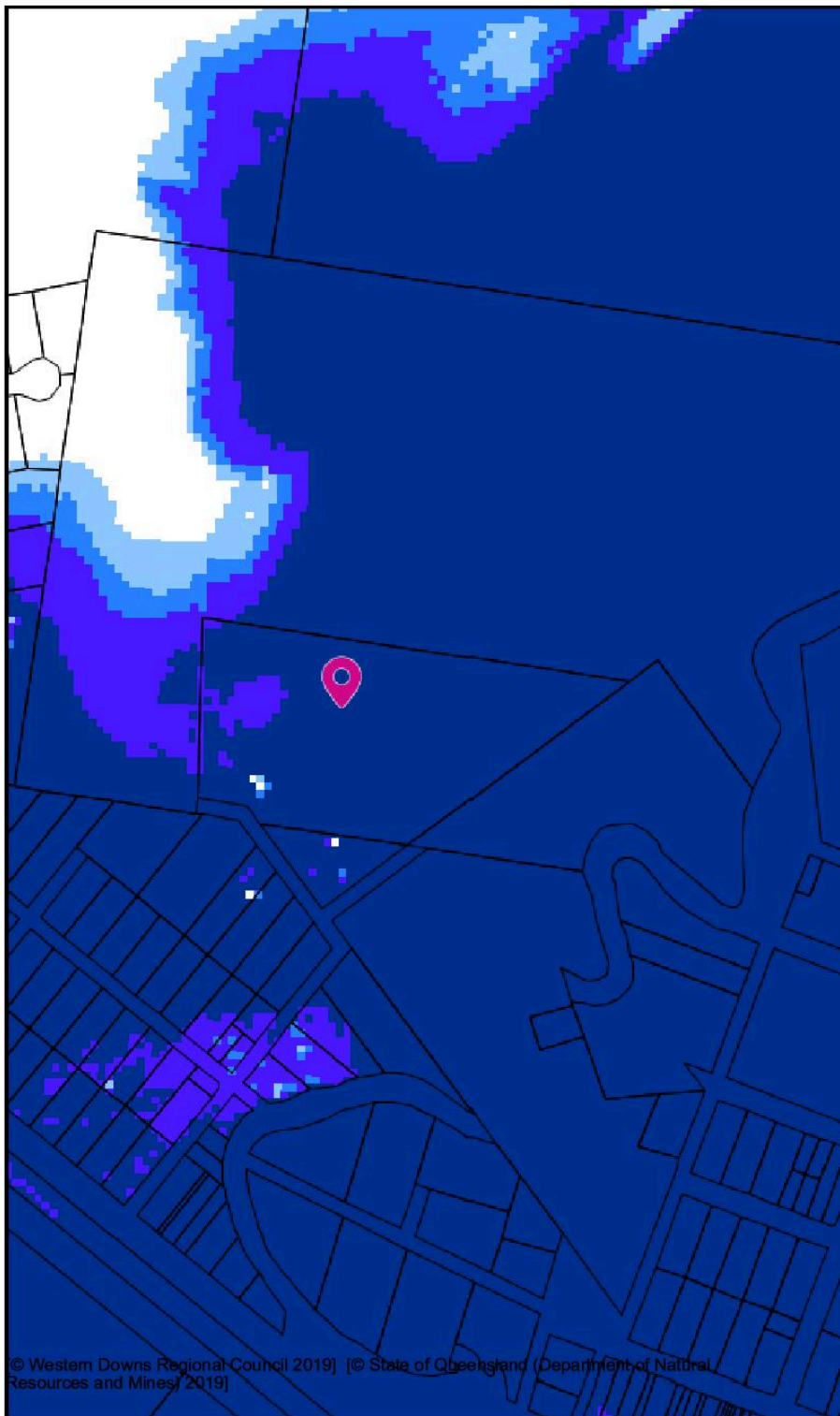
Attachments

Attachment 1 - Locality Plans
 Attachment 2 - Proposal Plans
 Attachment 3 - Infrastructure Charges Notice

Authored by: M Hiscock, GRADUATE PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 - Locality Plans





Legend

LGA Boundary
 WDRCBoundary

Road Labels
 Rural Road Names
 Urban Road Names

Planning Search
 Planning Search

OM-004 Flood Hazard (2014)
 Flooding Extents
 Potential Flood Hazard Areas

Flood Hazard
 Low
 Medium
 High
 Extreme

Property Boundary

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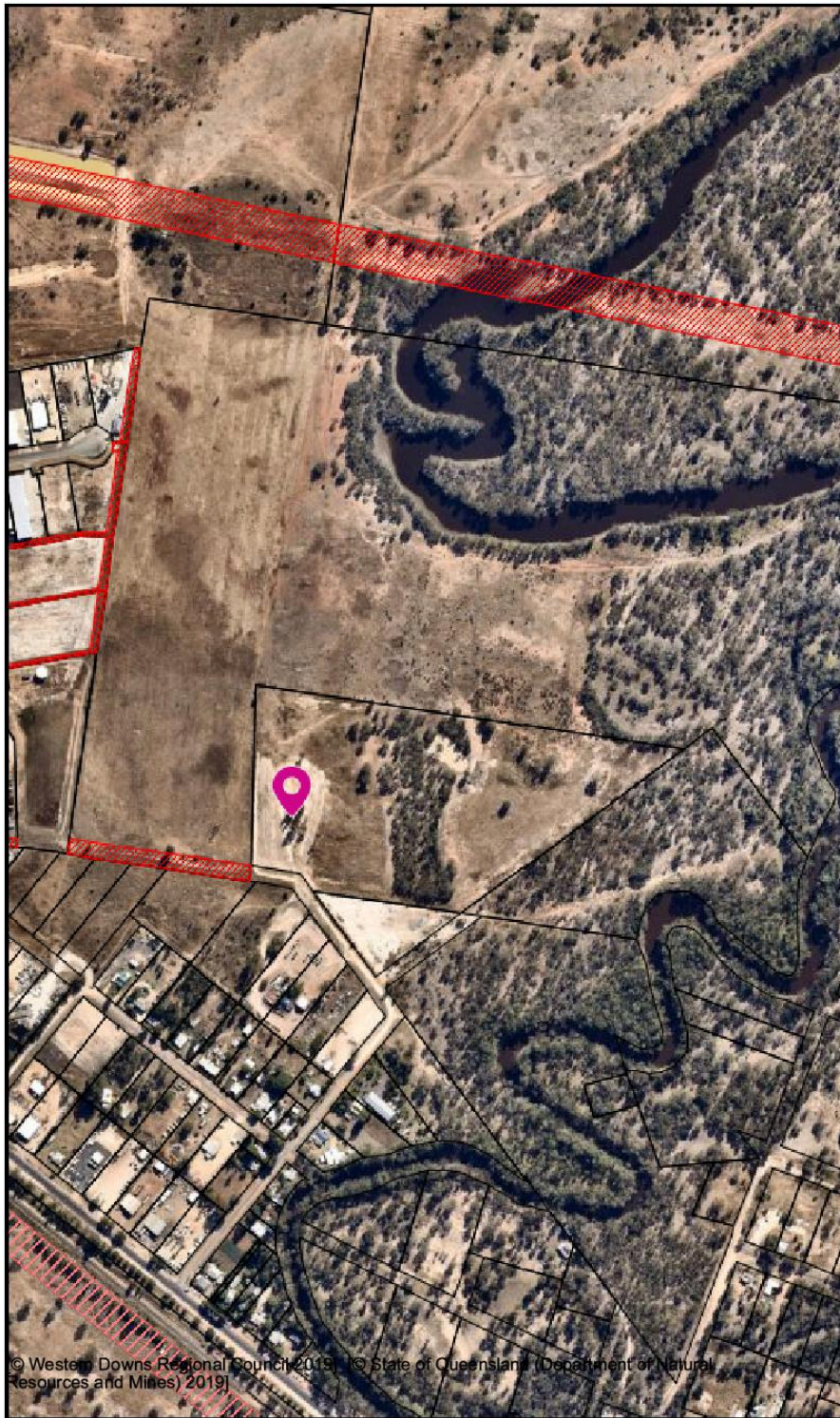
WESTERN DOWNS REGIONAL COUNCIL

1-Sep-2020

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 relying on the property.

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Legend

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

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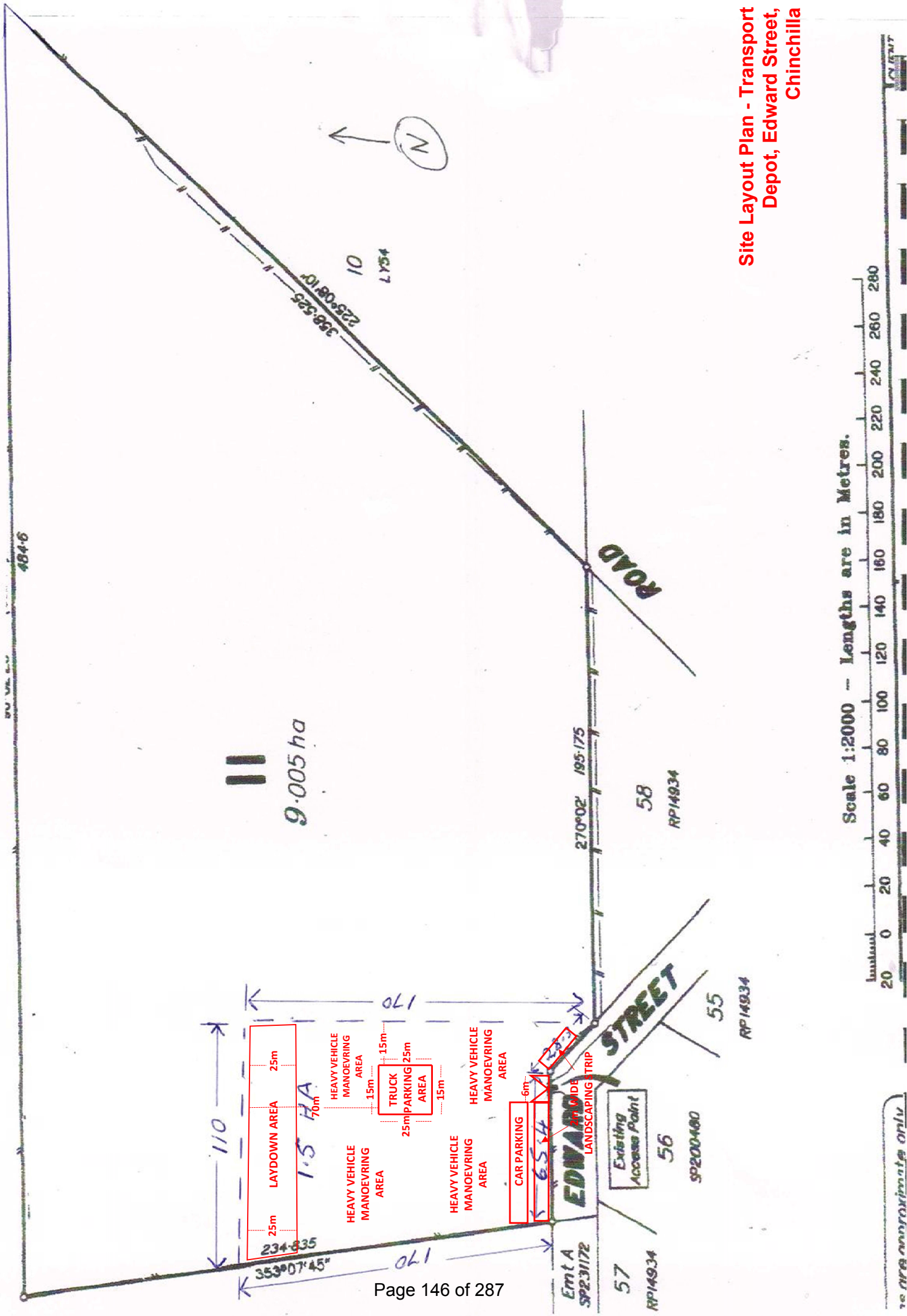
WESTERN DOWNS REGIONAL COUNCIL

10-Sep-2020

Western Downs Regional Council
 (C) The State of Queensland
 Department of Natural Resources and Mines (DNRM) [2019]

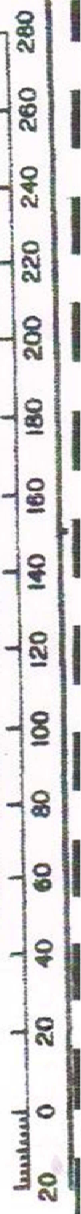
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Site Layout Plan - Transport Depot, Edward Street, Chinchilla

Scale 1:2000 -- Lengths are in Metres.

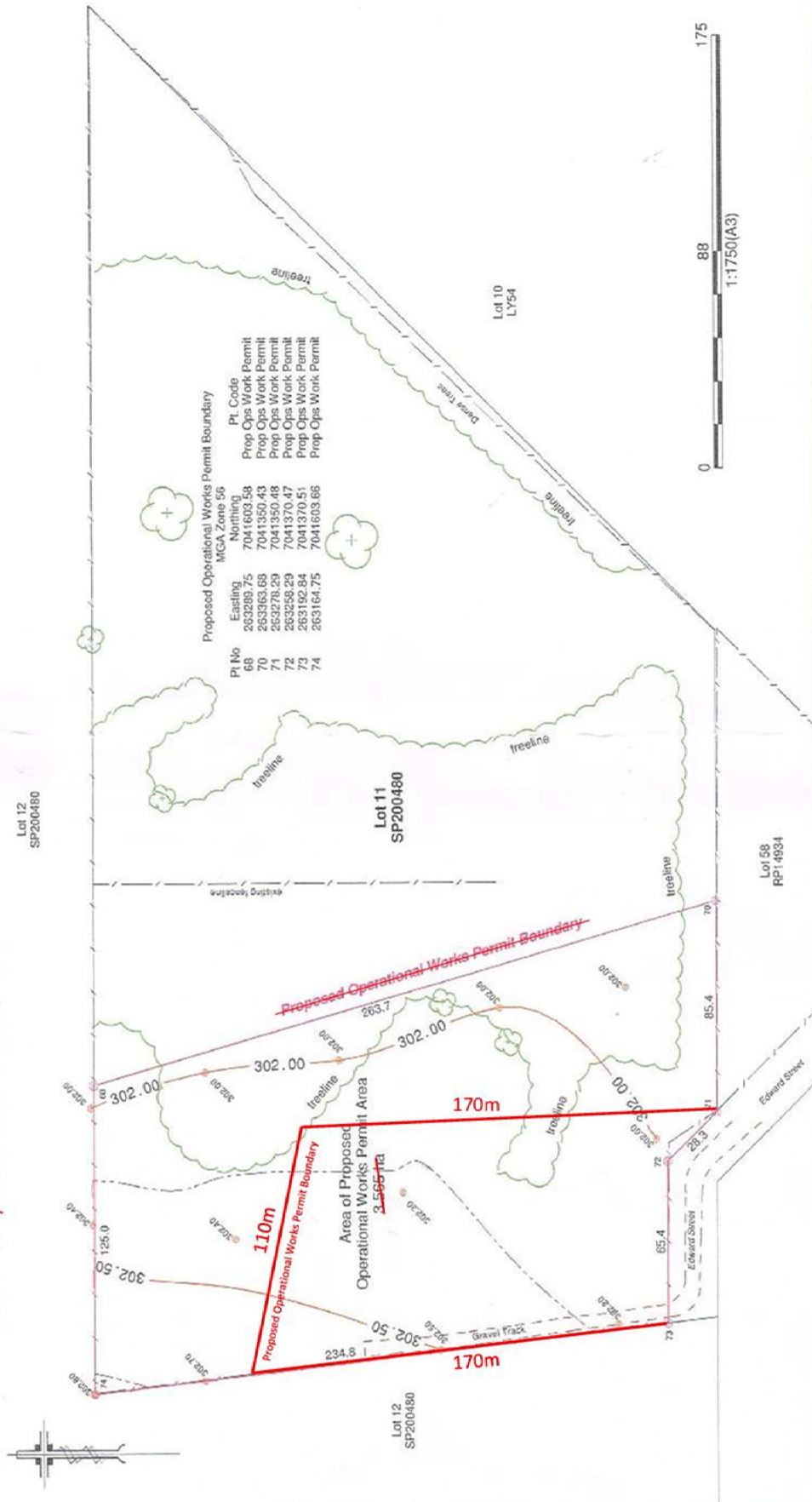


all are approximate only

NR 2

Floor Height was 3017

Amended in red by Council dated 15 October 2020



CLIENT		Brian Donpon	
Datum/MA, Incorporated Level Datum	Scale	F.W.	No Fwvk
2011.5 MTD	1:1750(A3)		
Notes	Drawn	WLS	F.Bk
Colour Interval: Major = 0.50 Minor = 0.25		Level Bk	
		Acc. Bk	
Sweyer:		Job & Plan No.	53711 S
		Prop Ops Works	

PROJECT

Plan of Proposed Final Ground Levels & Contours And Proposed Operational Works Permit Boundary Lot 11 on SP200480

County of Lytton
Parish of Colamba

MURRAY & ASSOCIATES (QLD) PTY. LTD.
CONSULTING SURVEYORS & PLANNERS
LAND & ENGINEERING SURVEYORS
 ACN 075 543 154
 39 Heeney Street PO Box 243 Chinchilla
 Offices at Nambour Caboolture Roma Gympie & Emerald



MURRAY SURVEYORS
Established 1946

INFRASTRUCTURE CHARGES NOTICE

APPLICANT:	Brian and Carol Donpon
APPROVED DEVELOPMENT:	Transport Depot on land situated at Edward Street, Chinchilla
FILE REFS:	030&040.2020.312.001, A14211, LG7.6.1 & LG7.9.1
AMOUNT OF THE CHARGE:	NIL
LAND TO WHICH CHARGE APPLIES:	Lot 11 on SP200480
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
Transport Depot	\$30.17 per m ² of Gross Floor Area (water, transport, parks networks)	Table 3.3.3, Col 3, Charge Area A	0m ²	\$ 0.00
Industry Development Class	\$4.00/m ² of impervious area (stormwater network)	Table 3.3.3, Col 3, Charge Area A	3,500m ² (additional)	\$14,000.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Existing Rural Lot	\$20,160.00 per lot	Section 3.4(1)(e)(iv)	1	\$20,160.00
* Includes a discount for development not within an area serviced by, or requiring connection to Council's reticulated sewerage networks. The rate applied is in accordance with Table 5.1 Allocation of Infrastructure Charge to Trunk Infrastructure Networks.			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 (035.2020.377.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 Lot into 2 Lots) at Lot 47 on RG55 2549 Tullagrie Road Tara Salter

Date 6 November 2020

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the application for Reconfiguring a Lot (subdivision of 1 lot into 2 lots) on land described as Lot 47 on RG55, located at 2549 Tullagrie Road, Tara.

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 Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 47 on RG55 and situated at 2549 Tullagrie Road, Tara be refused, on the following grounds:
 - (a) The development application for Reconfiguring a Lot (1 lot into 2 lots) has been assessed against the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1, and does not comply with the following matters:
 - (i) The development does not comply with Strategic Outcome 3.5.1 or Element 3.5.3 of the Strategic Plan, as the development will further fragment an already undersized rural land parcel within the Rural Zone and create a lot configuration that will permanently diminish potential agricultural productivity of the property.
 - (ii) The development conflicts with Overall Outcome 2 of the Rural Zone Code, as it will result in the further fragmentation and alienation of rural land within the Rural Zone.
 - (iii) The development is inconsistent with Overall Outcome 1 of the Reconfiguring a Lot Code, as the development is inconsistent with the Outcomes within the Rural Zone Code.
 - (iv) The development does not comply with Overall Outcome 2(b) of the Reconfiguring a Lot Code, as the development results in rural lots of a size that are not viable for rural activities.

- (v) The development is inconsistent with Acceptable Outcome 1.1 of the Reconfiguring a Lot Code, as the development will result in lots that are significantly smaller than the minimum lot size for the Rural Zone.
- (vi) The proposed development does not satisfy Performance Outcome 14 of the Reconfiguring a Lot Code, as the applicant has not justified that the development meets a demonstrated planning need for further fragmentation of an already undersized rural lot within the Rural Zone.
- (vii) The proposed development does not comply with Performance Outcome 14 of the Natural Resources Overlay Code, as the development will result in land identified as Class A Agricultural Land that is less than 500ha in area, and will result in the fragmentation of productive agricultural land.
- (viii) The proposed development does not comply with Overall Outcome 2 of the Natural Resources Overlay Code, as the development will permanently fragment Class A Agricultural Land. The applicant has not demonstrated that an overriding community need exists for the development in terms of a public benefit.
- (ix) The development could not be conditioned to comply with the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1, as the proposed design and lot layout of the development are inconsistent with the Overall and Performance Outcomes of the relevant Codes.

Background Information

The relevant background information to this application is as follows:

Application No: 035.2020.377.001	Assessment No: 30953	Keywords Index: AD6.6.1 & LG7.9.1
PART 1: APPLICATION		
Applicant:	Mr RA Salter	
Land Owner:	Mr R A Salter	
Assessing Officer:	Dominic Bradley PLANNING OFFICER DEVELOPMENT ASSESSMENT	
Site Address:	2549 Tullagrie Road, Tara	
Site Area:	546.5608ha	
Real Property Description:	Lot 47 on RG55	
Proposed Development:	Reconfiguring a Lot (Subdivision of 1 lot into 2 lots)	
Level of Assessment:	Impact Assessable	
Type of Application:	Reconfiguring a Lot	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural	
Precinct:	N/A	
Overlays:	<ul style="list-style-type: none"> · Biodiversity - MSES Regulated Vegetation · Bushfire Hazard - Medium · Agricultural Land Classification - Class A · Wetlands - Riverine and Lacustrine Wetlands and Wetlands Trigger Area · Waterway Corridor - Waterway Corridor (Undulla Creek) · Flood Hazard - Potential · Extractive Industry - PCA 2 and ATP 788 	
Pre-lodgement Meeting:	Yes	Date: 18 June 2020
Application Lodgement Date:	10 August 2020	
Properly Made Application:	Yes	Date: 10 August 2020
Confirmation Notice Issued:	Yes	Date: 24 August 2020

PART 2: REFERRALS		N/A
PART 3: INFORMATION REQUEST		
Information Request Issued:	Yes	Date: 1 September 2020
Information Response Provided:	28 September 2020	
PART 4: PUBLIC NOTIFICATION		
Start Date:	15 October 2020	
Notice of Compliance Received:	6 November 2020	
Submissions:	Nil	
PART 5: DECISION PERIOD		
Commencement Date:	9 November 2020	
Decision Due Date:	18 December 2020	

Report

1. Background

1.1 Site Context

The property is legally described as Lot 47 on RG55, located at 2549 Tullagrie Road, Tara. The property has an area of 546.5608ha and a frontage to Tullagrie Road.

The property is located within the Rural Zone of the Western Downs Planning Scheme 2017 incorporating Amendment 1 (the Planning Scheme). The property is identified within the Wetlands, Agricultural Land Classification, Bushfire Hazard, Waterway Corridor, Flood Hazard and Biodiversity Overlays of the Planning Scheme.

The property is improved by an existing residence, associated rural outbuildings and rural dams. The property has access to reticulated electricity, an on-site septic system and water tanks for domestic water supply.

The property is intersected by Undulla Creek and features scattered pockets of regulated native vegetation. The property is used for residential purposes and has historically been used for animal husbandry purposes.

The property has two existing access points to an unsealed section of Tullagrie Road associated with the existing residence on the property.

1.2 Proposal Details

The applicant has lodged a development application seeking approval for a Reconfiguring a Lot (subdivision of 1 lot into 2 lots) on the property.

The property has an area of 546.5608ha and has two existing rural access points to Tullagrie Road. The applicant seeks to split the property into two rural lots, being proposed Lot 471 and proposed Lot 47.

Proposed Lot 471 will have an area of 28.3ha and a frontage of 802 metres to Tullagrie Road. Proposed Lot 471 includes the existing residence and shed on the property and will be accessed via the two existing rural accesses to Tullagrie Road.

Proposed Lot 47 will have an area of 518.26ha and frontage of 2.5km to Tullagrie Road. Proposed Lot 47 will retain the existing rural dam on the property but is otherwise unimproved by buildings or structures. Proposed Lot 47 will be accessed via a new rural crossover to a bitumen sealed part of Tullagrie Road.

The applicant seeks to downsize the existing property to separate the part of the land featuring the historic residence, from land that is suitable for animal husbandry (sheep) and cropping (grain).

The applicants have advised that they have received interest for proposed Lot 47 from a third-generation farming family in the Tara locality who seek to purchase proposed Lot 47 for rural purposes to increase their rural holdings in the locality.

The applicant has advised that Lot 471 is not suitable for agricultural activities, as the site is impacted by the Undulla Creek flats that are prone to flooding, and seeks to use the property for rural lifestyle purposes, as the applicants both have jobs in the township of Tara.

The applicant has advised that they have owned the property and the existing residence for 45 years and that the residence has been home to three generations of the applicant's family. During the time in which they have owned the land, the applicant has restored the historic residence to be a comfortable home.

The applicant will retain Proposed Lot 471 for residential purposes and will ensure that the historic home remains in the family and that the applicants are able to remain in Tara in their current roles and continue to contribute to the local community.

2. Assessment

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

- The development application for Reconfiguring a Lot (1 lot into 2 lots) is Impact Assessable development under the Planning Scheme, as the development is inconsistent with the minimum lot size for the Rural Zone as prescribed under the Reconfiguring a Lot Code.
- The following assessment benchmarks of the Planning Scheme are applicable for assessment of the application:
 - Strategic Plan
 - Rural Zone Code
 - Reconfiguring a Lot Code
 - Transport, Access and Parking Code
 - Infrastructure Services Code
 - Natural Resources Overlay Code
 - Biodiversity Overlay Code
 - Bushfire Hazard Overlay Code
 - Waterway Corridor Overlay Code
 - Wetlands Overlay Code
 - Flood Hazard Overlay Code
- The development has been assessed against the abovementioned Assessment Benchmarks of the Planning Scheme, below:

Strategic Plan

- The Strategic Plan sets the policy direction and intent for the Planning Scheme and forms the basis for ensuring appropriate development occurs in the Planning Scheme area for the life of the Scheme.
- It is considered that the following parts of the Strategic Plan are relevant to the assessment of the application:

– **"Strategic Outcome 3.5.1 Economic Development**

The Western Downs has an abundance of natural resources, including agricultural, extractive minerals, coal seam gas, biological, energy and water resources. Natural resources including mineral and energy and extractive resources (MEER) are valued, protected and sustainably managed to ensure the benefits of the resources are equitably distributed across all parts of the region for further generations.

– **Element 3.5.3 Agriculture**

The long-term sustainability of the rural economy is based on the protection of productive rural land from fragmentation, encroachment and alienation by incompatible development or diminished productivity."

- The Assessing Officer is not satisfied that the proposal is consistent with the Strategic Plan, as follows:
 - It is not considered that dividing an undersized rural lot will improve the agricultural productivity of the property, particularly where the development is fragmenting Class A agricultural land.
 - It is not considered that the residential density or the intent of the development is for a rural purpose and that the applicant's intent for Proposed Lot 471 for rural lifestyle purposes would be better located within an urban residential zone.
 - It is acknowledged that small unproductive allotments have been created as a result of historic subdivisions in the Tara locality that are inconsistent with the current requirements of the Rural Zone under the Planning Scheme. However, none of these subdivisions have been created in the context of the current Planning Scheme.

Rural Zone Code

- The proposed development will further fragment the property into parcels that are inconsistent with the minimum lot size specified for the Rural Zone.
- The proposed development is also considered to conflict with the predominantly rural character of the locality, as it will further fragment land to a size and a configuration inconsistent with the lot size and character of the Rural Zone.
- The applicant does not seek to subdivide the property to improve the land for rural purposes, but seeks to subdivide for the practical benefit of the current land owners, which is not considered to be an overriding need in the community interest.
- The applicant's justification regarding the viability of the land for rural purposes and the examples of historic non-compliance with the current minimum lot size within the locality, are not considered as sufficient reasons to justify the development.
- On this basis, the development does not comply with the Overall Outcomes or Performance Outcomes of the Rural Zone Code and is therefore not supported.

Reconfiguring a Lot Code

- The applicant seeks to subdivide their existing property into two rural lots, being Proposed 471 with an area of 28.3ha and Proposed Lot 47 with an area of 518.26ha.
- The development is inconsistent with the Reconfiguring a Lot Code for the following reasons:
 - The development does not comply with the minimum lot size for the Rural Zone as prescribed by Acceptable Outcome 1.1 of the Reconfiguring a Lot Code.
 - The development is inconsistent with Overall Outcome 1 of the Reconfiguring a Lot Code, as the development is inconsistent with the purpose of the Rural Zone Code.
 - The development does not comply with Overall Outcome 2 of the Reconfiguring a Lot Code, as the development results in a rural lot (proposed Lot 471) of a size that is not viable for rural activities.
 - The proposed development does not satisfy Performance Outcome 14 of the Reconfiguring a Lot Code, as the applicant has not demonstrated that there is a planning need for further undersized rural lots within the Rural Zone.
- On this basis, it is considered that the development is not consistent with the Reconfiguring a Lot Code and is therefore not supported.

Transport, Access and Parking Code

- The subject site has two existing access points to Tullagrie Road which provide access to the existing residence on the property.
- The existing access arrangements will be utilised for Proposed Lot 471 on which the existing residence will be located.
- Proposed Lot 47 does not feature an existing access to Tullagrie Road. However, it is considered that suitable access to Tullagrie Road could be conditioned to comply with Council's engineering requirements.
- It is considered that the development would comply with the Transport, Access and Parking Code subject to appropriate conditions.

Infrastructure Services Code

- The property is located within a remote rural locality without access to reticulated urban services.
- The existing residence constructed on Proposed Lot 471 features an effluent disposal system, rainwater tanks for domestic water consumption, and a connection to reticulated electricity network.
- If a future residence is developed on Proposed Lot 47, an effluent disposal system, water supply and connection to electricity would need to be provided.
- It is considered that conditions of approval could be provided for the development to comply with the Infrastructure Services Code.

Natural Resources Overlay Code

- The subject site is identified as Agricultural Land (Class A Agricultural Land) within the Overlay Mapping of the Planning Scheme.
- The development will result in further fragmentation of the existing rural lot which will result in proposed Lot 471 having an area significantly below the 500ha minimum lot size specified by Acceptable Outcome 6.2 of the Natural Resources Overlay Code.
- The development is not consistent with Overall Outcome 2 of the Natural Resources Overlay Code, as the development will permanently fragment Class A Agricultural Land and it is not considered that an overriding community need for the development has been demonstrated in terms of a public benefit.
- It is not considered that the development is consistent with the Overall Outcomes or Performance Outcomes of the Natural Resources Overlay Code.

Biodiversity Overlay Code

- The property features areas of Matters of State Environmental Significance (MSES) regulated vegetation illustrated by the Overlay Mapping of the Planning Scheme.
- The proposed development will not intersect areas of regulated vegetation or result in any impacts on these mapped areas on the property.
- On this basis, it is considered that the development is consistent with the Biodiversity Overlay Code.

Bushfire Hazard Overlay Code

- Part of the property is located within the Medium Bushfire Hazard Area as illustrated by the Overlay Mapping of the Planning Scheme.
- The existing residence within Proposed Lot 471 is located within a Medium Bushfire Hazard Area on the property as it is surrounded by mature native vegetation.
- The property has existing dams and also has access to Undulla Creek which could be used for firefighting purposes in the event of an emergency.
- It is considered that Proposed Lot 47 has suitable area to site a future dwelling outside the Medium Bushfire Hazard Area.
- It is considered that Tullagrie Road would be a suitable road for evacuation in the event of an emergency and for emergency vehicles to access the property for firefighting purposes.
- The development complies with the Bushfire Hazard Overlay Code.

Waterway Corridor Overlay Code

- The property is intersected by Undulla Creek (Stream Order 4) which is a Waterway Corridor illustrated by the Overlay Mapping of the Planning Scheme.

- Acceptable Outcome 1.3 states that a minimum setback is to be provided between a new boundary created by *Reconfiguring a Lot* and the top of the high bank of a Waterway Corridor by a distance of not less than 50 metres.
- The proposed development does not comply with Acceptable Outcome 1.3 of the Waterway Overlay Corridor Overlay Code, as the new lot boundary will intersect directly with the Waterway Corridor of Undulla Creek.
- The proposed development will allow for the exempt clearing of vegetation adjacent to the high bank of the Waterway Corridor by a land owner.
- It is not considered that the development is consistent with the Waterway Corridor Overlay Code.

Wetland Overlay Code

- The property features Lacustrine and Riverine Wetlands within the Overlay Mapping of the Planning Scheme.
- The proposed development will not intersect the Wetland or associated buffer area illustrated by the Overlay Maps and will not result in any clearing in the vicinity of the mapped Wetlands.
- On this basis, it is considered that the development is consistent with the Wetlands Overlay Code.

Flood Hazard Overlay Code

- The entire property is located within the Potential Flood Hazard Area within the Overlay Mapping of the Planning Scheme.
- The property is located outside the mapping of the defined flood event for Tara.
- The Potential Flood Hazard Area illustrates an area that is located within the flood plain for Undulla Creek and does not indicate a flood depth relative to the property.
- The applicant has advised that they completed works to raise the floor level of the existing residence on Lot 471 after the 2011 floods.
- It is considered that due to the size of Proposed Lot 47 and the setback from Undulla Creek, a future dwelling could be designed and sited to ensure that it is appropriately elevated above the flood level relative to the property.
- The development would be able to comply with the Flood Hazard Overlay Code subject to appropriate conditions of approval.

3. Other Matters

3.1 Public Notification

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. No submissions were received during the Public Notification Period for the application.

Consultation (Internal/External)

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

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...
 - ...(g) 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

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities "*to act and make decisions in a way compatible with human rights*".

Consideration has been given to relevant human rights, particularly property rights.

It is considered that Council will be respecting and acting compatibly with human rights in that it limits human rights only to the extent that is reasonable and demonstrably justifiable in accordance with section 13 of the Human Rights Act.

Conclusion

The proposed development has been assessed against the requirements of the Planning Scheme. It is considered that the proposed development does not comply with the requirements of the Planning Scheme and as such, the application should be refused, as per the grounds contained in the Officer's Recommendation.

Attachments

1. Locality Plans
2. Proposal Plan

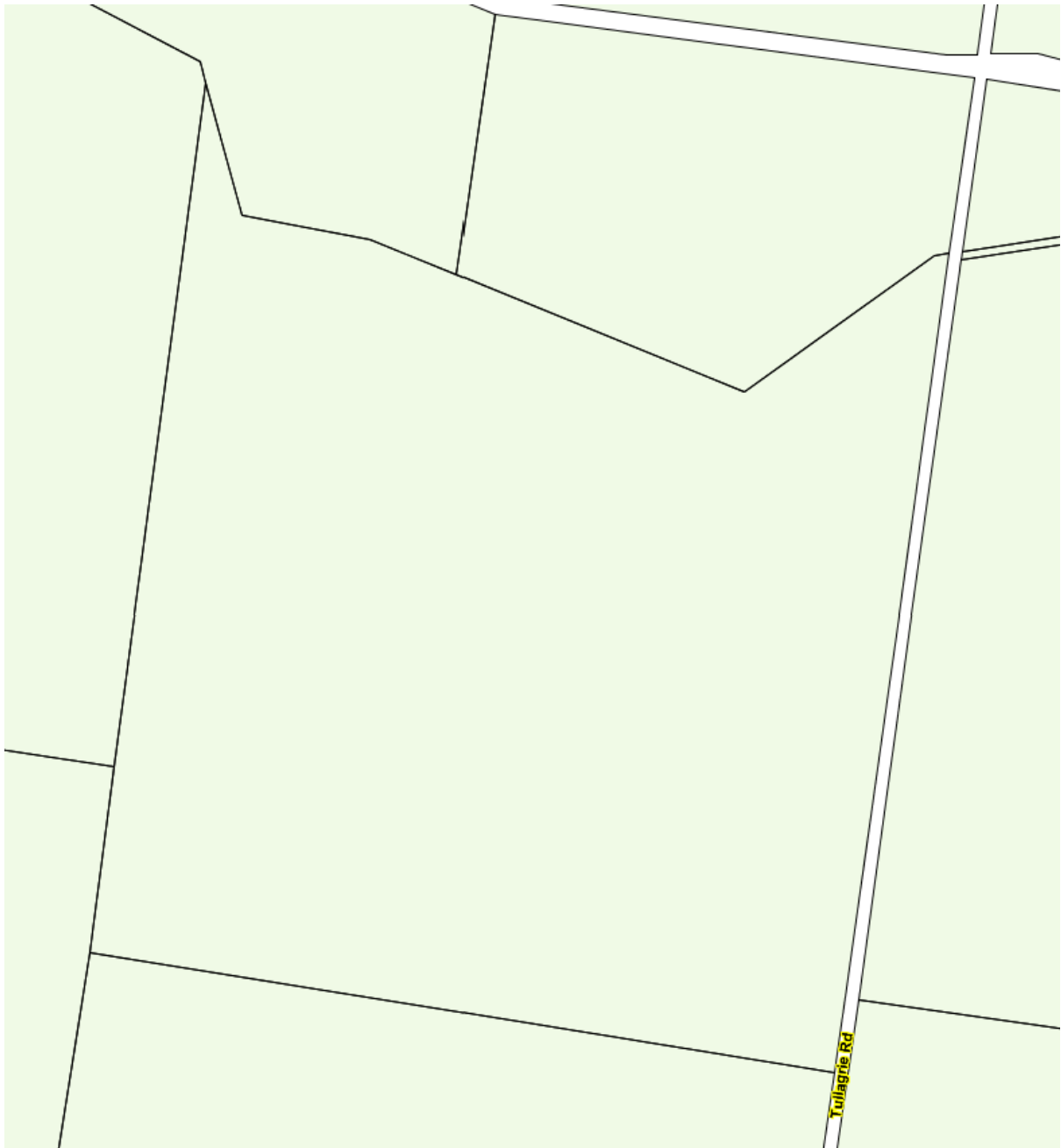
Authored by: Dominic Bradley, PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 Locality Plans


Aerial Map - Context Map



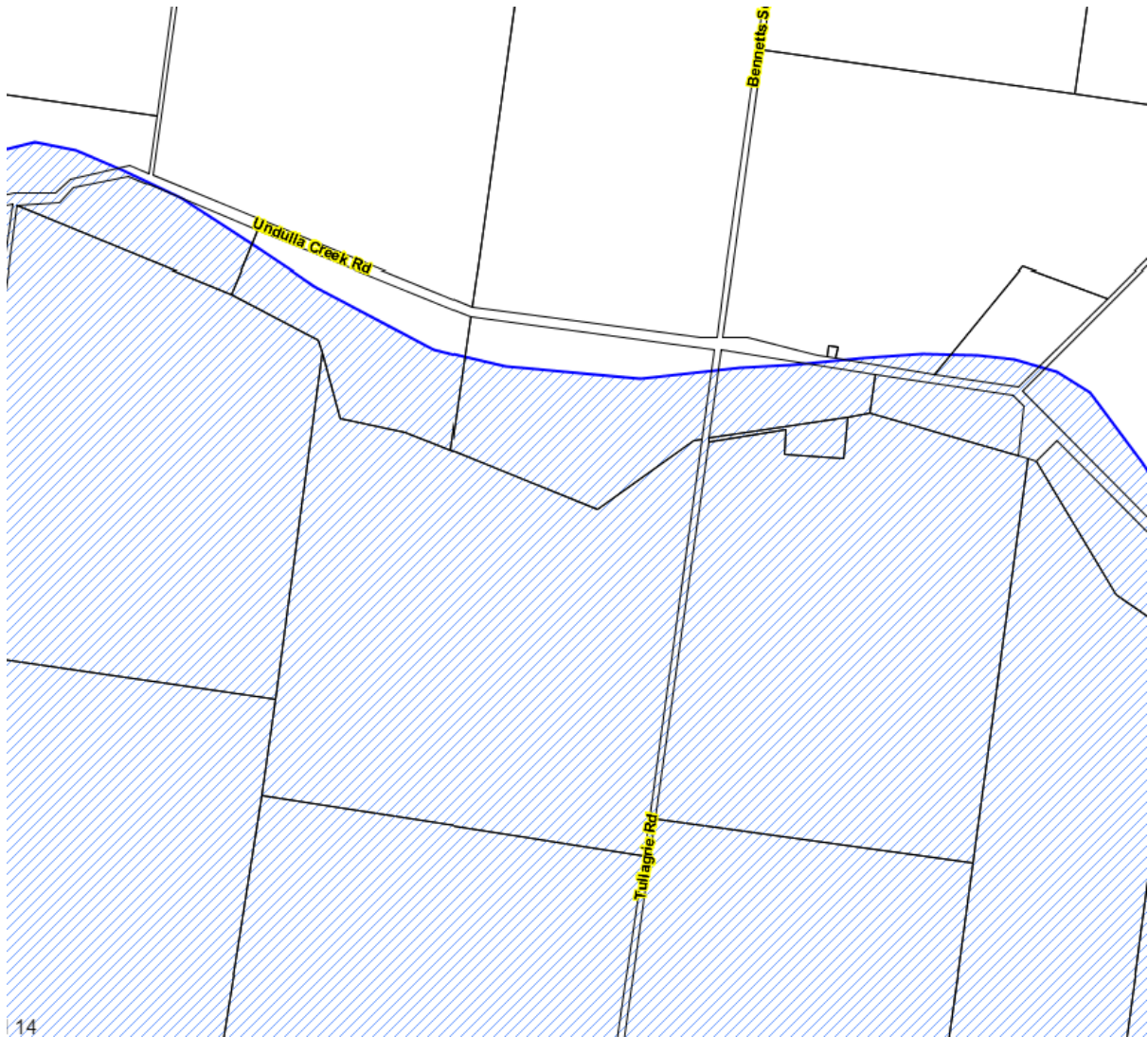
Zone Map




LEGEND

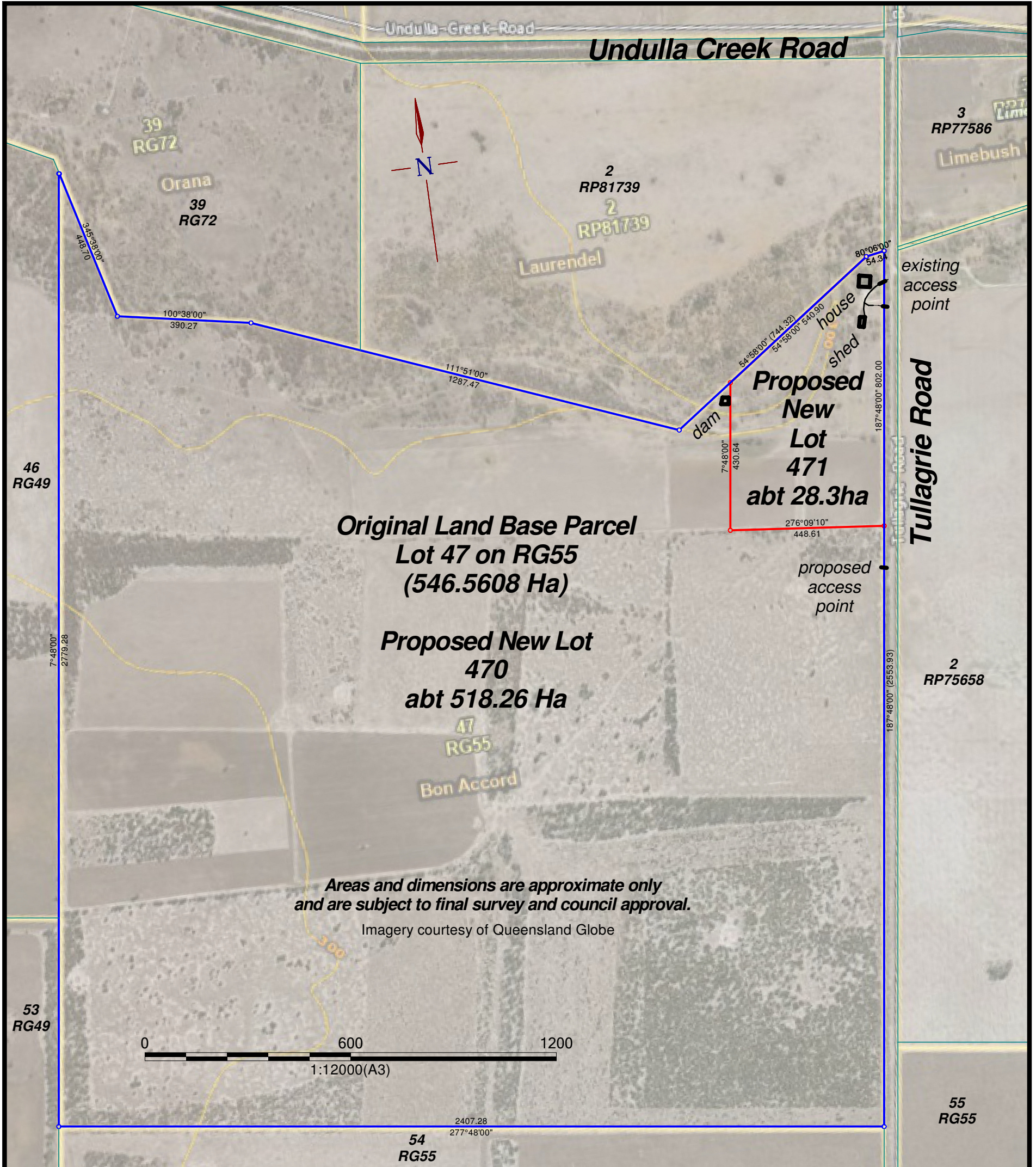
 Rural Zone

Flood Hazard Overlay Map



LEGEND

-  Potential Flood Hazard Areas



Areas and dimensions are approximate only and are subject to final survey and council approval.

Imagery courtesy of Queensland Globe

CLIENT Salter		PROJECT PLAN OF DEVELOPMENT Proposed Subdivision of Lot 47 on RG55 Locality of TARA Local Authority of Western Downs Regional Council	
REV.	Scale 1:12000(A3) Drawn WLS	F.W. F.Bk	Date 22.09.2020
Map Ref :	8943-12334	Contour Interval:	File 500033_Salter_Proposal Plan_22.09.2020_WLS.mjo

Surveyor Wayne Schulz	Job & Plan No. 500033	Notes. Underground services have been located from visible surface features only . A Dial Before You Dig search should be performed before the commencement of any excavation work. The property boundaries shown have not fully been investigated for the purposes of this survey. For an accurate determination of the boundaries, an identification survey will be required.
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MURRAY & ASSOCIATES
SURVEYORS & TOWN PLANNERS
ACN 075 543 154
Murray Building, 15-17 Currie St. Nambour Ph.(07)5441 2188 P.O. Box 246
Branch Offices at Maroochydore Caboolture Chinchilla Roma Gympie & Emerald

□ AV Air Valve	■ EPL Electricity Pillar	+ GAS Gas Infrastructure	● TPL Telstra Pillar
▲ BM Bench Mark	+ EPIT Electricity Pit	○ SMH Sewer Manhole	○ WM Water Meter
△ CP Control Point	□ FH Fire Hydrant	○ SV Scower Valve	□ WV Water Valve
● ELP Elect. Light Pole	■ GRATE Stormwater Grate	○ SWMH Stormwater Manhole	
□ EMH Electricity Manhole	△ GATE Gate	○ T Tree	
● PP Power Pole	△ S Sign	■ TE Telstra Pit	

Title (035.2020.394.001) Community and Liveability Report Development Application Reconfiguring a Lot Boundary Realignment (2 Lots into 2 Lots) Lots 313 and 314 on AG47 116 Watt Street Dalby Volker

Date 16 October 2020

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot for a Boundary Realignment (2 lots into 2 lots) on land described as Lots 313 and 314 on AG47 and situated at 116 Watt Street, 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 Reconfiguring a Lot for a Boundary Realignment (2 lots into 2 lots) on land described as Lots 313 and 314 on AG47 and situated at 116 Watt Street, 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:

Drawing No: 9143-42123

Description: Site Plan - Boundary Realignment (2 lots into 2 lots), 116 Watt Street, Dalby, prepared by Robert Volker *Amended in red by Council dated 7 September 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.

APPROVED DEVELOPMENT

3. The approved development is Reconfiguring a Lot for a Boundary Realignment (2 lots into 2 lots) as shown on the Approved Plan.

COMPLIANCE, TIMING AND COSTS

4. All conditions of the approval shall be complied with before Council's endorsement of the Plan of Survey and whilst the use continues, unless otherwise noted within these conditions.
5. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.
6. The Plan of Survey shall not be executed until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

FEES AND CHARGES

7. 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

8. The development shall be maintained in accordance with the Approved Plan, subject to and modified by any conditions of this approval.

LOT NUMBERING

9. The numbering of all approved lots shall remain as indicated on the Approved Plan (unless otherwise amended/approved by Council).
10. The developer is to make a request to Council for street numbering for the proposed lots upon registration of the Survey Plan.

LANDSCAPING

11. All declared weeds and pests shall be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of the development works and any ensuing defects liability period.
12. Apart from declared weeds and pests, trees, shrubs and vegetated areas currently existing on the subject land shall be retained where possible, and action taken to minimise disturbance during construction work.

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

13. 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.

STORMWATER MANAGEMENT

14. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
15. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken.

SERVICES

16. Any future Dwellings are to be serviced by an on-site effluent disposal system in accordance with AS1547 and the Queensland Plumbing and Waste Water Code.

ELECTRICITY AND TELECOMMUNICATIONS

17. Provide electricity and telecommunication services to both lots.

ACCESS

18. Ensure all existing vehicular property accesses are maintained in accordance with Council's Planning Scheme.
19. Prior to obtaining a Building Approval for any future Dwelling on Proposed Lot 1, construct a dedicated vehicular property access in accordance with Council's Planning Scheme and the latest revision of Council's Standard Drawing R-004.

EROSION AND SEDIMENT CONTROL - GENERAL

20. 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.
21. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

ADVISORY NOTES

NOTE 1 - Currency Period

A part of a development approval lapses at the end of the currency period. The standard currency period for Reconfiguring a Lot (4 years after the approval starts to have effect) as stated in Section 85 of the *Planning Act 2016*, applies to this approval.

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 twelve (12) 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.

Background Information

The relevant background information to this application is as follows:

Application No: 035.2020.394.001	Assessment No: 4655	Keywords Index: AD6.6.2 & LG7.6.1
Assessing Officer:	Mitchell Hiscock GRADUATE PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	Robert Volker	
Owner:	RV, ID & LF Volker and DP O'Toole	
Site Address:	116 Watt Street, Dalby	
Site Area:	Lot 314: 31.748ha Lot 313: 23.689ha Total: 55.437ha	
Real Property Description:	Lots 313 & 314 on AG47	
Proposed Development:	Boundary Realignment (2 lots into 2 lots)	
Level of Assessment:	Impact	
Type of Application:	Reconfiguring a Lot	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural	
Precinct:	N/A	
Overlays:	<ul style="list-style-type: none"> • Airport Environs - OLS Conical Limitations • Biodiversity Areas - Matters of State Environmental Significance Regulated Vegetation • Bushfire Hazard - Medium • Flood Hazard - Low, Medium, High and Extreme • Infrastructure - Pipeline Licences, Pipeline Buffer • Agricultural Land - Class A • Extractive Industry - Petroleum Lease 198 • Scenic Amenities - Urban Gateways • Stormwater Overland Flow - Major and Minor Flow Paths 	
Pre-lodgement Meeting:	Yes	Date: 11 August 2020
Application Lodgement Date:	12 August 2020	
Properly Made Application:	Yes	Date: 13 August 2020
Confirmation Notice Issued:	Yes	Date: 20 August 2020
PART 3: INFORMATION REQUEST		
Information Request Issued:	Yes	Date: 26 August 2020
Applicant's Response:	Yes	Date: 28 August 2020
PART 4: PUBLIC NOTIFICATION		
Start Date:	Yes	Date: 24 September 2020
Notice of Compliance Received:	Yes	Date: 19 October 2020
Submissions:	Nil	

PART 5: DECISION PERIOD	
Date Commenced:	20 October 2020
Decision Due Date:	1 December 2020

Report

1. Subject Site

The subject site, Lots 313 and 314 on AG47, is located at 116 Watt Street, Dalby. The property lies within the Rural Zone, gains access from Watt Street, and is 55.437ha in area. The Airport Environs, Biodiversity Areas, Bushfire Hazard, Flood Hazard, Infrastructure, Natural Resources, Scenic Amenity and Stormwater Overland Flow Path Overlays impact the land. The site is developed and contains a Dwelling House and various Domestic Outbuildings. The site is primarily used for cattle grazing, as the majority of the site is identified as regulated vegetation and land clearing is not permitted. The properties are impacted by Category A or B vegetation containing "of concern" and "least concern" regional ecosystems. The existing lots are impacted by Low, Medium, High and Extreme Flood Hazards. Existing Lot 314 is almost entirely identified within the High or Extreme Flood Hazard and Major Stormwater Overland Flow Path.

The surrounding land use zoning is a mix of Rural Residential, Medium Impact Industry and Rural properties. To the south and west include Rural lots predominantly used for broadacre cropping. To the east includes undersized Rural lots, one used as a Go Kart and Motorbike Track, and the other open grassland with scattered trees. South-east of the site, along the Moonie Highway are Medium Impact Industry Uses. To the north includes Rural Residential properties along Watt Street and Springfield Drive.

2. Proposal

The applicant has proposed a Boundary Realignment, creating a 15.052ha lot (Proposed Lot 1) and a 40.427ha (Proposed Lot 2). The proposed new boundary will remove the east-west boundary line and establish a new north-south boundary line between the lots.

Proposed Lot 2 will include the existing Dwelling and Outbuildings and will have a road frontage to Watt Street of 515m. Proposed Lot 1 will be accessed from Springfield Drive with a 30m road frontage.

The proposal's new boundary alignment is considered to be creating a lot configuration that will improve the flood risk compared to the existing Lot 314.

While the realignment will permit vegetation clearing of regulated vegetation along the new property boundary, the overall amount of exempt clearing will be reduced compared to the current lot layout.

A minor change was made to the application following Council's Request for Further Information. The application originally proposed a Stage 2 which involved further subdivision of Proposed Lot 1 into two lots. The applicant was informed the proposal was inconsistent with the Planning Scheme considering the intent of the Rural Zone, Biodiversity Areas and Flood Hazard Overlays, and subsequently, Stage 2 was removed from the proposal.

3. Assessment

3.1 The following are the Assessment Benchmarks applying to this development:

ASSESSMENT MATTERS

The proposed development was assessed against the following assessment benchmarks:

- Western Downs Planning Scheme 2017 incorporating Amendment 1
 - Rural Zone Code
 - Airport Environs Overlay Code
 - Biodiversity Areas Overlay Code
 - Bushfire Hazard Overlay Code
 - Flood Hazard Overlay Code
 - Infrastructure Overlay Code
 - Natural Resources Overlay Code
 - Stormwater Overland Flow Path Overlay Code
 - Reconfiguring a Lot Code
 - Transport, Access and Parking Code

The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below:

Assessment Benchmarks	Reasons for the Approval Despite Non-compliance with Benchmark
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Reconfiguring a Lot Code

<p>AO1.1</p> <p>The minimum lot area and street frontage dimensions are in accordance with Table9.4.4.2 – Minimum lot size and frontages</p>	<p>Alternative Solution</p> <p>The proposed boundary realignment creates lot sizes less than the acceptable 1,000ha and 800m road frontage.</p> <p>The existing lots are currently undersized and inconsistent as large rural land parcels. The proposed lot sizes are not considered to reduce the agricultural productivity of the lots considering site constraints including regulated vegetation and flood hazard. The proposed lot boundaries will permit the continued Rural agricultural use of cattle grazing on the site. Further, the proposed development will not result in an increased density of development on the site and provides adequate area for private open space.</p> <p>The reduced frontage of Proposed Lot 1 of 30m to Springfield Drive, is considered suitable, as the site is still provided with safe and legible vehicle access.</p> <p>Therefore, the proposal is considered to meet the Performance Outcome.</p>
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Biodiversity Overlay Code

<p>AO1.2</p> <p>No clearing of native vegetation is undertaken within areas mapped as having matters of state environmental significance (MSES) on the Biodiversity areas overlay maps (OM-002).</p>	<p>Alternative Solution</p> <p>The new lot boundary will allow prescribed clearing of Regulated Vegetation to maintain fence boundaries. The existing lot boundary currently allows land clearing of Regulated Vegetation. The new lot boundary will significantly reduce the extent of land clearing permitted.</p>
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<p>Where for Reconfiguring a Lot AO5.2</p> <p>A minimum buffer of 50 metres is provided between a new boundary created by <i>reconfiguring a lot</i> and areas mapped as having matters of state environmental significance (MSES) on the Biodiversity areas overlay maps (OM-002).</p>	<p>Therefore, the proposal is considered to meet the Performance Outcome, as any potential negative impacts are considered to be minimised by the reduced clearing area.</p>
<p>Natural Resources Overlay Code</p>	
<p>Where for Reconfiguring a Lot in the Rural Zone AO6.2</p> <p>Reconfiguring a lot does not result in the creation of a lot with an area less than 500 hectares on land identified as ALC A and B Land on the Agricultural Land overlay maps (OM- 008).</p>	<p>Alternative Solution</p> <p>The existing site area is significantly below the Acceptable Outcome of 500ha. It is considered that the Boundary Realignment will not result in the loss or fragmentation of Class A Agricultural Land, as the proposed development does not create any new lots.</p> <p>Therefore, the proposal is considered to meet the Performance Outcome.</p>

4. Relevant Matters for Impact Assessable Development

The following matters were given regard to or assessment carried out against, in undertaking the assessment of this development application:

<p>Other Relevant Matters to the Assessment of the Development Under Section 45(5)(b)</p>	<p>Benchmark Reference</p>	<p>Assessment Carried Out Against or Assessment had Regard to</p>
<p>Development is designed and located to minimise the risk to human safety from natural hazards such as bushfire, flooding or landslide.</p>	<p>Western Downs Planning Scheme 2017 Incorporating Amendment 1 3.3.7 Element - Safe Communities 3.3.7.1 Specific Outcomes</p>	<p><input checked="" type="checkbox"/> assessed against</p>
<p>ALC Classes A and B land are protected from alienation, isolation, diminished productivity, fragmentation and encroachment by incompatible land use.</p>	<p>Western Downs Planning Scheme 2017 Incorporating Amendment 1 3.3.10 Element - Rural Land Use and Development 3.3.10.1 Specific Outcomes</p>	<p><input checked="" type="checkbox"/> assessed against</p>
<p>The natural environment including its unique natural features, ecological processes and biodiversity values are conserved, enhanced and restored to maintain their biological capacity for the benefit of present and future generations.</p>	<p>Western Downs Planning Scheme 2017 Incorporating Amendment 1 3.4 Environment and Heritage 3.4.1 Strategic Outcomes</p>	<p><input checked="" type="checkbox"/> assessed against</p>

4.1 Strategic Plan

- **Western Downs Planning Scheme 2017 Incorporating Amendment 1**

Under the current Scheme, Reconfiguring a Lot within a High or Extreme Flood Hazard Area is Impact Assessable development. As such, the below table highlights the applicable sections in the Strategic Plan that relate to development and flooding in the region.

3.3.7 Element - Safe Communities	Officer's Comments
Development is designed and located to minimise the risk to human safety from natural hazards such as bushfire, flooding or landslide.	The proposal will improve the safety of the existing lot layout. Existing Lot 314 is impacted entirely by the High and Extreme Flood Hazard Overlay. The proposal will result in two lots with areas free of Flood Hazard.
3.3.10 Element - Rural Land Use and Development	Officer's Comments
ALC Classes A and B land are protected from alienation, isolation, diminished productivity, fragmentation and encroachment by incompatible land use.	The proposal will not result in further fragmentation of the existing rural property. The existing character of the site including flood hazard and biodiversity areas, has influenced the agricultural use of the site to be primarily cattle grazing or similar. The current proposal is not considered to reduce the ability for the land to be used for small scaled cattle grazing. The proposed development will not create any new allotments or result in further fragmentation of Rural land.
3.4 Environment and Heritage	Officer's Comments
The natural environment including its unique natural features, ecological processes and biodiversity values are conserved, enhanced and restored to maintain their biological capacity for the benefit of present and future generations.	The proposal will permit clearing of regulated vegetation that is not considered to result in any additional impacts from the existing lot layout. The new lot boundary will result in a reduced total area of permitted clearing from the existing lot boundary.

4.2 Zone Code

- **Rural Zone Code**

The subject site is located within the Rural Zone and is currently used for small scaled cattle grazing. Due to the size of the existing properties, the proposed Boundary Realignment will result in lot sizes less than the minimum 1,000ha lot size within the Rural Zone. It is considered that the proposed lot sizes will not impact the ability for the lots to be used for future small scaled cattle grazing.

4.3 Overlays

- **Airport Environs Overlay Code**

The site is identified within the Airport Environs Area Overlay. The Airport Environs Overlay Code is only applicable to Material Change of Use development applications and therefore, assessment against the Assessment Benchmarks is not applicable in this instance.

- **Bushfire Hazard Overlay Code**

The site is identified as being impacted by Medium Bushfire Hazard. The proposal does not increase the number of lots in areas of High or Medium Bushfire Hazard as identified under the Overlay Code. The reconfiguration does not propose any additional roads. Considering the risk and proposed lot configuration, the proposal is considered to meet the requirements of the Overlay Code. No conditions will be included to provide a firebreak.

- **Biodiversity Overlay Code**

The majority of the site is identified as Regulated Vegetation - Matter of State Environmental Significance (MSES). The proposal will result in prescribed clearing of vegetation to maintain boundary fences. However, the existing boundary will be removed, significantly reducing the area prescribed as exempt vegetation clearing. As the proposal is a boundary realignment and not a subdivision, the application did not require referral to the Department of Natural Resources, Mines and Energy.

- **Infrastructure Overlay Code**

A gas pipeline runs along the Watt Street frontage. It is considered that the proposed Reconfiguring a Lot application will not impact the infrastructure. Proposed Lot 2 will retain the existing Dwelling House and Outbuildings. No further buildings or structures are proposed within the 50m buffer as part of this application.

- **Natural Resources Overlay Code**

The site is identified as Class A Agricultural Land and within an Extractive Industry (Petroleum Lease) Area. The Reconfiguring a Lot complies with the relevant Extractive Resources Acceptable Outcomes, as the development will not result in the creation of a new lot wholly within a Separation Area identified on the Extractive Industry Overlay Maps.

Non-compliance with the Agricultural Land Acceptable Outcomes is discussed in the table above. The proposed lot layout is not considered to reduce the agricultural efficiency or productivity of the land.

- **Scenic Amenity Overlay Code**

The south-eastern corner of Lot 314 is located within an Urban Gateway. The applicable Codes within the Overlay Code are not applicable, as no changes to the built environment or natural environment are proposed. Therefore, the proposal is considered to comply with the purpose of the Overlay Code.

- **Stormwater Overland Flow Path Overlay Code**

The site is impacted by Minor and Major Overland Flow Paths. The proposal complies with all applicable Acceptable Outcomes, as there are no new lots created within the flow paths. The proposed arrangement results in areas within both proposed lots that are outside the Major Overland Flow Path. Therefore, the proposal is supported considering the purpose of the Code.

- **Flood Hazard Overlay Code**

The site is impacted by Low, Medium, High and Extreme Flood Hazards. The proposal complies with all applicable Acceptable Outcomes, as there are no additional lots created within the Flood Hazard Overlay. Existing Lot 314 is entirely impacted by High or Extreme Flood Hazard.

The proposed arrangement is considered to improve the flood hazard of the site by creating two lots, both containing areas that would not be impacted during a Defined Flood Event. As such, considering the purpose of the Overlay Code, the proposal is supported.

4.4 Development Codes

- **Reconfiguring a Lot Code**

The proposed development complies with all applicable acceptable solutions with the exception of Acceptable Outcome 1.1 - Minimum Lot Size and Frontage. The proposed lot sizes are considered to comply with the purpose of the Reconfiguring a Lot Code considering the size of the existing lots and that the proposal does not create any additional allotments.

- **Transport, Access and Parking Code**

The proposed Boundary Realignment will change the road frontages of the existing lots. Currently, both lots have primary frontage to Watt Street. The proposal's lot configuration will result in Proposed Lot 2 having sole frontage to Watt Street and Proposed Lot 1 with a 30m frontage to Springfield Drive. The reduced frontage to Springfield Drive is considered acceptable in this instance, considering the improved flood hazard, and that both lots will maintain safe and legible vehicle access.

5. Public Notification

The application for a Reconfiguring a Lot for a Boundary Realignment (2 lots into 2 lots) on a site included in the Extreme Flood Hazard Overlay is Impact Assessable in the Western Downs Planning Scheme 2017 incorporating Amendment 1. As a result, the applicant undertook Public Notification in accordance with the *Planning Regulation 2017* and the Development Assessment Rules.

The applicant:

- published a notice in the Western Downs Town and Country on 24 September 2020;
- placed a notice on the frontage of the land on 24 September until 16 October 2020; and
- notified the adjoining land owners on 24 September 2020.

During the Comment Period of the Public Notification, no submissions were received in relation to the proposed development.

Consultation (Internal/External)

Internal

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

Council's Principal Planner and Planning and Environment Manager 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...
 - ...(g) 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

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities "to act and make decisions in a way compatible with human rights".

All activities will be undertaken in accordance with Council's human rights obligations.

Consideration has been given to relevant human rights, particularly, property rights.

It is considered that Council will be respecting and acting compatibly with human rights, in that it limits human rights only to the extent that is reasonable and demonstrably justifiable in accordance with Section 13 of the *Human Rights Act*.

Conclusion

The proposal for Reconfiguring a Lot for a Boundary Realignment (2 lots into 2 lots) on land described as Lots 313 and 314 on AG47 has been assessed in accordance with the *Planning Act 2016* (the Act) and has satisfied the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. The application was Impact Assessable due to the Extreme Flood Hazard of the site. Performance Outcomes were sought to respond to site constraints relating to the total site area and permitted clearing of regulated vegetation. It has been determined the proposal complies with the purpose of the Rural Zone Code, Biodiversity Areas, Flood Hazard and Natural Resources Overlay Codes, considering the existing site area, reduced flood hazard and potential impact to native vegetation. It is recommended that the application be approved, subject to compliance with the attached conditions, applied in accordance with the Act.

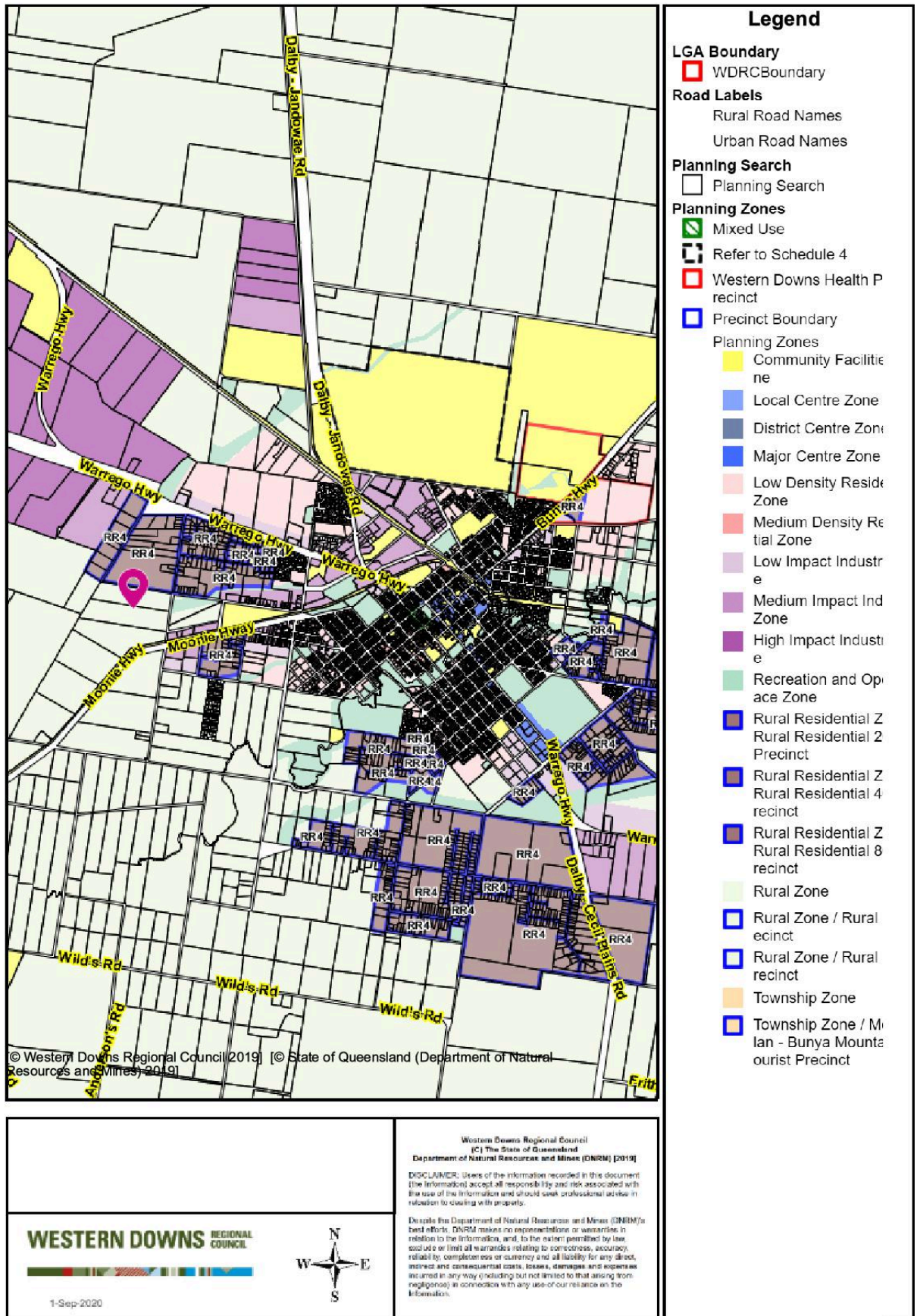
Attachments

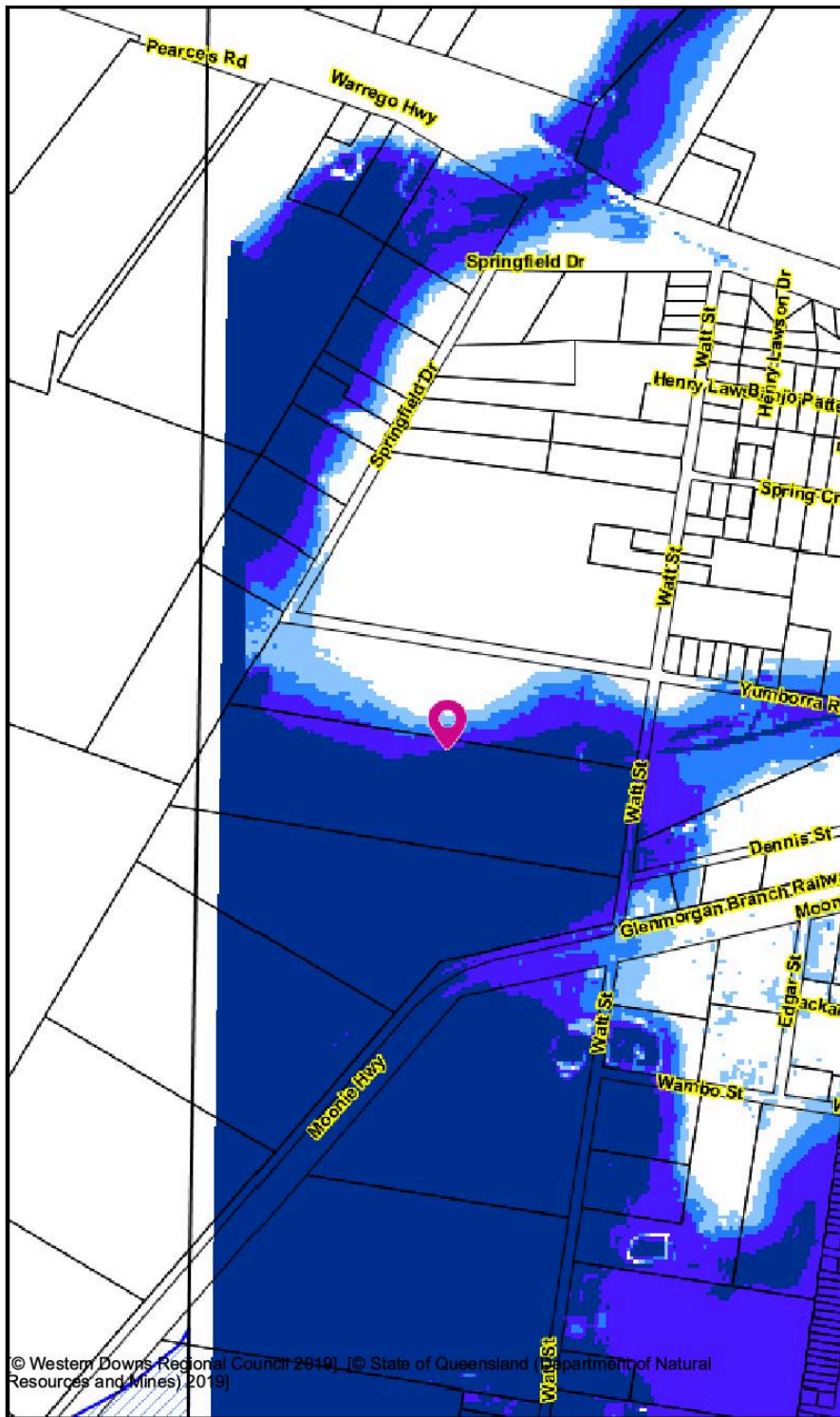
Attachment 1 - Locality Plans

Attachment 2 - Proposal Plan

Authored by: M Hiscock, GRADUATE PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 - Locality Plans





Legend

LGA Boundary
 WDRCBoundary

Road Labels
 Rural Road Names
 Urban Road Names

Planning Search
 Planning Search

OM-004 Flood Hazard (2014)
 Flooding Extents
 Potential Flood Hazard Areas

Flood Hazard
 Low
 Medium
 High
 Extreme

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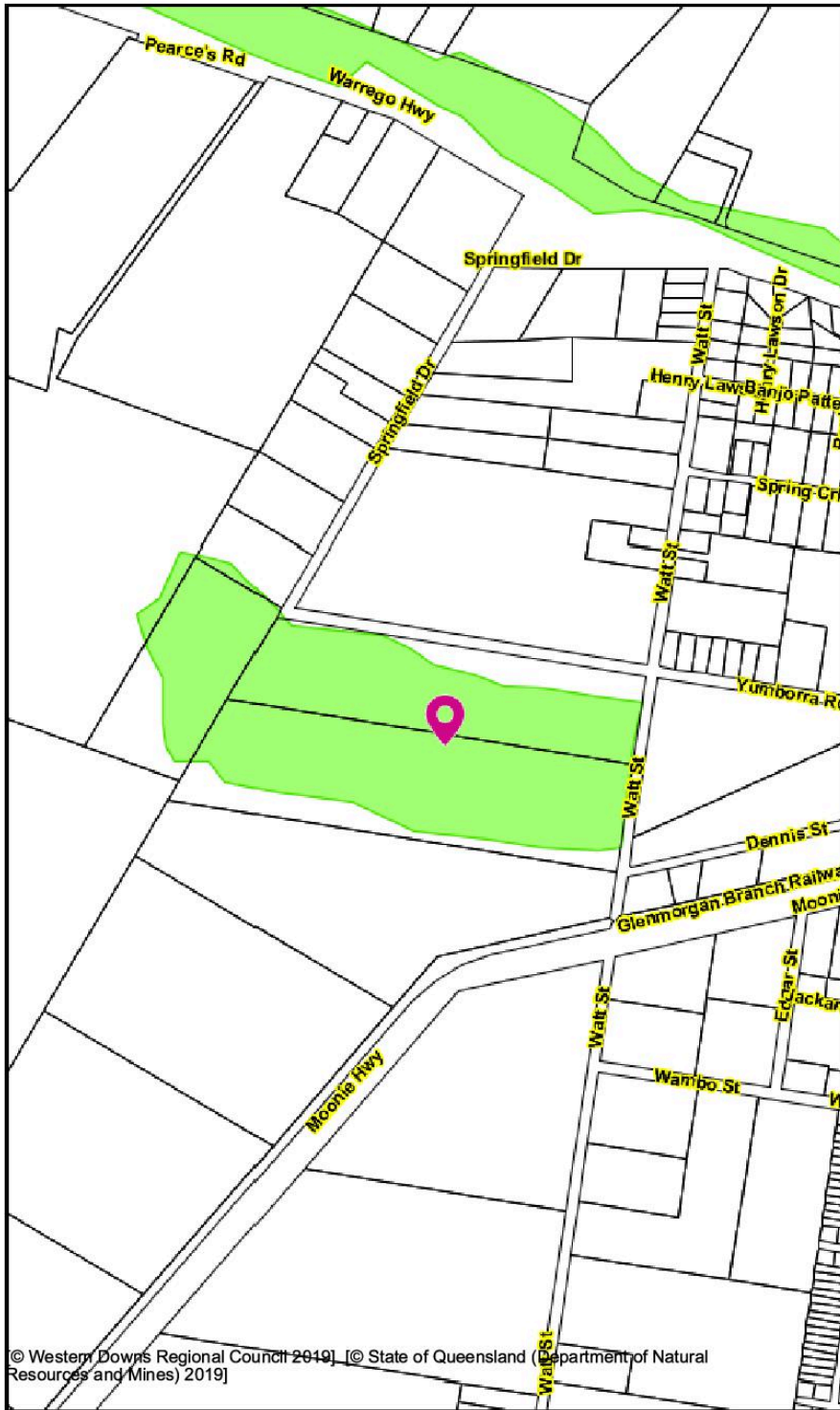
WESTERN DOWNS REGIONAL COUNCIL

1-Sep-2020

Western Downs Regional Council
 (C) The State of Queensland
 Department of Natural Resources and Mines (DNRM) [2019]

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- ### Legend
- LGA Boundary**
 - WDRCBoundary
 - Road Labels**
 - Rural Road Names
 - Urban Road Names
 - Planning Search**
 - Planning Search
 - OM-002 Biodiversity**
 - MSES Wildlife Habitat
 - MSES HES Wetlands
 - MSES Regulated Vegetation
 - MSES Protected Area

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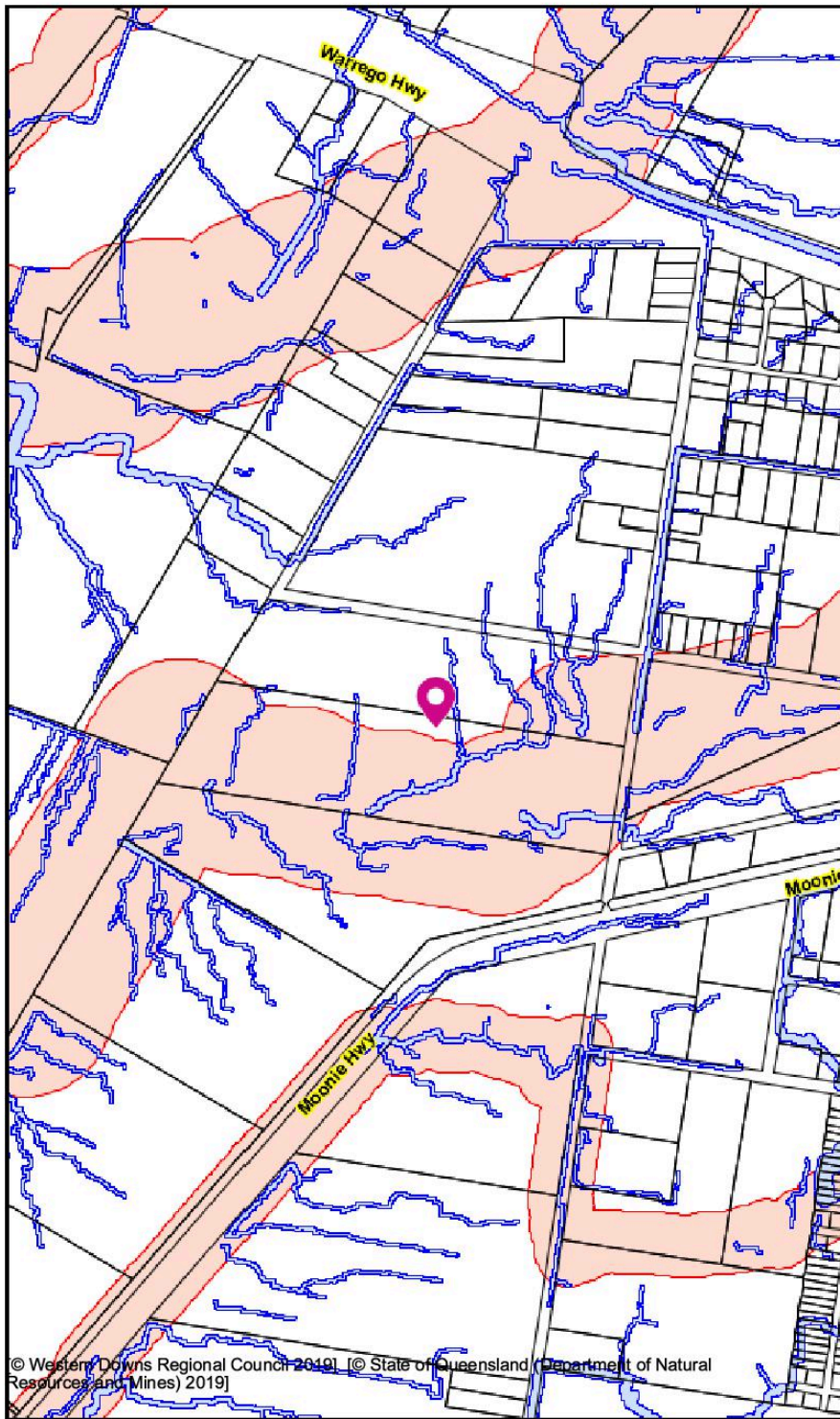
WESTERN DOWNS REGIONAL COUNCIL

1-Sep-2020

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Legend

LGA Boundary
 WDRCBoundary

Road Labels
 Rural Road Names
 Urban Road Names

Planning Search
 Planning Search

OM-012 Stormwater Overland Flow
 Stormwater Overland Flow
 Major Flow Path
 Minor Flow Path

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WESTERN DOWNS REGIONAL COUNCIL

1-Sep-2020

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 Department of Natural Resources and Mines (DNRM) [2019]

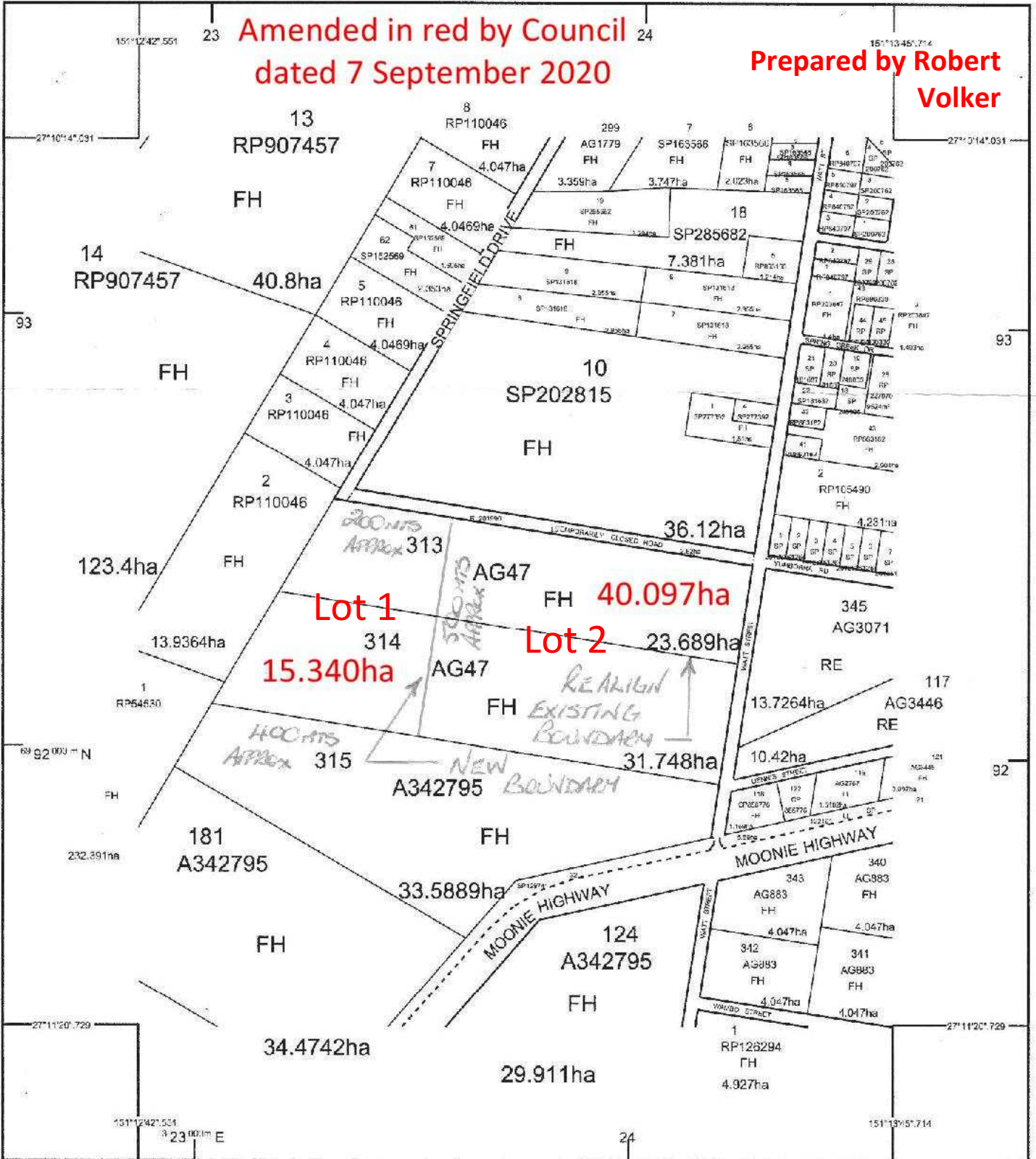
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Site Plan - Boundary Realignment (2 lots into 2 lots), 116 Watt Street, Dalby

Amended in red by Council
dated 7 September 2020

Prepared by Robert
Volker



STANDARD MAP NUMBER
9143-42123



SmartMap

An External Product of
SmartMap Information Services
Based upon an extraction from the
Digital Cadastral Data Base

MAP WINDOW POSITION &
NEAREST LOCATION
151°13'45" E
27°10'14" S
DALBY
4.2 KM

SUBJECT PARCEL DESCRIPTION	
DCDB	313/414/7
Lot/Plan	23/689ha
Area/Volume	FREEHOLD
Tenure	WATERLOO DOWNS REGIONAL
Local Government	DALBY
Locality	44387/46
Segment/Parcel	

CLIENT SERVICE STANDARDS

PRINTED (deterministic) 23/08/2020

DCDB: 27/08/2020 (lots with an area less than 1500m² are not shown)

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<https://www.qld.gov.au/cousing/buying-owning-homes/property-land-values/one/smartmaps>



Queensland
Government
(c) The State of Queensland,
(Department of
Natural Resources,
Mines and Energy) 2020.

Title (035.2020.396.001) Community and Liveability Report Development Application Reconfiguring a Lot 215 Red Hill Road Chinchilla Danma Property Pty Ltd C/- Out of the Woods Planning

Date 16 October 2020

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (2 Community Title Scheme lots and Common Property into 2 standard lots) on land described as Lots 0, 1 and 2 on SP249067 and situated at 215 Red Hill Road, Red Hill.

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 Reconfiguring a Lot (2 Community Title Scheme lots and Common Property into 2 standard lots) on land described as Lots 0, 1 and 2 on SP249067 and situated at 215 Red Hill Road, Red Hill, be refused, on the following grounds:
 - (a) The development application for Reconfiguring a Lot has been assessed against the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1, and does not comply with the following matters:
 - (i) The development does not comply with Strategic Outcome 3.5.1 or Element 3.5.3 of the Strategic Plan, as the development will further fragment an already undersized rural land parcel within the Rural Zone and create a lot configuration that will permanently diminish potential agricultural productivity of the property.
 - (ii) The development conflicts with Overall Outcome 2 of the Rural Zone Code, as it will result in further fragmentation and alienation of land within the Rural Zone.
 - (iii) The development is inconsistent with Overall Outcome 1 of the Reconfiguring a Lot Code, as the development is inconsistent with the Outcomes in the Rural Zone Code.
 - (iv) The development does not comply with Overall Outcome 2(b) of the Reconfiguring a Lot Code, as the development results in rural lots of a size that are not viable for rural activities.

- (v) The development is inconsistent with Acceptable Outcomes 1.1 and 1.3 of the Reconfiguring a Lot Code, as the development will result in lots that are significantly smaller than the minimum lot size for the Rural Zone. The alternative solution is not considered to comply with Performance Outcome 1, as the proposal is inconsistent with the character and amenity of the Rural Zone.
- (vi) The proposed development does not satisfy Performance Outcome 14 of the Reconfiguring a Lot Code, as the applicant has not justified that the development meets a demonstrated planning need for further fragmentation of an already undersized rural lot within the Rural Zone.
- (vii) The proposed development does not comply with Performance Outcome 6 of the Natural Resources Overlay Code, as the development will result in the permanent fragmentation of Rural land with lots less than 500ha.
- (viii) The development could not be conditioned to comply with the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1, as the proposed design and lot layout of the development are inconsistent with the Overall and Performance Outcomes of the relevant Codes.

Background Information

The relevant background information to this application is as follows:

Application No: 035.2020.396.001	Assessment No: A6700, A6701 & A11970	Keywords Index: AD6.6.2 & LG7.9.1
Assessing Officer:	Kate Swepson PRINCIPAL PLANNER	
PART 1: APPLICATION		
Applicant:	Danma Property Pty Ltd C/- Out of the Woods Planning	
Land Owners:	Lot 0: Body Corporate for Leigh Haven - Chinchilla (CTS 43838) Lot 1: Danma Property Pty Ltd atf Danma Property Trust Lot 2: JK Hardimon	
Site Address:	Units 1 and 2, 215 Red Hill Road, Red Hill	
Site Area:	Lot 0: 17.64ha Lot 1: 407m ² Lot 2: 323m ² TOTAL: 17.713ha	
Real Property Description:	Lots 0, 1 and 2 on ST249067	
Proposed Development:	Reconfiguring a Lot (2 Community Title Scheme lots and Common Property into 2 standard lots)	
Level of Assessment:	Impact Assessable	
Type of Application:	Reconfiguring a Lot	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural	
Precinct:	N/A	
Overlays:	<ul style="list-style-type: none"> · Extractive Industry - Petroleum Lease (PL185) · Agricultural Land - Authority to Prospect (ATP676) · Agricultural Land - Class A Agricultural Land 	
Pre-lodgement Meeting:	No	
Application Lodgement Date:	13 August 2020	
Properly Made Application:	Yes	Date: 13 August 2020
Confirmation Notice Issued:	Yes	Date: 25 August 2020
PART 2: REFERRALS		
N/A		
PART 3: INFORMATION REQUEST		
Information Request Issued:	Yes	Date: 26 August 2020
Information Response Provided	Date: 3 September 2020	

PART 4: PUBLIC NOTIFICATION	
Start Date:	Date: 11 September 2020
Notice of Compliance Received:	Date: 6 October 2020
Submissions:	Nil
PART 5: DECISION PERIOD	
Commencement Date:	7 October 2020
Decision Due Date:	23 November 2020

Report

1. Site

The property is legally described as Lots 0, 1 and 2 on ST249067, located at 215 Red Hill Road, Red Hill and has a total area of 17.713ha. The property is a corner allotment with frontage to Red Hill Road and Dahlers Road. The Natural Resources Overlay Code impacts the land. The site is currently improved by two existing Dwelling Houses and associated outbuildings.

The site was originally developed as a rural property with a Caretaker's Residence. The applicant then sought a Material Change of Use approval to establish a Multiple Dwelling (030.2012.25.001 & 050.2012.1396.001) in order for the two houses on the property to be sold separately. The application was impact assessable for an inconsistent use under the former Planning Scheme for Chinchilla Shire 2006, and attracted one submission from a neighbouring property owner. The approval was issued on the basis that the proposal was generally consistent with a Caretaker's Residence and did not result in the fragmentation of rural land.

Further to this approval, the applicant created the two Community Title Lots and Common Property so that each Dwelling on the site could be sold separately. In accordance with the *Sustainable Planning Act 2009*, being the legislation in force at the time the development was undertaken, dividing land into parts by agreement for a Community Titles Scheme is not considered to be Reconfiguring a Lot. Therefore, no application or approval was required from Council to establish the Body Corporate Scheme.

Lot 0 comprises the common property and Lots 1 and 2 contain a separate Dwelling and associated outbuildings. The subject site features two separate driveways to Red Hill Road.

Red Hill Road is a bitumen Rural Access Road along the frontage of the subject site and Dahlers Road is an all-weather gravel road.

2. Proposal

The applicant seeks a Development Permit for Reconfiguring a Lot (2 Community Title Scheme lots and Common Property lot into 2 standard lots) to extinguish the strata title holding and associated Body Corporate, and create two freehold lots.

Proposed Lot 10 will have an area of 7.41ha, a frontage of 282m to Red Hill Road and a 263m frontage to Dahlers Road. Proposed Lot 11 will have an area of 10.234ha and a frontage of 387m to Red Hill Road.

The existing access driveways currently servicing the site will not be altered or modified to accommodate the subdivision.

The applicant submits that there is an overriding need for the subdivision to be approved, as:

"The original set up of the Community Titles Scheme in 2012 by the previous owners is impractical and causes confusion. The proposed reconfiguration to standard lots with lot sizes similar to that in the Exclusive Use Plan is a logical step in alleviating the concerns of the land owners.

These concerns include:

- restrictions on renovations/building;
- confusion about insurance obligations;
- complying with legislative requirements;
- disputes between lot owners; and
- uncertainty in the real estate market."

Further, the applicant submits that due to the size of lots in the locality of the subject site, the proposal is not further fragmenting Rural land and should be accepted.

3. 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"> ▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> • Strategic Plan • Rural Zone Code • Reconfiguring a Lot Code • Natural Resources Overlay Code • Infrastructure Services Code • Transport, Access and Parking 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 exceptions listed below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Assessment Benchmark</th> <th style="background-color: #cccccc;">Response</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #cccccc;">Strategic Plan</td> </tr> <tr> <td style="vertical-align: top;"> <p>Strategic Outcome 3.5.1 Economic Development</p> <p>The Western Downs has an abundance of natural resources, including agricultural, extractive minerals, coal seam gas, biological, energy and water resources. Natural resources including mineral and energy and extractive resources (MEER) are valued, protected and sustainably managed to ensure the benefits of the resources are equitably distributed across all parts of the region for further generation.</p> <p>Element 3.5.3 Agriculture</p> <p>The long-term sustainability of the rural economy is based on the protection of productive rural land from fragmentation, encroachment and alienation by incompatible development or diminished productivity.</p> </td> <td style="vertical-align: top;"> <p>Council, in its Information Request, sought further justification from the applicant, that the development could be considered to comply with the abovementioned parts of the Strategic Plan and relevant Codes of the Planning Scheme. The applicant's response stated that:</p> <ul style="list-style-type: none"> • <i>"The land was previously fragmented in 2012 when Council approved a Community Titles Scheme and subsequent Exclusive Use Plan.</i> • <i>Both lots are currently used for rural purposes, being keeping horses, and cattle grazing.</i> • <i>This proposal merely seeks to remove the confusion and uncertainty around a Community Titles Scheme. This proposal does not fragment the land further."</i> <p>As noted above, Council did not approve a reconfiguration of the site under the Sustainable Planning Act 2009.</p> </td> </tr> </tbody> </table>	Assessment Benchmark	Response	Strategic Plan		<p>Strategic Outcome 3.5.1 Economic Development</p> <p>The Western Downs has an abundance of natural resources, including agricultural, extractive minerals, coal seam gas, biological, energy and water resources. Natural resources including mineral and energy and extractive resources (MEER) are valued, protected and sustainably managed to ensure the benefits of the resources are equitably distributed across all parts of the region for further generation.</p> <p>Element 3.5.3 Agriculture</p> <p>The long-term sustainability of the rural economy is based on the protection of productive rural land from fragmentation, encroachment and alienation by incompatible development or diminished productivity.</p>	<p>Council, in its Information Request, sought further justification from the applicant, that the development could be considered to comply with the abovementioned parts of the Strategic Plan and relevant Codes of the Planning Scheme. The applicant's response stated that:</p> <ul style="list-style-type: none"> • <i>"The land was previously fragmented in 2012 when Council approved a Community Titles Scheme and subsequent Exclusive Use Plan.</i> • <i>Both lots are currently used for rural purposes, being keeping horses, and cattle grazing.</i> • <i>This proposal merely seeks to remove the confusion and uncertainty around a Community Titles Scheme. This proposal does not fragment the land further."</i> <p>As noted above, Council did not approve a reconfiguration of the site under the Sustainable Planning Act 2009.</p>
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		<p>The applicant also has the ability to dissolve the Community Titles Scheme and return the site to a single rural property with two houses, where it is not uncommon for a Caretaker's Residence or Rural Worker's Cottage to be a secondary Dwelling on the site.</p> <p>It is considered that the proposed development will permanently fragment the site and reduce the long-term rural production potential of the property.</p>
	Rural Zone Code	
	<p>Overall Outcome (2)</p> <p>All rural land is protected from alienation and fragmentation. A lack of viability for existing farming operations and small holdings does not provide suitable and sufficient planning justification for further subdivision or uses for non-rural purposes.</p>	<p>The proposed development does not comply with Overall Outcome (2) of the Rural Zone Code. The applicant, in their response to Council's Information Request, cited statistics supporting that the site is not viable for cropping and therefore the subdivision should be accepted.</p> <p>As noted in the Overall Outcome, this is not sufficient justification to support the further subdivision of the site into two standard format lots. The proposed development is considered to be a permanent fragmentation of Rural land and is inconsistent with the Rural Zone Code.</p> <p>It is acknowledged that small rural zoned allotments have been created historically. However, none of the properties identified in the applicant's response as examples of undersized lots have been created in the context of the current Planning Scheme.</p>
	<p>Overall Outcome (15)</p> <p>Where development is not consistent with the purpose and intent of the Rural Zone, overriding community need will need to be demonstrated as well as valid planning justification provided as to why the proposed use cannot be reasonably established in a more appropriate Zone.</p>	<p>The proposed development is not considered to be consistent with the purpose of the Rural Zone Code.</p> <p>The applicant has stated that:</p> <p><i>"Given that the current arrangement is impractical and concerning to the land owners, it has been shown that there is an overriding need for the creation of standard lots rather than a Community Titles Scheme arrangement in this case."</i></p> <p>The development is not considered to meet an overriding need in the community interest. Further, the applicant's planning justification relies on the existing Community Titles Scheme as support for the proposed subdivision.</p>
Reconfiguring a Lot Code		

	<p>Overall Outcome (1)</p> <p>The purpose of the Reconfiguring a Lot Code is to ensure that Reconfiguring a Lot results in development that is consistent with the Purpose and Overall Outcomes of the Zone or Precinct in which the land is located.</p>	<p>The proposed development is not considered to meet the Purpose of the Reconfiguring a Lot Code, as the proposed development is not consistent with the Purpose or Overall Outcomes of the Rural Zone Code.</p>
<p>Overall Outcome (2)</p> <p>(b) lots are of a suitable size and shape for the intended or probable use having regard to the relevant Zone;</p>	<p>The proposed development will create two small Rural allotments that do not comply with the intended use of land in the Rural Zone.</p>	
<p>Overall Outcome (2)</p> <p>(f) Reconfiguring of lots does not result in the fragmentation of ALC Class A and B Land, create uneconomical rural lot sizes or compromise ongoing rural production of lot;</p>	<p>The subject site is mapped as being Class A Good Quality Agricultural Land. The proposed development will permanently fragment the site. The applicant submits that the existing lot is not economical for cropping activities, however, the proposed subdivision is considered to reduce this viability even further.</p>	
<p>Overall Outcome (2)</p> <p>(j) Reconfiguring a Lot satisfies a community need.</p>	<p>The applicant has stated that:</p> <p><i>"Given that the current arrangement is impractical and concerning to the land owners, it has been shown that there is an overriding need for the creation of standard lots rather than a Community Titles Scheme arrangement in this case."</i></p> <p>The development is not considered to satisfy a community need. The purpose of the application is to resolve private land ownership concerns rather than addressing broader community needs.</p>	
<p>AO1.1</p> <p>The minimum lot area and street frontage dimensions are in accordance with Table 9.4.4.2 – Minimum lot size and frontages</p>	<p>The minimum lot size for subdivisions in the Rural Zone is 1,000ha. The proposed alternative solution with lot sizes of approximately 7ha and 10ha, is not considered to comply with the Performance Outcome.</p> <p>The proposed development is inconsistent with the intended character of development as expressed in the Rural Zone Code.</p>	
<p>Natural Resources Overlay Code</p>		
<p>Where for Reconfiguring a Lot in the Rural Zone</p> <p>AO6.2</p>	<p>The proposed development will create two lots of 7ha and 10ha. The applicant submits that the site is already subdivided by the Community Titles Scheme. It is considered that the proposed development will result in the permanent fragmentation of land.</p>	

	Reconfiguring a Lot does not result in the creation of a lot with an area less than 500 hectares on land identified as ALC A and B Land on the Agricultural Land Overlay Maps (OM-008).	Further, the applicant has not demonstrated that an overriding need exists for the development in terms of public benefit and therefore does not comply with the Performance Outcome.
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3.1 Assessment against the Western Downs Planning Scheme 2017 incorporating Amendment 1

Rural Zone Code

- The proposed development will further fragment the property into parcels that are inconsistent with the minimum lot size and frontage requirements specified for the Rural Zone.
- The proposed development is also considered to conflict with the predominantly rural character of the locality, as it will further fragment land to a size and configuration that are inconsistent with the lot size and character of properties within the locality.
- The applicant does not seek to subdivide the property to improve the land for rural purposes, but seeks to subdivide for the practical benefit of the current land owners which is not considered to be overriding need in the community interest.
- The applicant's justification regarding the viability of the land for rural purposes and the examples of historic non-compliance within minimum lot size of properties within the locality, are not considered as sufficient reasons to justify the development.
- On this basis, the development is not considered to comply with the Overall Outcomes or Performance Outcomes of the Rural Zone Code and is therefore not supported.

Natural Resources Overlay Code

- The subject site is identified as Agricultural Land (Class A) within the Natural Resources Overlay.
- The development will result in the further fragmentation of the existing rural lot which is already significantly below the 500ha minimum lot size specified by Acceptable Outcome 6.2 of the Natural Resource Overlay Code.
- It is not considered that the development is consistent with the Overall Outcomes or Performance Outcomes of the Natural Resources Overlay Code.

Infrastructure Services Code

- The property is located within a rural locality without access to reticulated urban services.
- The existing residences feature an effluent disposal system, domestic water supply and a connection to reticulated electricity network.
- The proposed development is serviced in accordance with the Infrastructure Services Code. If approved, conditions would be applied to ensure that both lots have an independent electricity and telecommunications connection.

Transport Access and Parking Code

- The existing property has existing access to Red Hill Road which provides access to the existing residences on the property.
- The existing access arrangements will be maintained on the subject site.
- It is considered that development achieves the Outcomes of the Transport, Access and Parking Code.

4. Other Matters

4.1 Public Notification

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. No submissions were received during the Public Notification Period of the application.

Consultation (Internal/External)

Council's Planning and Environment Manager has reviewed the proposed development application and has provided advice where applicable.

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...*
- ...(g) *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

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities "to act and make decisions in a way compatible with human rights".

There are no human rights implications associated with this Report.

Conclusion

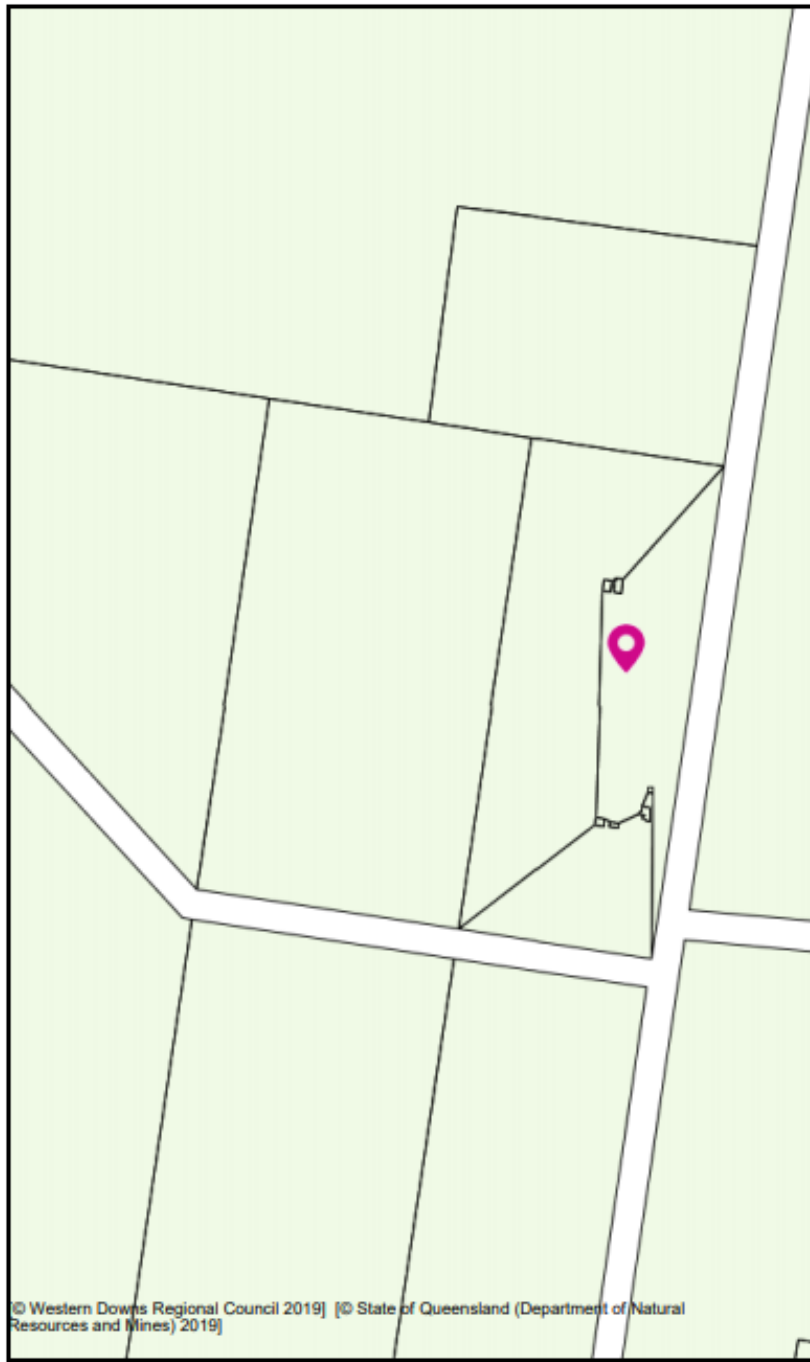
The proposed development has been assessed against the requirements of the Western Downs Planning Scheme incorporating Amendment 1. It is considered that the proposed development does not comply with the requirements of the Planning Scheme and as such, the application should be refused, as per the grounds contained in the Officer's Recommendation.

Attachments

1. Locality Plans
2. Proposal Plan

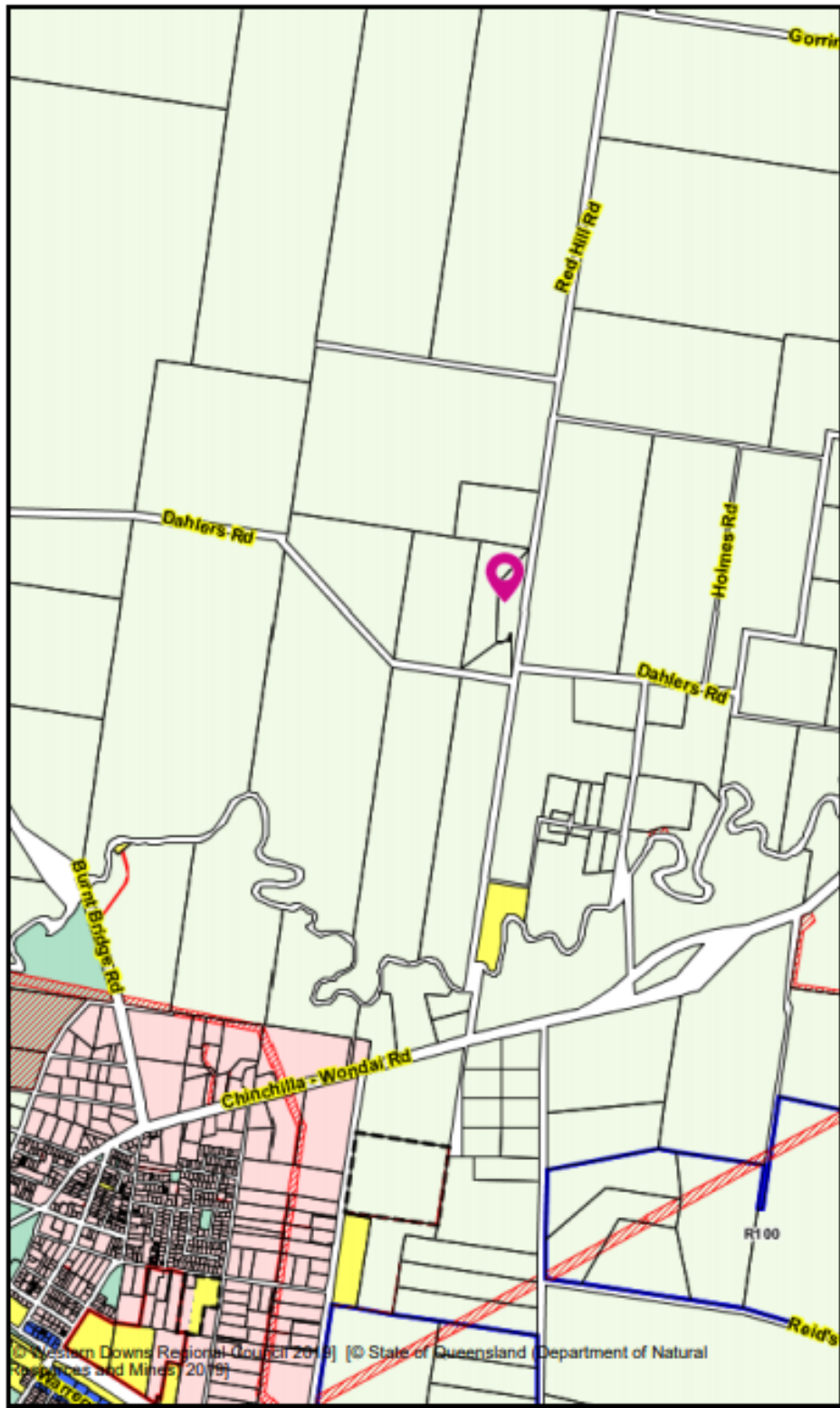
Authored by: K Swepson, PRINCIPAL PLANNER

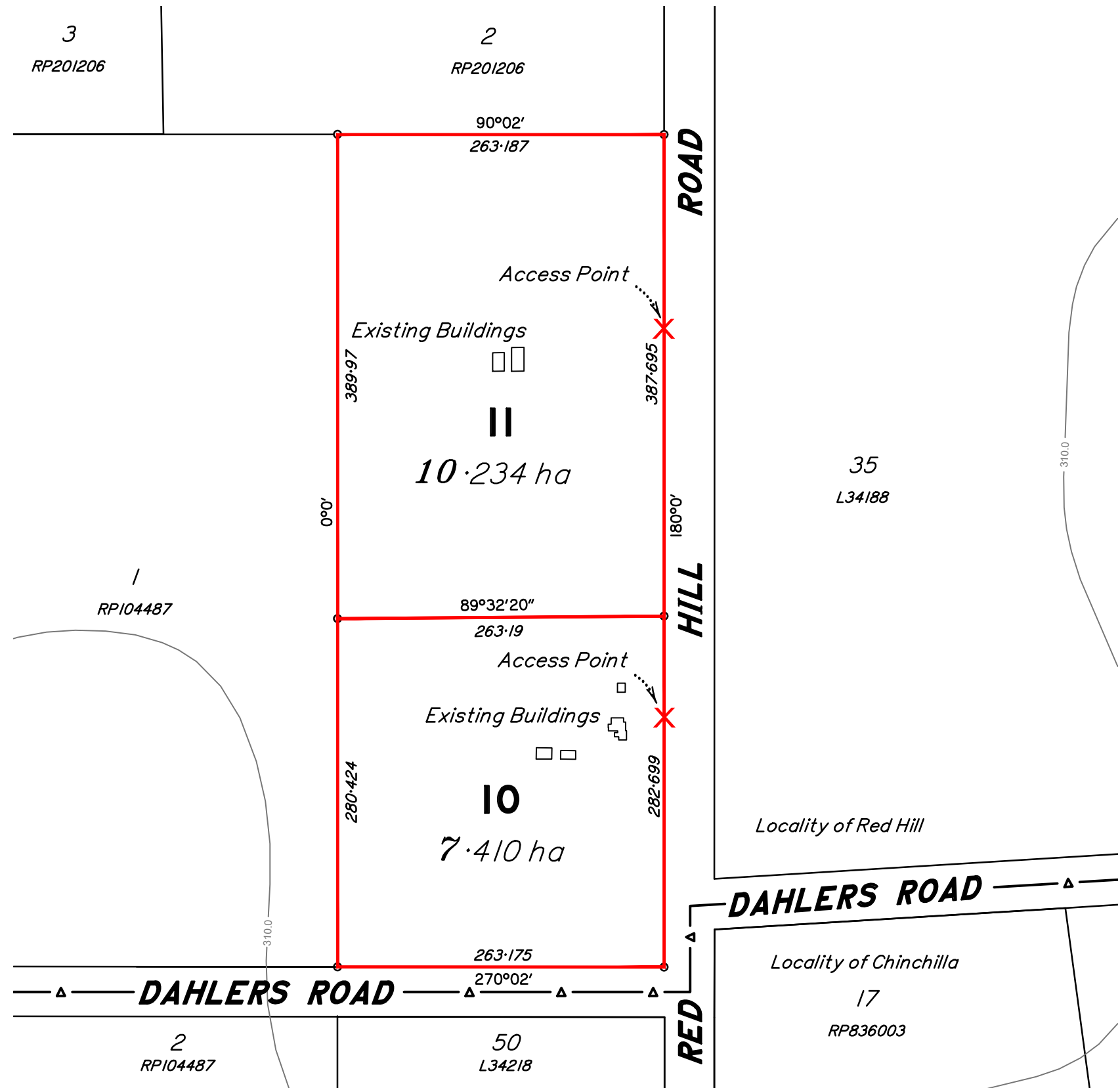
Attachment 1 - Locality Plans



Legend

	Community Facilities Zone		Recreation and Open Space Zone
	District Centre Zone District Centre Precinct		Rural Residential Zone Rural Residential 4000 Precinct
	District Centre Zone Highway Commercial Precinct		Rural Residential Zone Rural Residential 8000 Precinct
	Local Centre Zone		Rural Zone
	Low Density Residential Zone		Rural Zone Rural 10 Precinct
	Low Impact Industry Zone		Rural Zone Rural 100 Precinct
	Major Centre Zone Commerce and Trade Precinct		Township Zone
	Major Centre Zone Major Centre Precinct		Township Zone Mowbullan - Bunya Mountains Residential Precinct
	Medium Density Residential Zone		Township Zone Mowbullan - Bunya Mountains Tourist Precinct
	Medium Impact Industry Zone		

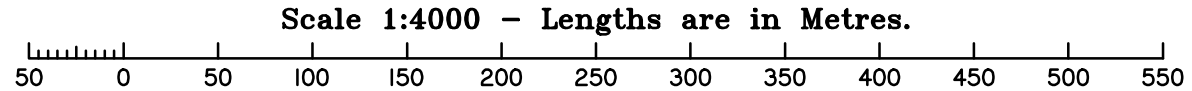




NOTE:

- (1) This plan was prepared for the purposes and exclusive use of to accompany an application to the Western Downs Regional Council for a Development Permit for Reconfiguring a Lot by subdivision of the subject land described in the plan and is not to be used for any other purpose or by any other person or corporation. FYFE PTY LTD © accepts no responsibility for any loss or damage suffered howsoever arising to any person or corporation who may use or rely on this plan in contravention to this clause or clause 2.
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- (3) The dimensions, areas size and location of improvements, flood information (if shown) and number of lots shown on this plan are approximate only and may vary according to survey or WDRC requirements.
- (4) This plan may not be photocopied unless this note is included.

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Chinchilla, QLD 4413
PO Box 955
Telephone 61 7 4672 6102

LOCAL GOV.: WESTERN DOWNS REGIONAL
LOCALITY: RED HILL
JOB No: 38800-2
SCALE: 1:4000
DATE: 04/08/2020
DRAWN BY: NB
CHECKED BY: CS

PLAN OF DEVELOPMENT

FOR PROPOSED LOTS 10 & 11
CANCELLING LOTS 1, 2 & COMMON PROPERTY ON SP249067
1 & 2 / 215 RED HILL ROAD, CHINCHILLA

Drawing No. **38800-2_POD-001**

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A	ISSUED FOR REVIEW	NB	04/08/20
REV	DETAILS	BY	DATE

ORIGINAL SIZE A3

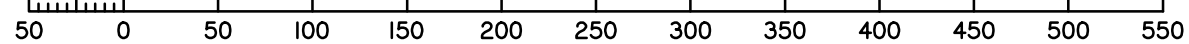


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Scale 1:4000 - Lengths are in Metres.



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LOCAL GOV.: WESTERN DOWNS REGIONAL
 LOCALITY: RED HILL
 JOB No: 38800-2
 SCALE: 1:4000
 DATE: 04/08/2020
 DRAWN BY: NB
 CHECKED BY: CS

PLAN OF DEVELOPMENT

FOR PROPOSED LOTS 10 & 11
 CANCELLING LOTS 1, 2 & COMMON PROPERTY ON SP249067
 1 & 2 / 215 RED HILL ROAD, CHINCHILLA

Drawing No. 38800-2_POD-001

A	ISSUED FOR REVIEW	NB	04/08/20
REV	DETAILS	BY	DATE

Title **Executive Services Chief Executive Officer Report October 2020**

Date 10 November 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 September 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 October 2020:

Date	Who/Where	Details
1 October 2020	<ul style="list-style-type: none"> • Queensland Resource Council - COVID-19 Update 	Phone
6 October 2020	<ul style="list-style-type: none"> • WDRC Audit Committee Meeting • Department of Local Government Racing and Multicultural Affairs - Register of Interest Workshop 	Dalby Phone
9 October 2020	<ul style="list-style-type: none"> • Meet and Greet with Prospective Business 	Dalby
12 October 2020	<ul style="list-style-type: none"> • Meeting with Arrow Energy 	Phone
14 October 2020	<ul style="list-style-type: none"> • Words for Wellbeing Launch 	Dalby
15 October 2020	<ul style="list-style-type: none"> • Meeting with News Corp 	Toowoomba
16 October 2020	<ul style="list-style-type: none"> • Meeting with John Mongard • Meeting with Architect 	Brisbane Brisbane
19 October 2020	<ul style="list-style-type: none"> • Monthly Meeting with Origin • Monthly Meeting with Shell • Local Government Association of Queensland Annual Conference 	Brisbane Brisbane Gold Coast

20 October 2020	<ul style="list-style-type: none"> Local Government Association of Queensland Annual Conference 	Gold Coast
21 October 2020	<ul style="list-style-type: none"> Local Government Association of Queensland Annual Conference 	Gold Coast
26 October 2020	<ul style="list-style-type: none"> Planning and Pre Agenda Meeting Councillor Information Session 	Dalby Dalby
28 October 2020	<ul style="list-style-type: none"> Ordinary Meeting of Council Councillor Information Session 	Dalby Dalby
29 October 2020	<ul style="list-style-type: none"> LGIA Super Annual Members Meeting 	Brisbane
30 October 2020	<ul style="list-style-type: none"> Local Government Managers Australia CEO Update 	Phone

Consultation (Internal/External)

Chief Executive Officer

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

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

Attachments

Nil

Authored by: A. Lyell, Executive Services Administration Officer

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

Date 11 November 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 28 October 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 28 October 2020.

1. Outstanding Council Meeting Action List (As at 28 October 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>	Corporate Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			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 AGAINST VOTE: Cr. P.T. Saxelby ABSENT. DID NOT VOTE: Cr. D.E. Ashurst	
23/09/2020	Corporate Services Confidential Report Additional Water Concession Due to Undetected water Leak	AD6.6.2	Moved By: Cr. A. N. Smith Seconded By: Cr. K. A. Bourne That an information Session be held to update Councillors on Council water meter policy outlining the history and precedents used in forming this policy. CARRIED	Corporate Services
23/09/2020	Corporate Services Report of Audit Committee Meeting 18 August 2020	AD6.6.2	Moved By: Cr. M. J. James Seconded By: Cr. P. T. Saxelby That an update be provided by the Chair of the Audit Committee to Councillors at a future information session CARRIED	Corporate Services
23/09/2020	Executive Services Report Cr M. J. James Notice of Motion Development of a Communications and Community Engagement Strategy	AD6.6.2	Moved By: Cr. M. J. James Seconded By: Cr. K. A. Bourne That Council resolves to develop and adopt a communications and community Engagement Strategy to be prepared in consultation with Councillors. CARRIED	Executive Services
28/10/2020	Infrastructure Services Report Charley's Creek Bridge, Burncluith Road Naming Consideration	AD6.6.2	Moved By: Cr. P.T. Saxelby Seconded by: Cr. A.N. Smith That this report be received and that: 1. The bridge over Charley's Creek on Burncluith Road is to be considered for formal naming. CARRIED	Infrastructure Services
28/10/2020	Infrastructure Services Report Charley's Creek Bridge, Burnt Bridge Road Naming Consideration	AD6.6.2	Moved By: Cr. O.G. Moore Seconded by: Cr. K.A. Bourne That this report be received and that: 1. The major culvert structure over Charley's Creek on Burnt Bridge Road is to be considered for formal naming. CARRIED	Infrastructure Services
28/10/2020	Review of Council Meetings Policy	AD6.6.2	Moved By: Cr. M.J. James Seconded By: Cr. A.N. Smith That Council conduct a review of the Council meeting policy and ensure it accommodates recent changes to state legislation. CARRIED	Corporate Services

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

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

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

Attachments

Nil

Authored by: J. Weier, SENIOR EXECUTIVE OFFICER

Title Corporate Services Report Infrastructure Grants Program Assessment

Date 11 November 2020

Responsible Manager S. Peut, GENERAL MANAGER CORPORATE SERVICES

Summary

The purpose of this report is for Council to consider the assessment process for the Infrastructure Grants 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.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received; and

1. That Council's direction be provided.

Background Information

The **Infrastructure Grants Program** was a Council initiative to assist with economic stimulation as a result of the COVID-19 pandemic, and the subsequent restrictions on activities and events. The program was designed to fund infrastructure projects for not for profit community and sporting organisations in the Western Downs Regional Council area. Applicants must contribute 50% of the total project cost as a cash contribution and quotes must be sourced locally wherever possible.

Report

The Infrastructure Grants Program opened on 1 June 2020 and closed on 30 September 2020. A total of 23 applications were received from community groups across the Western Downs.

A table with the list of applicants for the Program is attached to this report.

The CEO has received notification of six conflicts of interest (COIs) from Councillors pertaining to the Applicants for the Infrastructure Grants Program.

Three of the notified COIs are 'prescribed' and in accordance with section 150EK and 150EM of the *Local Government Act 2009* (the LG Act), Councillors with a prescribed COI are not able to participate in any discussion or decision in relation to any application for this program. Whilst these Councillors have a COI in

relation to one application only, the assessment of any of the other applications could influence the outcome of the application that their COI relates to.

The remaining three notified COIs are 'declarable' and as such should a Councillor with an interest seek to participate in the decision, pursuant to section 150ER of the LG Act, their participation is subject to a resolution of Council as to whether the Councillor can participate in the decision.

Therefore, prior to the assessment and awarding of the grants, Councillors who have made notification to the CEO of a declarable COI's and who wish to participate in the decision making process, can only do so once the eligible (non-conflicted) Councillors have decided by resolution that each Councillor may participate in the decision.

Each Councillor who has notified the CEO of a COI must also give notice of the COI in the meeting.

Once the number of Councillors able to participate in the assessment of the Program is known, the options available to Council are:

1. In the event a quorum is maintained, then those Councillors able to participate in the discussion and decision making will proceed to assess the applications through the Smarty Grants Administration System; or
2. In the event that no quorum is established, pursuant to section 150EU(2) of the LG Act, Council (including the conflicted Councillors) must then resolve to either :-
 - i. Delegate the consideration and decision on the matter (pursuant to s.257 of the LG Act) (most likely to the Mayor or CEO provided they are not conflicted); or
 - ii. Defer the matter to a later meeting; or
 - iii. Not decide the matter and take no further action in relation to the matter.

It should be noted that pursuant to section 150EV of the LG Act, the Minister may give notice to a Councillor approving the Councillor's participation in decision a matter, however this approval may only be given if the matter could not be decided at a meeting due to a lack of quorum because of prescribed conflicts of interests and declarable conflicts of interest AND deciding the matter cannot be delegated under section 257 of the LG Act.

Consultation (Internal/External)

Governance Team
Communities Team
Department of Local Government, Racing and Multicultural Affairs

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

The budget allocation for the Infrastructure Grants Program is \$1,000,000.00

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

In order to complete the assessment process for the Infrastructure Grants Program, Council is required to consider the conflicts of interest declared and establish whether a quorum is able to be formed to continue with the current process.

Attachments

1. List of Applicants Infrastructure Grants Program

Authored by: J. Weier, SENIOR EXECUTIVE OFFICER

Table of Applications: Infrastructure Grants Program

Note: This list in is in alphabetical order, and not in any rank of position.

Applicant
Chinchilla Aero Club
Chinchilla Agriculture and Pastoral Association Inc
Chinchilla Family Support Centre Inc
Chinchilla Golf Club Inc
Chinchilla Gymnastics Club Inc
Chinchilla Rotary Club
Dalby and District Campdraft Club Inc
Dalby and District Rugby Football Club Inc
Dalby and Northern Downs Jockey Club
Dalby Rugby League Club
Goondir Health Services
Jandowae Golf Club
Miles and District Amateur Picnic Race Club
Miles District Rugby League Club
Moonie Sports Club
Murilla Kindergarten Association
Myall Park Botanic Garden Ltd
Pioneer Park Museum
Tara and District Junior Rugby League Club
Tara Polocrosse Club
The Gums Sports Club
Wandoan Diggers Race Club Inc
Wandoan Show Society Inc

Title Corporate Services Report Preparation of Tender Consideration Plan

Date 30 October 2020

Responsible Manager E. Lambert, ACTING CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to present the draft updated Tender Consideration Plan for Council's consideration and approval.

Link to Corporate Plan

Strategic Priority: Financial Sustainability

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. Council resolves to review and adopt the updated Tender Consideration Plan to facilitate Council's Panel Arrangements for the period 14 December 2020 to 31 December 2025.

Background Information

Council initially adopted a Tender Consideration Plan (Plan) to establish and manage its Panel Arrangements (Arrangements) at its meeting of 26 October 2016.

These Arrangements were to allow Council to establish lists of suppliers that have been verified as competent to provide goods, services and works to Council.

These Arrangements have proven to be effective in streamlining the procurement process and achieving savings through reduced transaction costs between Council and vendors.

The current Arrangements are due to expire on 13 December 2020.

The review and adoption of an updated Plan will provide Council with continued flexibility to effectively manage the Arrangements over the coming 5 years. It is also expected to continue allowing reduced transaction costs between Council and vendors.

Report

In accordance with section 230 (1) of the *Local Government Regulation*, Council adopted a Plan in October 2016 to establish and manage these Arrangements.

As the Arrangements are due to expire soon, some updates to the Plan are recommended to ensure the Arrangements can continue in an improved way. There will be three steps to refreshing the Plan:

1. Council will refresh its existing Arrangements.

Where value has been demonstrated over the last 5 years, the continuation of these transactional value mechanisms would be extended in the updated Plan. These refreshed Arrangements will be effective from 14 December 2020 and expire on 31 December 2025.

The identified Arrangements seen as being effective transactional value mechanisms, and consequently chosen for refresh, include:

- i. Engineering services (sub-categories include engineering consultation services, design services, project management construction, contract administration, surveying, bridge inspections, electrical engineering, hydraulic network analysis & mechanical engineering)
- ii. Truck, plant and equipment hire (sub-categories include small plant, bulk haulage, earthmoving and water trucks)
- iii. Traffic control services
- iv. Trade services (sub-categories include white fleet servicing, yellow plant servicing, electrical & data services and plumbing services)
- v. Plant and fleet procurement (sub-categories include white fleet, small plant and bulk haulage, earthmoving & water truck plant)
- vi. Supply of chemicals
- vii. Civil construction services (sub-categories include civil contractors, road stabilization services, bitumen & asphalt services and landscaping services).

The existing Arrangements' refresh will require two parts:

- a. Existing suppliers update their original submissions.
This may include, but will not be limited to, any changes to personnel, equipment lists, service rates, licencing arrangements, workplace health & safety performance and insurances.
Providing that suppliers appointed to Council's current Arrangements are performing to Council's satisfaction, there is no need for them to re-apply via an open market tender. This approach will reduce the administration cost suppliers would incur under a full, conventional open tender process.
- b. Invite tenders for existing Arrangements from new market entrants.
By calling for open market submissions, Council will ensure it continues and improves open and effective competition within the region. Council will also demonstrate it continues to be committed to ethical behaviour and fair dealing. New entrants will also improve Council's strategic priority of attaining value for money through these Arrangements. The invitation for tender will also focus on Western Downs vendors through advertising in regionally based avenues (for example, local newsletters (if any), social media channels and Chambers of Commerce) with the assistance of Council internal resources, such as the Communication & Marketing team.

2. Some Arrangements will be closed, where there is marginal value.

Their procurement is better managed through other mechanisms, such as open market approaches, Local Buy or National Procurement Network arrangements.

- a. Arrangements identified for closing are:
 - i. Legal services
 - ii. Pre-mix concrete
 - iii. Cement and lime
 - iv. Emulsion and pre-coat oil
 - v. Bulk diesel fuel

3. Inviting open tenders in early 2021 for new sub-categories under the Arrangements.

It is expected that new vendors will be able to apply under these new sub-categories.

After consulting with operational stakeholders, proposed sub-categories are:

- i) Engineering services which will include sub-categories of, architecture, drafting and building certification.
- ii) Trade services which will include sub-categories of building construction, welding, painting, concreting, carpentry/joinery/fabrication.

The establishment of these new sub-categories will involve an open market invitation to tender, with a primary objective of attracting more local vendors.

These steps have been incorporated into an updated Plan, which is appended to this report. In broad terms, the Plan states:

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

Consultation (Internal/External)

Chief Financial Officer
Finance Officer Fleet
Senior Works Manager
Program Coordinator Fleet
General Counsel
Facilities Manager
Finance Officer Procurement.

Legal/Policy Implications (Justification if applicable)

Agreements will be required to be executed with each contracted supplier to manage the arrangements. Adoption by Council will ensure compliance with *section 230* of the *Local Government Regulation 2012*.

The Plan and its implementation will need to be catered for in Council Policy - Procurement, to inform Council officers, and the wider community, as to its broader operation.

The *Local Government Regulation 2012* provides relief from tendering requirements under the following section:

230 Exception if quote or tender consideration plan prepared

- (1) *Council may enter into a medium or large sized contractual arrangement without first inviting written quotes or tenders if the local government:*
- (a) *decides, by resolution, to prepare a quote or tender consideration plan; and*
 - (b) *prepares and adopts the plan.*

Budget/Financial Implications

Nil

Conclusion

A Tender Consideration Plan provides the flexibility to efficiently manage Council's Panel Arrangements and streamline the procurement cycle. It is expected that the Tender Consideration Plan will also allow the value for money strategic priority to be enhanced over the next cycle and improve local content even further.

Attachments

1. Tender Consideration Plan for Panel Arrangements 2020 - 2025

Authored by: J.P. Delofski, CHIEF PROCUREMENT OFFICER

APPENDIX 1 - TENDER CONSIDERATION PLAN FOR PANEL ARRANGEMENTS 2020 - 2025

Western Downs Regional Council plans to continue management of its Panel Arrangements (Arrangements) from 14 December 2020 to 31 December 2025.

(a) The objectives of the Plan

- Provide Council with the flexibility to effectively manage its Arrangements for the supply of works, goods and services, all the while ensuring ethical behaviour and fair dealing.
- Improve operational processes by reducing lead times for the supply of works, goods and services from quality vendors, leading to the strategic priority of value for money.
- Provide an environment whereby Council and industry can work collaboratively to achieve overall benefits for the Community, through open and effective competition.
- Encourage the development of competitive local business and industry by using the Arrangements to create an active, regionally focused market.

(b) How the objectives are to be achieved

- Under this Plan, the update of existing arrangements, combined with the addition of sub-categories to broaden their appeal, will lead to attracting more tenders from local vendors and increased use by Council for operational purposes.
- For instance, where the current Arrangements currently cater solely for electrical or plumbing services, these categories will be rolled into an aggregated category of Trade Services. This Arrangement is now going to be expanded to include new sub-categories such as carpenters, concreters, painters and welders, leading to a more comprehensive market coverage. This will encourage regional vendors to tender for, and Council officers to use, the Arrangements as a comprehensive portal for the procurement of goods, works and services.
- By having a broad range of vendors, value for money solutions are more likely to be provided, as compared to a closed, restricted marketplace that is likely to provide sub-optimal results.
- In accordance with the tendering and quotation thresholds detailed in *part 9 of Council Policy - Procurement*, Council officers can (and are encouraged, where reasonable) call quotations directly from Arrangement vendors. By qualifying a larger proportion of local vendors, it is anticipated that enough competitive tension will be created to materially increase quotations from local vendors.

- The Arrangements will be open for new vendors throughout the term of the Plan, ensuring effective and open competition is maintained for the duration.
- All tenders received will be assessed using the same methodology throughout the Plan's term, ensuring ethical behaviour and fair dealing occurs with all vendors. An appropriate probity process using a Tender Evaluation & Probity plan is in place to ensure transparency and treating all vendors on an equal basis during the term of the Plan.
- Final appointment of vendors to be participants of the Arrangements will be a power assigned to the position of Chief Executive Officer (CEO). The CEO is permitted to delegate this power to other officers, as would be required to ensure operational efficiency and effectiveness. This will ensure managerial oversight of the qualification process.

(c) How the achievement of the objectives will be measured

- Cost and functionality will be measured against conventional methods to supply and deliver these types of goods, works and services.
- Meaningful supplier performance assessments will be an ongoing function of Project Managers and Senior Officers who have engaged suppliers from the Arrangements. This is especially important to ensure that Council's standards and requirements are met.
- Council currently has 19 Arrangements in operation, with a total of 248 suppliers. Of these, 162 suppliers are based within the Western Downs Region. It is anticipated with further sub-categories that are being developed primarily for local vendors, expenditure will increase over the Plan's term in the favour of the local market from the current 54% local procurement closer to Council's target of 60% per financial year as per the Operational Plan.

(d) Any alternative ways of achieving the objectives, and why the alternative ways were not adopted

- Tenders could be called under a conventional method however this process requires Council to advertise and hold the call for tenders open for a minimum period of 21 Days. This, along with transaction and administrative costs for each tender, does not make this alternative economical compared with calling quotations from established Arrangements.
- Council could have arranged for *Approved Contractors*, *Pre-Qualified Suppliers* and *Preferred Supplier* lists under *sections 231, 232 and 233 of the Local Government Regulation 2012*, respectively. However, these mechanisms are overly prescriptive and restrictive, in that they do not allow Council to appoint new vendors to the Arrangements during their terms. Considering they are regulated to have a term of 2 years in length, at a minimum, this impedes Council's ability to ensure open and effective competition.

- The Arrangements facilitated by the Plan provides Council with the flexibility to appoint, discharge, or conditionally suspend suppliers from the Arrangements at its discretion throughout the term of the Arrangements.
- Once the Arrangements are established, Council's transaction costs are greatly reduced, and similarly administrative costs will decrease for suppliers, having already submitted their insurance details, trade licenses, qualifications, and workplace health and safety requirements, among others. These items are a part of Council's mandatory evaluation criteria for appointment to the Arrangements.

(e) The proposed terms of the contract for the goods or services

- The terms and conditions of the Arrangements are very clear under this Plan. Vendors must meet Council's mandatory evaluation criteria, prior to being given further consideration on qualitative and quantitative evaluation criteria. They will be assessed on a pass/fail metric, on all evaluation criteria.
- The terms and conditions of the 2016 - 2020 Arrangements were drafted by McCullough Robertson Lawyers. These will be reused, reviewed and updated for current common and statutory law by Council's General Counsel, for the refreshed and new sub-categories.
- The term of the refreshed Arrangements will commence on 14 December 2020, with an expiry of 31 December 2025. The new sub-categories will commence 1 July 2021 and expire 31 December 2025. If the Arrangements serve Council well during those terms, a similar refresh and restructure will be considered for proposal in June/July 2025. However, if the Arrangements do not serve Council well during that time, a full evaluation and restructure can be undertaken at any time during the term of the Arrangements.

(f) A risk analysis of the market from which the goods or services are to be obtained.

- Due to the broad range of goods and services facilitated through the Arrangements, an overall risk assessment of Council's procurement activities, focusing on the operation of this Plan and the Arrangements, will be conducted on a half yearly basis.
- For the purposes of this Plan, the goods, works and services procured via Arrangements have a relatively small supply chain structure. This presents a low risk to Council as opposed to procuring goods, works and services from outside the region, or via interstate or international supply chains.
- The primary threat of supply comes from major mining and gas companies from within the region, which are well prepared to pay a premium for the same type of goods, works and

services, However, in the short-term the impact of COVID-19 on the local, state, federal and international economies has diminished this risk.

- A secondary threat that has similarly arisen from the COVID-19 pandemic is a demand side surge on the behalf of State and Federal governments, from stimulus packages aimed at infrastructure projects. It is seen this can be managed by reviewing the value for money propositions of individual Arrangement procurement activities and assessing whether projects should be postponed, improving Council's prospects by taking a longer-term view of project cycles and reducing risk through such postponements.
- Both risks may result in some supply disruptions for Council, and impact on completing major projects on time and within budget.

Title Corporate Services Report Credit Risk Management - Council Policy

Date 3 November 2020

Responsible Manager E. Lambert, ACTING CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to present the draft amended Credit Risk Management - Council Policy for Council's consideration and approval.

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.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. Council resolves to adopt the amended Credit Risk Management - Council Policy.

Background Information

The existing policy has been periodically reviewed in accordance with Council's adopted Policy Framework. The Credit Risk Management - Council Policy is due for review and as such has been reviewed to ensure organisational relativity and legislative compliance.

The Credit Risk Management - Council Policy was initially adopted by Council in August 2016 because of a resolution by Council to establish a Credit Risk Management Policy.

Report

This Policy establishes the framework for the provision of credit to an outside party which is clear, simple to administer and cost effective.

The Credit Risk Management - Council Policy establishes processes and procedures for the provision of credit to third parties, other than rates and utility charges, and does not result in unnecessary losses to Council.

A review of the Policy provides:

- The goals of the original policy are still valid, and no changes are required.
- There have been no changes in legislation (if any) to be noted and amended in the policy.
- The policy has been reviewed, with no other material changes.

It is considered that the policy is otherwise working effectively in that it meets Council's legislative obligations.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

The Credit Risk Management - Council Policy is focused on the credit risk of outside parties. The policy provides clear and simple standards to administer which are cost effective to Council.

Attachments

1. Credit Risk Management - Council Policy Clean Skin
2. Credit Risk Management - Council Policy Mark Up

Authored by: E. Lambert, ACTING CHIEF FINANCIAL OFFICER



Credit Risk Management - Council Policy

Effective Date	17 August 2016 - Ordinary Meeting of Council
Policy Owner	Chief Executive Officer
Link to Corporate Plan	Strategic Theme 1: Effective and Inclusive Governance
Review Date	July 2023
Related Legislation	<i>Queensland Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Information Privacy Act 2009</i> <i>National Energy Retail Law (Queensland) Act 2014</i> <i>Gas Supply Act 2003</i>
Related Documents	Western Downs Regional Council - Register of Delegations Commercial Works - Council Policy Accounts Receivable Debt Collection - Council Policy Gas Charges and Fees Collection - Council Policy. Rates & Charges Collection - Council Policy

Policy Version	Approval Date	Adopted/Approved
1	17/08/2016	Ordinary Meeting of Council

This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. [A hard copy of this electronic document is uncontrolled.](#)



PURPOSE:

The objectives of this policy are to:

- define the level of credit risk Council is willing to take with respect to the various Council activities
- provide transparency by defining the obligations of credit facility holders
- provide a consistent approach to managing the credit of Council
- provide equity by applying consistent processes to account holders (creditors), and
- comply with all relevant legislation including, but not limited to, the Queensland *Local Government Act 2009* and *Local Government Regulation 2012* and *Information Privacy Act 2009*.

The Policy excludes any credit risk associated with the payment of rates and utility charges (excluding gas). The Rates and Charges Collection Policy - Council Policy deals with the collection of unpaid rates and utility charges.

Council understands that in providing a variety of services to the community, it is essential to provide credit for certain customers. In many cases, these services could be provided privately. However Council has historically operated these services and, therefore, for the purposes of economic efficiency it is better to utilise existing services.

In many instances, users of these services can have significant monthly accounts.

The aim of this policy to ensure that losses on account of providing services to 3rd parties, other than for rates and utility charges, does not result in unnecessary losses to Council.

SCOPE:

This policy applies to all goods and/or services (excluding rates and charges) provided by Western Downs Regional Council which may result in the provision of credit to an outside party.

The following entities are exempted from the Policy:

- Local Governments
- Commonwealth or State Government Departments
- Commonwealth, State or Local Government owned enterprises
- Community groups within the Western Downs Regional Council area, and
- Credit provided through a third party credit provider (e.g. financial institution) as long as the credit provider has an A with Neutral Outlook rating or better.

POLICY:

1. Council's appetite for credit risk will vary with the exposure Council has to the creditor or a group of creditors. Council's risk appetite and credit policy response for the various businesses / activities that Council undertakes is defined in the following table.



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Business/Activity	Creditor Characteristics	WDRC Risk Appetite	Credit Policy Response
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Commercial Works/Private Works	A small number of high value creditors together with a small number of small creditors	<ul style="list-style-type: none"> Moderate Risk appetite for the small creditors Minimal Risk appetite for large creditors 	<p>All commercial works for private individuals are to be paid in advance of work commencing.</p> <p>Commercial works for all entities with an estimated or quoted value of less than \$10,000 will be required to be paid in advance.</p> <p>Commercial works for all entities with an estimated or quoted value in excess of \$10,000 and up to \$50,000, will consider completing a credit check. To be conducted if required.</p> <p>For exposures over \$50,000, a credit check will be conducted.</p> <p>For larger potential exposures of greater than \$50,000 as part of contracting with another party, Council officers must consider the use of bank guarantees and deposits to reduce Council's credit risk.</p> <p>Progress payments are to be made in strict compliance with Council's contract conditions. If the party requesting the work fails to meet a payment deadline, Council staff will cease work.</p> <p>If Council officers believe the credit risk associated with Commercial/Private Works cannot be satisfactorily managed, Council must not enter into a contract with the party.</p>

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Saleyards	Small number of high value creditors	Minimal Risk appetite	Creditors (stock agents) are to pay within 30 days of invoice unless a change in terms is agreed; otherwise they will be refused access as an agent.
Airport and Aerodrome landing fees	A small number of high value creditors together with a small number of small creditors	<ul style="list-style-type: none"> Moderate Risk appetite for small creditors Minimal Risk appetite for large creditors 	<p>Credit application to be provided for all users where the expected fees are greater than \$1,000 per month.</p> <p>WDRC cannot deny landing access.</p> <p>Creditors (i.e. commercial airlines, charters and individuals) are to pay within 30 days of receipt of invoice.</p> <p>If there is a failure to pay by the commercial airlines and charters, Council staff to notify the companies (namely Origon, APLNG, BGC and Santos) who provide the bulk of passengers that landing fees are not being paid.</p> <p>If not paid, seek to formalise an arrangement with the above companies to deduct landing fees from bills paid to commercial airlines or charters.</p> <p>Follow up with small customers (minimal risk).</p>
Standpipe users	A moderate number of small value users	<ul style="list-style-type: none"> Moderate Risk appetite 	<p>A key is provided to users of standpipes upon successful completion of a credit application where expected monthly use is greater than \$1,000.</p> <p>Individual creditors are to pay within 30 days of receipt of invoice.</p> <p>If a creditor fails to pay within 30 days, their key will be withdrawn and will not be restored until such time as the debt is paid in full.</p>
Third Party Credit Collection Providers (e.g., Avdata - Standpipes & Aerodromes)	A small number of high value creditors	Minimal Risk appetite	Monitor the performance of 3rd Party Credit Collection Provider in receipting funds to Council.

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Business/Activity	Creditor Characteristics	WDRC Risk Appetite	Risk Management/ Credit Policy Response
Hire/Lease/Rent of Council Facilities/Properties (Excluding Community Housing)	A small number of small value creditors	Moderate Risk appetite for the small value creditors	The applicant will pay the hire fee and a security deposit on booking the facility. A refund of the deposit will be made after the facility has been used and after adjusting for any damages.
Gas Charges	A small number of high value creditors (80 to 100) and a large number of very small value creditors	<ul style="list-style-type: none"> Moderate Risk appetite for the very small creditors Minimal Risk appetite for large creditors 	Customers who request connection to Council's gas supply are required to apply using Council's Gas Connection Form. Credit checks to be applied to all new connections applicable to tenanted properties. Council officers at their discretion may refuse to connect gas. Larger (commercial and Industrial customers) pay monthly. If accounts remain unpaid greater than 21 days from due date, the supply will be disconnected. Any reconnection will only be made if the balance outstanding plus reconnection fee is paid in full. In addition a bank guarantee equal to 2 months' supply may be required from commercial or industrial customers for reconnection to occur. Please refer Gas Charges and Fees Collection Policy for further details.
Water meter Connections	Small volume of low value transactions	Minimal Risk appetite	Connection will not be completed until fee is paid.
Cemetery and Funerals	Small volume of low value transactions	Minimal Risk appetite	Fees are to be paid on application
Searches	Small volume of low value transactions	Minimal Risk appetite	Search fees are to be paid on application. If bulk searches are required, Council officers will request credit card details from the legal firm etc. requesting the search.
Building, Planning, Plumbing Applications	Small volume of moderate value transactions. A small number of larger transactions	Minimal Risk appetite	Assessment will not commence until the fee is paid.

- Where Council is willing to take a bank guarantee to manage its credit risk, it should only take it with a financial institution rated A with a neutral outlook or better. At no time, should an insurance bond be used.
- If a credit assessment needs to be undertaken, Council should either use QTC or a credit reporting bureau.

POLICY PROCEDURES AND DETAILS

Credit Applications

Customers who have requested and or are required by Council to establish credit facility are to apply in writing using Council's Credit Application.

Applications for a credit facility (Excluding gas customers) can only be made by individuals, companies or registered associations. The Credit Application, excluding gas customers, of \$1,000 or greater must be lodged with Council and approved by the Chief Executive Officer (or delegate) before goods or services are provided. The application will be assessed by the Chief Executive Officer (or delegate) who will determine whether or not to grant the credit facility and the extent of the credit limit.

The Chief Executive Officer (or delegate) may approve a credit facility without a credit check however a Credit Application is required to be completed.

Evaluating Creditworthiness of Applications

In determining whether to provide credit, the following will be considered:

- amount
- credit quality including a review of financial Statements
- credit references
- public records
- bank guarantees
- other information provided by the applicant.

Depending on size of the limit requested or the nature of the arrangement, Council may request a credit check by as part of the approval process.

All new gas connection applications attached to tenanted properties require an acceptable credit check and approval prior to connections.

Approval Framework

Requested Credit Limit	Credit Application Completed	Check References	Obtain Credit Review	Initial Terms	Credit Limit	Approval
\$1,000 per month	Yes	Yes	No (Excluding Gas Accounts)	Net 30 days	\$1,000 per month	Revenue or Accounts Payable
\$1,000 to \$10,000	Yes	Yes	Basic Review or Full Review depending on assessment	Net 30 days	\$1,000 to \$10,000	Less than \$2,000 per month Revenue or Accounts Payable Greater than \$2,000 per month the CFO
> \$10,000	Yes	Yes	Full Review	Net 30 days	>\$10,000	CFO

Withdrawal or Cancellation of Credit Facility

The Chief Finance Officer (or delegate) is authorised to withdraw or cancel a credit facility (temporarily or permanently) for any customer who fails to meet the terms of payment.



Increases to Credit Limits

If the credit holder requires a credit limit increase then the credit facility holder must make application to Council for a credit limit increase using Council's Credit Application Form. The credit limit will then be assessed taking into consideration amount of the limit increase, conduct of the account, capacity to pay, reputation etc.

ATTACHMENTS:

Credit Application Form





Credit Risk Management - Council Policy

Effective Date	17 August 2016 - Ordinary Meeting of Council
Policy Owner	Chief Executive Officer Chief Executive Officer
Link to Corporate Plan	Strategic Theme 1: Effective and Inclusive Governance
Review Date	July 2023 30
Related Legislation	<i>Queensland Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Information Privacy Act 2009</i> <i>National Energy Retail Law (Queensland) Act 2014</i> <i>Gas Supply Act 2003</i>
Related Documents	Western Downs Regional Council - Register of Delegations Commercial Works - Council Policy Accounts Receivable Debt Collection - Council Policy Gas Charges and Fees Collection - Council Policy. Rates & Charges Collection - Council Policy

Policy Version	Approval Date	Adopted/Approved
1	17/08/2016	Ordinary Meeting of Council

This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. [A hard copy of this electronic document is uncontrolled.](#)



PURPOSE:

The objectives of this policy are to:

- define the level of credit risk Council is willing to take with respect to the various Council activities
- provide transparency by defining the obligations of credit facility holders
- provide a consistent approach to managing the credit of Council
- provide equity by applying consistent processes to account holders (creditors), and
- comply with all relevant legislation including, but not limited to, the Queensland *Local Government Act 2009* and *Local Government Regulation 2012* and *Information Privacy Act 2009*.

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ATTACHMENTS:

Credit Application Form



Title Corporate Services Report 2020/21 Q1 Enterprise Risk Management and Operational Plan Review

Date 4 November 2020

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

The purpose of this Report is to provide Council with:

1. The status of the strategic risks which Council manages under its Enterprise Risk Management Framework; and
2. Progress towards achieving the 2020/21 Operational outcomes for the first quarter.

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 noted.

Background Information

1. Review of Enterprise Risk

The *Local Government Regulation 2012* (Section 164 (1) and Section 175 (1)(b)(ii)), provides legislative context for Council's requirement to establish an effective risk management system.

While not mandated by law, it is expected that local governments' risk management activities are undertaken in accordance with AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines.

Council's Enterprise Risk Management Framework is based on these principles and guidelines. It informs how Council manages risk, assists in building risk culture, and provides informed decision making by considering risk across Council's strategic and operational activities.

Council's Risk Appetite Statement is as follows:

"Council has a high appetite for initiatives where there is a good understanding of the risks, and there is confidence that the outcomes will lead to significant business improvements and service delivery"

Council's Enterprise Risk Register is reviewed by responsible risk owners as an ongoing function of management, and at least each quarter as part of the quarterly review. A copy of this register can be viewed at any time by the Senior Management team, and it is presented annually to the Audit Committee and Executive Management team.

Council maintains a separate Fraud Risk Register. The Fraud Risk Register is reviewed by responsible risk owners as an ongoing function of management and at least quarterly as part of the quarterly review.

2. Review of Annual Operational Plan

Pursuant to the *Local Government Regulation 2012* Section 174(3).

The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual Operational Plan at meetings of the local government held at regular intervals of not more than three months.

Report

1. Corporate Quarterly Review of Enterprise Risk

The Enterprise Risk Management review addresses Council's core enterprise risk - both from a strategic and operational perspective. All risks are assigned to risk owners who are responsible for monitoring and managing them, with reviews undertaken at least quarterly.

Operational risks are monitored by the responsible Managers at an operational level, and within normal management capacity. Should any of these risks become a concern, the relevant Manager will seek direction from the Executive Management team to implement mitigation strategies outside of their normal operational resources.

The register is reviewed as part of the corporate quarterly review process, as at the end of Q1 with all risks identified in the Enterprise Risk Register deemed manageable and/or acceptable, within normal day-to-day management capacity.

The Fraud Risk Register is also reviewed as part of the quarterly review process. Fraud risks are reviewed by the risk owner to ensure risk are being identified, and controls are in place to mitigate or reduce the risk.

To assist Senior Management in complying with their responsibility in relation to risk management, an Annual Risk Statement by Managers was developed. The Statement is sent to all Managers (at the end of the financial) - those who currently have risks identified in the registers and those who don't. The purpose of the statement is

to confirm that Managers are thinking about risk specific to their strategic objectives, day-to-day operations and project/event risk. Managers hold responsibilities around ensuring risks are being identified, included in the relevant register, and appropriate controls are in place to mitigate the risks. The Annual Statement also includes confirmation that projects and events have a process in place to manage risks.

The risk registers were presented to the Audit Committee for their information and review, thereby providing additional oversight of Council's risk management activity.

2. Corporate Quarterly Review of Operational Plan

In the attached, a review of the 2020/21 Operational Plan against the 'quarter progress', 'overall progress' and 'measure of success' are identified against each of the plan's success drivers.

To better understand how the organisation is progressing towards achieving our actions, a new column 'quarter progress status' has been added, as well as reporting on the 'overall progress'. The quarter progress is to provide the status at the end of each quarter and highlights how the organisation is tracking. The quarter status options available are:

- Completed - should the action be fully completed during the quarter, therefore the 'overall progress' would be 100%
- On Track - should the action have progressed as planned during the quarter
- On Hold - should the action not have progressed as planned during the quarter
- Not Started - should the action have not commenced at all
- Needs Attention - should something had occurred during the quarter or needs to occur in a future quarter to progress the action.

The status and success indicators for the specific drivers articulated in the Operational Plan clearly show Council has made good progress on the delivery of its commitments during this first quarter, however the impact of COVID-19 is still affecting some deliverables across the organisation.

Consultation (Internal/External)

The quarterly review of the Enterprise Risk Register, the Fraud Risk Register and the 2020/21 Operational Plan is built from information supplied by each responsible Manager. Further, consultation is undertaken in identifying significant achievements across each quarter to be reported at six monthly intervals each year. Risk registers are reviewed by the Audit Committee.

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

The review of Enterprise Risk Management by the responsible Managers reveals no major risks of concern to the organisation. The challenge to management is to continue to embed a risk aware culture, which still allows the organisation to be poised to take advantage of opportunities as they arise. Naturally there are risks around

fraud and workplace health and safety, for which the organisation has a zero-risk appetite. A separate Fraud Risk Register serves to further highlight this area of risk to both management and the organisation.

The review of the Operational Plan outcomes indicates that Council continues to perform well.

Attachments

1. Q1 2020/21 Enterprise Risk and Corporate Operational Plan Review

Authored by: W. Burton, PERFORMANCE RISK AND REPORTING OFFICER

Q1 20/21

WESTERN DOWNS REGIONAL COUNCIL

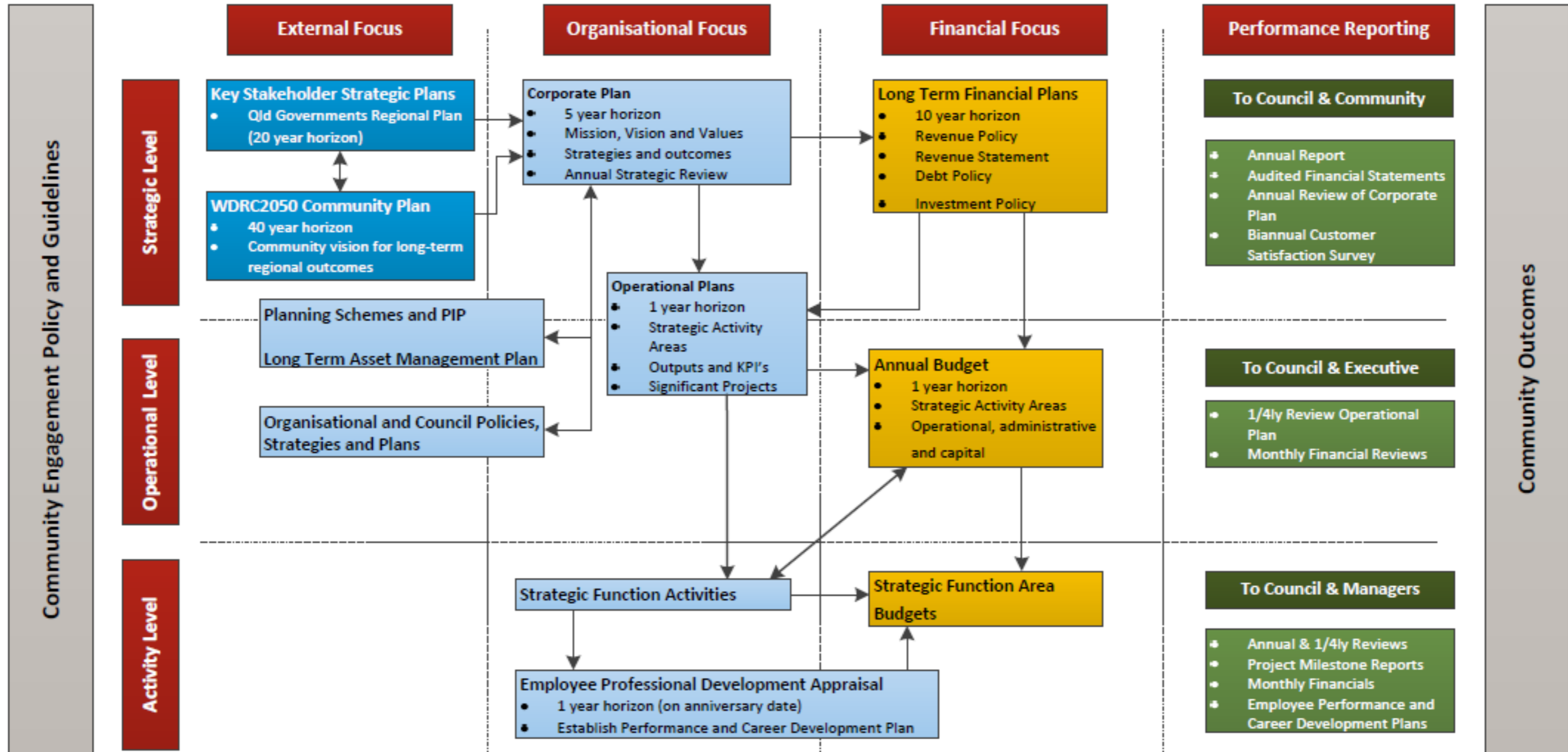
ENTERPRISE RISK AND OPERATIONAL PLAN REVIEW

1 July to 30 September 2020

OUR COMMUNITIES | OUR FUTURE



WDRC Strategic Planning and Performance Management Framework



WDRC RISK APPETITE STATEMENT

Council has a high appetite for initiatives where there is a good understanding of the risk, and there is confidence that the outcomes will lead to significant business improvements or service delivery.

ENTERPRISE RISK MANAGEMENT

QTR 1 - 2020 / 21

STRATEGIC RISKS :

Strategic Risks relate to the Whole of Council. These risks affect the longer-term interests of the Council and the Community, they affect service delivery, and they have an organisation wide focus

Area of Risk	The Risk	Inherent Risk - Consequence	Inherent Risk - Likelihood	Inherent Risk - Impact	Mitigation / Control Measures currently in place	Residual Consequence	Residual Likelihood	Residual Consequence	Effectiveness of Current Measures	Treatment for Residual Risk level	Responsible Officer?
FINANCE Low Risk Appetite	Council's long term financial sustainability being impacted by long term operating deficits	Major	Almost Certain	Extreme	<ul style="list-style-type: none"> Established and well understood budgetary process (proactive) Financial Management Strategy is in place which details financial sustainability indicators and for which there is strong commitment (proactive) Forward planning & budgeting (10 yr Financial Plan) is undertaken (proactive) which includes scenario analysis Income & expenditure modelling is undertaken including using conservative population growth forecasts (proactive) Strategic asset management planning, linking into Capital & Maintenance Works Programs (10 Yr) & debt/funding needs in long term financial forecasting is undertaken (proactive) Complex issues are presented in detailed workshops with elected members & key staff (proactive) Revenue Statement is reviewed for potential drafting weaknesses by an external expert (proactive) Monitoring of progress against budget undertaken monthly including half year budget review (reactive) Operations staff understand financial aspects relevant to roles i.e. delegations and procurement practice (proactive & reactive) Workforce planning considers affordability of positions (proactive) Local Government Legislation provides a sound regulatory environment (proactive) Bank reconciliations are undertaken daily (reactive) Sound procurement practice which is delivering real savings (proactive) Insurance policies are regularly reviewed (proactive) Queensland Audit Office has a significant focus on financial sustainability and compiles an annual report to Parliament on sustainability of local government and other factors (reactive) One of the four pillars of the Corporate Plan for 2017-22 is Financial Sustainability (proactive) 	Minor	Unlikely	Low	Good	RETAIN the Risk	Chief Financial Officer
TECHNOLOGY Low Risk Appetite	Loss of systems and data impacting on operations	Catastrophic	Almost Certain	Extreme	<ul style="list-style-type: none"> 30 minute backup to new cloud backup infrastructure (Proactive) Virtualised server environment (Proactive) Off-site tape back-up (Proactive), Note tapes are no longer required due to cloud based system. Change Management practices in place (Proactive) Monthly server and workstation security patching (Proactive) Infrastructure Systems Monitoring for availability - Solarwinds (Proactive) Daily audit reports available for Civica Authority (Reactive) Continual improvement of Standard Work Practices (Proactive) Internal auditor undertakes regular audit based on assessment of risks (Reactive) Response plans - Business Continuity Plan (Proactive) Mobile device/storage encryption (Proactive) Staff awareness program on cyber security (Proactive) Investment in edge security & endpoint security platforms (Proactive) Ongoing security/penetration testing (Proactive) Biannual Testing of Disaster Recovery (Proactive) Implementation of an IT Management Information System - improved knowledge, problem, change and asset management (Proactive) Up to date policies for Cyber Security (Proactive) Use of recognised Project Management methodology (Proactive) Cyber security insurance (Reactive) Identity and user access control - ensuring effective role-based security (Proactive) 	Moderate	Possible	Low	Good	RETAIN the Risk	Chief Information Officer
BUSINESS CONTINUITY Low Risk Appetite	Council unable to continue to deliver critical business functions and services in a disruptive event.	Major	Almost Certain	Extreme	<ul style="list-style-type: none"> Business Continuity Policy, and Business Continuity Framework reviewed and endorsed by Executive Management Team (Proactive) Business Impact Analysis (BIA's) conducted to identify critical business functions/services required to operate during a disruptive event (Proactive) BIA's reviewed and endorsed by Executive Management Team (Proactive) Business Continuity Plans (BCP's) developed and stored in the cloud for all critical functions/services identified by BIA's (Proactive) BCP's endorsed by Executive Management Team (Proactive) BCP Policy, Framework, BIA's and BCP's independently reviewed (Proactive) BCP Desktop Test Exercise conducted November 2018 (Proactive) Data backup and disaster recovery cloud based enabling access during a disruptive event 	Moderate	Unlikely	Low	Good	RETAIN the Risk	General Manager Corporate Services
DISASTER RESILIENCE Low Risk Appetite	Business and community is unable to effectively respond in the event of a disaster	Major	Likely	Significant	<ul style="list-style-type: none"> Effective contract management (Proactive) Safety systems (Proactive) Effective procurement policies/management (Proactive) Effective management of Disaster Management Plan (Proactive) Other providers available to do the work if the core supplier fails (in some instances) (Reactive) Preferred Supplier Arrangements in place (Proactive) IT Disaster Recovery (Reactive) Coordinated internal and external corporate communications (Reactive) Monitoring of weather forecasts (including flood alerts) (Proactive) QERMF Risk Assessments on Natural Hazards (Proactive) 	Major	Possible	Significant	Fair	RETAIN the Risk	General Manager Infrastructure Services

STRATEGIC ENTERPRISE RISKS - Continued

QTR 1 - 2020 / 21

Strategic Risks relate to the Whole of Council. These risks affect the longer-term interests of the Council and the Community, they affect service delivery, and they have an organisation wide focus

Area of Risk	The Risk	Inherent Risk - Consequence	Inherent Risk - Likelihood	Inherent Risk - Impact	Mitigation / Control Measures currently in place	Residual Consequence	Residual Likelihood	Residual Consequence	Effectiveness of Current Measures	Treatment for Residual Risk level	Responsible Officer?
CULTURE High Risk Appetite	The work culture is inconsistent with the organisation's objectives	Major	Likely	Significant	<ul style="list-style-type: none"> Established Organisational Structure (Proactive) Council performance reporting (Reactive) Corporate and Operational Plan Quarterly reporting (Reactive) Employee Performance Agreements in place (Proactive) Corporate Onboarding (Proactive) Learning and Development Framework in place (Proactive) Staff Risk appetite awareness (Proactive) Staff Recognition and Length of Service programs (Proactive) Staff Mentoring program Internal Communication Systems (COLIN, staff meetings, messaging, localising and engaging) (Proactive) GROW@Work program Innovation Lab Staff Leave management (Proactive) Performance management (Proactive) Staff values clearly communicated (Proactive) WorkVibe (Proactive) We Are WDRC Awards Employee Wellness Programs Safety First 	Moderate	Possible	Moderate	Good	RETAIN the Risk	General Manager Corporate Services
FRAUD & CORRUPTION Zero Risk Appetite	Significant misappropriation or theft of Council funds / assets / information. Exposure to fraud or corruption - damage to reputation, organisational culture and financial loss.	Major	Almost Certain	Extreme	<ul style="list-style-type: none"> Separate Fraud Risk Register established that identifies proactive and reactive controls (Proactive) Risk owners and risk managers required to provide statements attesting to active identification and management of risk (Proactive) Fraud and Corruption Policy and Framework in place (Proactive) Annual fraud and corruption awareness training program (Proactive) Annual ethics training program (Proactive) Employee Code of Conduct (Proactive) Councillor Code of Conduct (Proactive) Effective leave management in place (Proactive) Systems in place for reporting suspected fraudulent or corrupt activity (Proactive) Delegations of authority (Proactive) Financial system controls (Proactive) Controls in place for software system user rights (Proactive) Expenditure and payments system financial controls in place (Reactive) Segregation of duties (Proactive) Management accountability to actively monitor for fraud and corruption (Reactive) System access control and forced revision of passwords (Proactive) Action taken if theft/misappropriation occurs (Reactive) Fraud risk routinely discussed as agenda item at team meetings (Proactive) Internal audit function overseen by Audit Committee (Proactive) Budget approval and review process (Reactive) Conflict of Interest declarations, secondary employment declarations (Proactive) Police checks undertaken as part of pre-employment assessments for all relevant positions (Proactive) Established and widely promoted organisational values (Proactive) Independent Internal Audit oversight (Proactive) Annual Manager Risk Statement (Proactive) 	Moderate	Possible	Moderate	Good	CONTROL the Risk	Customer Support & Governance Manager
SAFETY Low Risk Appetite	Safety - injuring workers and decreased Community wellbeing	Major	Likely	Significant	<ul style="list-style-type: none"> Established Workplace Safety Management System (includes training and awareness) (Proactive) Risk assessments carried out and standard work practices in place for the delivery of essential services (Proactive) Compliance with Standards/Legislation (Reactive) Incidents are recorded in Beakon "incident management system" (Reactive). Training is conducted for all relevant staff on the use of Beakon "incident management system"(Proactive) Risk trends are identified in all Council areas and activities (Proactive) There is a Safety audit program across Council (Proactive) Ad-hoc training is delivered to staff (Proactive) A rehabilitation service is in place for early return to work of injured workers (Reactive) Upskilling training is provided for WHS Advisors (Proactive) Tool box talks conducted with staff in high risk areas (Proactive) Plant used by Council staff is 'fit for purpose' (Proactive) Statewide workplace injury trends are monitored (Proactive) Safety First culture is embedded across Council (Proactive) In-house programs are delivered (ie. 10,000 steps, flu vaccinations, job specific immunisations) (Proactive) 	Moderate	Unlikely	Moderate	Good	RETAIN the Risk	Chief Human Resource Officer

OPERATIONAL PLAN 2020/21

"This 2020/21 Operational Plan is developed by the Management and Executive team of WDRC, in response to the commitments of Council's 2017-2022 Strategic Corporate Plan"



Our Mission

We are part of the community we serve, working together to provide valued leadership and services to a diverse region.

Our Vision

An innovative team - connected locally, united regionally.

We Advocate For

A long term domestic and industrial water supply for our region / A suite of regional health services providing our residents with 'Whole of Life' care / Regional educational facilities and first-class educational services / Community participation programs that engage and inspire our local youth / Modern and efficient telecommunication services that meet the needs of our region.

Council's strategies for strengthening the capacity of its people to deliver on the objectives of the Corporate Plan, followed by Management's Operational Plan Strategies, are reported herewith.

PEOPLE STRATEGIES

OUR PEOPLE - TOGETHER WE MAKE A REAL DIFFERENCE

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
Safety First	Improve capability of Health Safety Representatives (HSR), increase engagement and participation levels with stakeholders across the organisation.	Chief Human Resource Officer	30.06.21	●	25%		A 'Safety Walk' initiative to include WHS, HSR and Management is implemented. HSRs attend at least one appropriate safety forum held locally. HSRs included in at least one hazard inspection every quarter.	Safety Walk program has been developed. Safety Walks will be coordinated with Council meetings time and locations - commences October. HSR's to attend safety walks in October. A HSR has attended 1 hazard inspection for the quarter.
	Improve WHS incident reporting.	Chief Human Resource Officer	30.06.21	●	25%		An incident reporting guide is developed and communicated to the organisation. The Incident Reporting program is delivered to 80% of staff. Hazard reporting is increased by 50% from previous year.	An incident reporting guide has been drafted and sent for consultation. Our incident reporting program BEAKON has been implemented and available for use by 100% of the organisation. Hazard reporting has increased by 20% for this first quarter.
	Continue to embed a culture of safety first.	Chief Human Resource Officer	30.06.21	●	25%		A new structure is developed in Council's electronic records management system (ECM) to store all safety management system (SMS) documents with appropriate control measures. Increased utilisation of 50% in the Safety section of Council's Intranet. Monthly toolbox information packs developed and made available to the organisation. All WHS team members to have attended at least one toolbox meeting each month. A behavioural safety program is developed and implemented. Decrease the Lost Time Injury Frequency Rates (LTIFR), duration rate and incident rate below the benchmark for Council's in Category D of the LGW Workcare scheme.	Safety First structure has been finalised in ECM. My Safety page has had 1387 views. This has commenced with toolbox topics being developed and released to the organisation. The WHS team attend these meetings and support the organisation with delivery. To be developed. Large indicators remain below the Council benchmark for category D. LTIFR currently at 6.45 (target <12.5), Average Lost Time Rate (ALTR) is 2 (target <33), and our Incident rate is sitting at 0.30 (target <2.32).
	Ensure Council complies with statutory obligations, minimises its exposure to litigation, understands and manages its risk, undertakes targeted internal audits and develops effective reporting framework.	Chief Human Resource Officer	30.06.21	●	25%		100% of non-compliance issues are addressed within statutory timeframes. Building emergency procedures for all Council facilities are reviewed to ensure compliance with building fire safety regulations. The organisational training requirements are met.	100% of non-compliance issues closed. Building emergency procedures compliance requirements have increased from 25% to 65%. Warden training has been conducted within the quarter.
We are WDRC - Right People for the Right Job	Employees are engaged.	Chief Human Resource Officer	30.06.21	●	25%		Unscheduled absenteeism rates are < 8 days.	Average unscheduled absenteeism is 8.80 days for quarter.
	Continue to equip our Trainees, Apprentices, Cadets, Bursary and Work Experience participants with the skills, capabilities and self-awareness to contribute meaningfully to our community through their careers.	Chief Human Resource Officer	30.06.21	●	25%		80% of trainees/apprentices are placed by the conclusion of their traineeship/apprenticeship.	Offers, if being made, will be made at the end of the year. Statistics will be available at that time.
	Review and enhance attraction strategies.	Chief Human Resource Officer	30.06.21	●	25%		Staff attrition rate is between 10% and 15%.	Staff attrition rate is currently 3.3%.
Future Fit - Development and Leadership	Build on a sustainable continuous learning and development culture that improves engagement, individual capability and organisational performance.	Chief Human Resource Officer	30.06.21	●	25%		Training satisfaction evaluation score is above 80%. 95% of people confirmed enrolled in internal courses attend. 30% growth of enrolments for e-learning courses on the Learning Management System.	Training satisfaction is 90%. 93% of people confirmed enrolled in internal training courses attended. 730% growth (All staff went through security training which has inflated the percentage).
	Embed a performance culture in which staff are empowered to act responsibly; be held accountable for their actions; and be recognised for performance excellence.	Chief Human Resource Officer	30.06.21	●	25%		90% of staff have performance plans in place.	21% of staff have performance plans in place for this quarter.

OPERATIONAL PLAN STRATEGIES

STRONG ECONOMIC GROWTH

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
There is confidence in our strong and diverse economy.	Continue to improve our engagement with the development industry (including prospective developers) to improve planning and development schemes, processes and outcomes.	Planning and Environment Manager	31.03.21	●	75%		A minimum of two forums held with developers and builders in the year to: - seek feedback on Planning Schemes and Council processes - discuss recent trends, issues and to improve communication.	Developer forums held on 21 July and 27 July, and were used to introduce the Infrastructure Charges Incentive Scheme to industry. This has also led to increased connections with the development industry.
	Our development assessment timeframes will continue to be our point of difference and amongst the best in the state.	Planning and Environment Manager	30.06.21	●	25%		>90% development applications are decided without an information request. >90% of decisions are made within allocated timeframes. Code assessable applications completed with decision notices issued in under 20 business days (compared to statutory timeframe of 70 business days).	96% of applications were decided within timeframes, with two requiring extensions due to decisions at the Ordinary Meeting. 80% of applications were decided without an information request, with additional applications being received during the period requiring further information. On average, all developments applications were assessed within 12 business days.
	Improve access to Council's road network for heavy vehicle combinations to benefit the region's businesses.	Technical Services Manager	30.06.21	●	25%		There is a continued increase in the number of Pre-Approved roads across the region.	Designs completed and DTMR approval received for Wilds Road/Moonie Highway intersection and Dahlers Road/Auburn Road intersection. Construction scheduled 2020/21. Pre-approval following construction.
We're open for business and offer investment opportunities that are right for our Region	Identify and enable opportunities that facilitate new investment to the region.	Economic Development Manager	30.06.21	●	25%		A minimum of 20 quality leads per annum are obtained to attract new investment to the region. 2 investment events are delivered through partnerships per annum.	Developer Forums' were organised in collaboration with the Planning and Development team, they took place on 21 July 2020 in Chinchilla and 27 July 2020 in Dalby. The new edition of the Western Downs Development Status Report was launched at TSBE Enterprise Evening held in Dalby on 23 July 2020 to promote Western Downs' economy for investment purposes. During the quarter 3 quality leads in tourism / hospitality have been followed up by the Economic Development team, with 6 quality leads in intensive ag, food manufacturing and energy followed up by General Manager Community and Liveability.
	Identify and enable activities that facilitate the development of local business and the local business hubs including entrepreneurship, side hustles and start-ups.	Economic Development Manager	30.06.21	●	25%		2 activities are completed, under the Partnership Agreements with regional chambers, that are designed to develop and strengthen local businesses.	The Business Recovery Planning Initiative Round 2 is ongoing until 30 June 2021, unless funds are expended prior to this date (COVID-19 Recovery Package). To date, a total of 70 businesses have been approved across Round 1 and 2 of which 50 consultation sessions have been delivered and reimbursed by Council and 20 remaining sessions are yet to be scheduled in. The E-Commerce Initiative was delivered (COVID-19 Recovery Package). A total of 16 businesses and 3 Chambers of Commerce joined the webinars and a total of 9 businesses enrolled for one-on-one consultations. Round 2 of the E-Commerce Initiative will be organised in Q3 using the remainder of the approved funds.
	Health Services staff advocate for a suite of regional health services providing the community with the 'whole of life' care; target State, Federal Government and private investment in Health Services in the Western Downs region and promote regional interagency collaboration.	Health Services Manager	30.06.21	●	25%		Identification of a minimum of 2 leads to attract investment in additional Health Services to the Western Downs region.	Limited opportunities this quarter due to the continued impacts of COVID-19. Discussions held with TSBE Health General Manager, Jayden Frame regarding opportunities that can be explored following the recommendation of the report recently released on the improvement of access, quality and distribution of Allied Health Services in regional, rural and remote Australia.
We optimise our tourism opportunities, unique experiences and major events	Our community events are well promoted.	Communication and Marketing Manager	30.06.21	●	25%		Council's presence as a key source of information for grassroots and major events through digital media is increased by 10% (current average rate is approximately 3,000).	COVID-19 has had some impact on events promotion. Current events promotion engagement is in line with the average rate of 3,000.
	Value-add to and enable the growth and development of tourist markets to increase visitor night stay in the region.	Economic Development Manager	30.06.21	●	25%		Deliver a campaign to actively target business tourism and sports tourism regionally. Leverage existing events to extend visitor night stay in the region.	A campaign targeting business tourism is scheduled for later in the year and a campaign targeting sports tourism will follow the completion of the Mountain Bike Trails at Russell Park. Other campaigns designed to increase visitor night stay in the region during Q1 were; a Facebook acquisition advertising campaign which has significantly increased the audience (followers) of the Tourism Facebook Page "Western Downs Queensland" from 3421 to 12,045 followers. In addition, Business Navigators Western Downs ran a competition funded by Shell QGC to win 3 nights accommodation in Western Downs which built a database for future use, based on 4,710 marketing consents, of people outside the Western Downs region. Lastly, postcards featuring a highlight from the region were distributed to moteliers to leave in rooms for guests with wording across the image "stay another day and explore...".
	Value-add to and enable the growth and development of the region's Destination Events through strategic stakeholder engagement.	Economic Development Manager	30.06.21	●	50%		Increased engagement and connection with Destination Events stakeholders. 10% increase in attendance at Council's recognised Destination Events measured by data collection from Event Committees and ticketing platforms.	Whilst events were cancelled due to COVID-19, Western Downs region welcomed a larger number of visitors due to border restrictions. During Q1, the team attended major festival committee meetings of; Chinchilla Melon Festival, Tara Festival of Culture and Camels and Miles Back to the Bush Festival to connect to other support organisations or resources as required, e.g. connect to Southern Queensland Country Tourism (SQCT) and Tourism Events Queensland (TEQ), provide awareness and support with funding applications e.g. as a direct result of our engagement Chinchilla Melon Festival submitted for Queensland Destination Events Program (QDEP) funding, and understand what their needs and greatest challenges are sustainability.
Business and industry in our region live local and buy local	Identify opportunities that attract and retain skilled workers and their families to our region's towns.	Economic Development Manager	30.06.21	●	25%		2 activities are completed, under the Partnership Agreements with regional chambers, that are designed to promote 'live local and buy local'.	The regional Buy Local Platform, an initiative under Council's COVID-19 Recovery Package and outsourced for delivery by Chinchilla Chamber who had successfully submitted for this project was launched in October. Looking ahead, a Western Downs Jobs Fair is scheduled to be held in Q2 (5 November 2020) as well as other initiatives to be reported on next quarter.
	Provide access to Council's road network for larger agricultural vehicles to benefit local businesses.	Technical Services Manager	31.12.20	●	50%		Agricultural vehicles up to 9m in width can travel pre-approved across the region excluding in towns, subject to conditions.	Liaising with National Heavy Vehicle Regulator (NHVR) regarding applying standard conditions.
	Commit, where possible, and within the value for money framework, to spending locally.	Chief Executive Officer	30.06.21	●	25%		60% of Council's spend is with businesses within our region.	Report submitted evidencing the 54.48% Local Buy rolling 12 month average.
	Residential and community based Health Services buy local where possible; recruit & attract staff to live local and support local communities.	Health Services Manager	30.06.21	●	25%		The current ratio (7:3) of local to non-local suppliers is retained or increased. More than 75% of vacant Health Services roles will be filled by candidates living locally or prepared to permanently relocate.	Health Services have retained the current ratio of 7:3, however a number of changes to contracted services (laundry and uniforms) has resulted in different local businesses being utilised for service delivery. 100% of Health Services positions have been recruited to from local or permanently relocating candidates.
Our region is a recognised leader in energy, including clean, green renewable energies.	Promote the region as an energy transmission infrastructure hub.	Economic Development Manager	30.06.21	●	0%		Attract one clean, green and renewable energy industry conference to be held in the Western Downs region.	Attracting a conference to the region has not progressed during Q1 due to the impacts of COVID-19 pushing conferences online. During the quarter Council has provided 'in-principle' support for an EOI from TSBE, under the Federal Government's Hydrogen Seed Funding Program, to be part of network of hydrogen technology clusters around Australia.

ACTIVE VIBRANT COMMUNITIES								
Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
We are a region without boundaries, united in community pride.	In partnership with the community, deliver regional events designed to support reading, literacy and learning, foster digital participation; and encourage culture and creativity.	Communities Manager	30.06.21	●	25%		<p>Deliver a destination event aimed to attract families and the general public to Western Downs focused on reading, writing and the spoken word with the aim to gain 50% of the attendees from outside Western Downs.</p> <p>Deliver a destination event, aimed at professional groups, such as a literacy conference to the region, with the goal to have attendees from more than 10 other local governments or similar community organisations.</p>	Planning has commenced for the delivery of Words Out West in 2021.
Our community members are the loudest advocates for what's great about our region	Actively seek opportunities to strengthen Council's reputation as a community advocate.	Communication and Marketing Manager	30.06.21	●	25%		Increase in engagement on social media posts by 10%.	Increase in video content driving engagement.
	Support Health Services clients to participate in their local communities and encourage the wider community to engage with the services / aged care facilities.	Health Services Manager	30.06.21	●	0%		<p>There is a 10% increase in local community individuals and/or group participation at health services / aged care facilities.</p> <p>There is a 10% increase in participation by permanent and community based clients/residents at local community based events.</p>	Due to COVID-19 restrictions on visitors and resident movement both into and out of residential aged care facilities across Queensland has resulted in engagement in community events being placed 'on hold' this quarter.
	Our community is engaged and supported through capacity building programs and initiatives.	Communities Manager	30.06.21	●	75%	14.10.20	Engage the community in taking control of their own health futures by delivering a launch event to promote the Words for Wellbeing collection in Libraries. Measure of success will be attendee numbers, feedback forms and circulation statistics for the Wellbeing collection.	The opening event of Words for Wellbeing was held on 14 October 2020. From 15 October 2020 the public can access, use and enjoy the programs, materials and equipment as set up for Words of Wellbeing.
Our social, cultural and sporting events are supported locally and achieve regional participation.	There is a range of quality facilities available to the community for events and functions.	Facilities Manager	30.06.21	●	25%		<p>Rolling reviews of all Civic Centres are conducted to ensure they are well maintained, presentable and suitably furnished.</p> <p>Develop a suite of marketing collateral for the Dalby Events Centre to increase community awareness and grow customer base.</p>	<p>Rolling reviews of Civic Centres have commenced.</p> <p>Development of marketing collateral has commenced.</p>
	The Western Downs is recognised as a region that is culturally thriving and active.	Communities Manager	30.06.21	●	75%	31.03.21	<p>The "MyWesternDowns" community and events portal is actively promoted by the Communities department to all Western Downs community organisations and residents. The aim is to see an increase in visitation and use of the portal and a 15% per year increase year-on-year of the events functionality by local community groups and residents.</p> <p>The Communities webpage within the corporate website is developed to be modern and easy to use allowing the public access to all information related to communities.</p>	<p>During the quarter there were 20 new organisation listings, 12 events listed and 5,221 views on My Community Directory.</p> <p>The Communities webpage on Council's corporate website has been reviewed and updated with fresh content that is more focussed on the needs of our customers.</p>
Our parks, open spaces, and community facilities are well utilised and connect people regionally.	Robust planning and programming of our maintenance and open spaces projects to enhance our regions liveability and community pride through green space initiatives.	Facilities Manager	30.06.21	●	25%		<p>95% of trees planted through the Adopt a Street Tree Program on Council land are established successfully.</p> <p>100% of Parks and Open Spaces capital projects are completed and 10 year capital initiative program managed and updated annually.</p>	<p>Recently commenced planting for this year's program.</p> <p>25% of Parks and Open Spaces capital projects are completed.</p>
A recognised culture of volunteerism is active throughout our communities.	Health Services staff acknowledge the contribution of volunteers that enhances the consumer experience and actively seek to welcome new volunteers to the services.	Health Services Manager	30.06.21	●	0%		There is a 10% increase in Health Services volunteer numbers.	Due to COVID-19 restrictions on visitor access and the potential for risk to our volunteers, individuals have been asked to focus on their own health and wellbeing this quarter. Correspondence has been sent to volunteers to keep them informed and updated on sites and services when they might be able to be welcomed back.
	Community partnerships encourage active volunteering and new ways of getting volunteers are investigated and implemented.	Communities Manager	30.06.21	●	25%		<p>Volunteerism is increased through:</p> <ol style="list-style-type: none"> 1. Micro volunteering initiatives. 2. Volunteers Week will be celebrated to recognise active volunteers across the region. 3. Capacity building supported with community groups increase non-traditional volunteers. 	The volunteer management software "Better Impact" has been rolled out and training to be completed on 7 October 2020. We have engaged with a local photographer to take photos of volunteers in their new workplace, which we will use to entice people into volunteering.

GREAT LIVEABILITY								
Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
Our residents enjoy the convenience of modern infrastructure and quality essential services.	Deliver quality public WiFi in significant community places.	Chief Information Officer	30.06.21	●	25%		There is >95% availability of public access WiFi during operating hours.	There is 98.2% availability for public access to WiFi.
	We will actively seek opportunities to work with regional partners for the delivery of waste collection services.	Planning and Environment Manager	31.12.20	●	25%		Discussions with neighbouring local government regarding collection services. Research options for possible shared collections and other waste services with neighbouring local governments.	Formal discussions held with Toowoomba Regional Council regarding shared procurement processes, with good prospects of a joint arrangement. Additionally, a working group of Council Waste Staff within the wider Darling Downs has been established to improve knowledge sharing and investigate other joint arrangements.
	Raise Council's profile and capability to offer high-quality facilities and event spaces.	Communication and Marketing Manager	30.06.21	●	25%		A marketing strategy using digital media and social media, is developed to promote Council facilities.	Working with Facilities to create marketing strategy for Events Centre.
	Increase Council reputation as an essential and accountable services provider in the community.	Communication and Marketing Manager	30.06.21	●	25%		Council initiatives, programs and services promoted using social media by a minimum of one Facebook post per weekday.	Exceeding benchmark of one post per weekday.
	Western Downs Regional Council will deliver safe, inclusive, quality care and services throughout its Aged Care services.	Health Services Manager	30.06.21	●	25%		Aged Care services will demonstrate ongoing compliance with the Aged Care Act and other relevant regulations evidenced by successful outcomes following external unannounced audits by the Aged Care Quality and Safety Commission and other regulators.	The Aged Care Quality and Safety Commission undertook an unannounced site visit at Carinya (Miles) to review COVID-19 preparedness with positive feedback provided from the auditors. Council Environmental Health Officers have undertaken unannounced independent review of Health Services kitchens with full compliance noted.
	We deliver high quality customer service outcomes that meet the expectations of our community.	Customer Support & Governance Manager	30.06.21	●	25%		>80% of calls resolved on first point of contact. <5% call abandonment rate. 10% reductions in unanswered phone calls compared to 19/20 across all Departments. 90% of Administrative Action Complaints handled within response/negotiated timeframes. >80% of Customer Service Requests are resolved within response/negotiated timeframes.	95.6% of calls resolved on first point of contact. 3.9% call abandonment rate against average 33 second wait time on abandoned calls. 14.5% reduction in unanswered phone calls compared to the previous quarter across all Departments. 85% of Administrative Action Complaints handled within response/negotiated timeframes. 75% of Customer Service Requests are resolved within response/negotiated timeframes.
	We ensure our buildings are safe and fit-for-use.	Facilities Manager	30.06.21	●	25%		90% of planned maintenance activities are completed each year.	Planned proactive maintenance activities have been completed or scheduled.
	Continue to make improvements and increase compliance of Council's Waste Facilities, including a focus on reducing the impact and costs associated with the State Government waste levy.	Planning and Environment Manager	30.06.21	●	25%		Contractors for supervised sites will achieve their contract KPIs.	Contractor performance meetings continued through the quarter, with one performance item noted for failure to open a facility on time was addressed with contractors. A review is underway regarding Council's Waste Portfolio in the context of upcoming waste legislation changes that will be effective 1 July 2021.
Valued recreational spaces, sporting and community facilities are provided regionally.	Deliver cemetery operations that are efficient and provide a range of options to meet the needs of our communities.	Facilities Manager	30.06.21	●	25%		<3 official complaints are received per year.	<2 official complaints received this year.
	Increase the cinema audience, return on investment and sustainability by building on our strengths and growing entrepreneurial opportunities.	Facilities Manager	30.06.21	●	0%		There is an increase in the number of community fundraising movie premieres held at Western Downs Cinemas. Attendance is increased by 10%. Content and screening times are reviewed to cater for the diversity of our communities.	No community fundraising movie premieres held at Western Downs Cinemas this quarter. Attendance has decreased by 89%. Cinema content is very poor as the suppliers of the movies are holding off on release dates for larger blockbusters.
A safe and well maintained road network connects our region.	An up to date 10 year capital works program is in place.	Senior Works Manager	31.03.21	●	25%		The 10 year capital works program is developed and integrates within our asset management systems.	The 10 year works program has been reviewed and will be updated to reflect the current condition of the assets.
	Our transport asset capital program is delivered on time and on budget.	Works Construction Manager	30.06.21	●	25%		Transport capital program is >90% complete at end of financial year. Transport capital program delivered within budget.	Works Program progressing on track. Q1 progress reporting completed at program level.
	Our transport assets are well maintained and our systems for maintenance are appropriate.	Works Maintenance Manager	30.06.21	●	25%		The trial Transport Asset Maintenance Management Plan (TAMMP) is implemented and reviewed annually to evaluate compliance and suitability. Overdue safety defects as detailed in the trial TAMMP are reported to the Executive Team.	Overdue safety defects have been reported to the ISGM monthly and the executive team quarterly. Review of the TAMMP is planned for March 2021.
	The survey and design program to align with adopted capital works program to provide lead time for construction.	Technical Services Manager	31.03.21	●	75%		The survey and design program align with adopted capital works program to provide lead time for construction.	84% design program completed, balance of program nearing completion. Pre-planning work commenced on 2021/22 program.
	Quarry material production is to be well planned and aligned with works programs.	Technical Services Manager	31.03.21	●	50%		Quarry materials are available 8 weeks prior to material being scheduled for construction.	Production ahead of construction. Additional 70,000 tonne contracted out and 85% delivered to ensure delivery of additional projects over above program.
Our region remains an affordable place for families to live, work, prosper and play.	Delivery of responsible budgets based on long term financial forecasts to ensure fully informed decision making is conducted and the impacts on future financial years is understood.	Chief Financial Officer	30.06.21	●	25%		No debt is to be maintained and cash surplus of 9 months operating expenditure.	No debt has been maintained and cash surplus of 13.26 months operating expenditure.
	Improve water supply systems to ensure residents have access to quality water supplies across the region.	Utilities Manager	30.06.21	●	25%		Achieve >90% compliance with customer service standard average response time for water incidents (breaks & leaks) regionally. Achieve <25 water main breaks/100km of water mains regionally.	80% compliance with customer service standard was achieved this quarter. Actions are in place to improve our compliance with this customer service standard. <25 water main breaks/100km of water mains regionally achieved during this quarter.
	Improve wastewater processes to improve customer satisfaction and allow for better utilisation of effluent water.	Utilities Manager	30.06.21	●	25%		Achieve >75% recycled water as a percentage of wastewater effluent used across the region. Achieve <40 sewer main breaks/100km of sewer mains regionally.	62% of waste water was recycled during this quarter; the inactivity of the DBRL plant has reduced the waste water/recycled water ratio for Dalby; however the schemes of Chinchilla, Miles and Wandoan are recycling near 100%. <40 sewer main breaks/100km of sewer mains regionally
We're recognised as one of the safest regions in Queensland	Maintain a reliable CCTV network that enhances public safety in our major town centres.	Chief Information Officer	30.06.21	●	25%		Maintenance inspections and cleaning is carried out at least once per year. Work with the Police to action urgent footage requests within 24 hours.	Maintenance cleaning scheduled within next quarter. Actioning CCTV requests within 24 hours.
	Our teams will continue to work with residents to improve the attitudes and behaviour of animal owners regarding the keeping of animals in our community.	Planning and Environment Manager	30.06.21	●	25%		5% increase in numbers of animals rehoused under Pound Pets and desexing initiatives. A customer survey (Voice of the customer) achieves a high ranking result.	Cat rehoming has increased by 36% this quarter following a high number of impounded animals.
	Environmental Health programs focus on improving outcomes for our community's health, safety and amenity.	Planning and Environment Manager	30.06.21	●	25%		100% of food premises are inspected at least once per annum, with a spot compliance program for higher risk premises.	28% of the food premises were subject to their routine inspection this quarter. Additionally, staff attended food premises on an educational basis to assist local business houses with compliance with COVID related requirements.
	Continue to implement systems to improve road safety across the region through Traffic Advisory Committee (TAC)	Technical Services Manager	30.06.21	●	25%		Traffic Advisory Committee (TAC) meets quarterly with agreed safety improvements actioned.	TAC held last meeting in September.

FINANCIAL SUSTAINABILITY								
Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
We are recognised as a financially intelligent and responsible Council.	Review and continuous improvement of enterprise risk management and business continuity management systems.	Customer Support & Governance Manager	30.06.21	●	25%		Quarterly review of enterprise and fraud risks. Quarterly report to Council on strategic risks. 100% of Risk Manager Statements completed each financial year.	Risk registers released for review at the end of Q1. Reporting of strategic risks to be included in Report to Council. Risk Manager Statements due at the conclusion of the financial year.
	Provide leadership and guidance to build awareness of Corporate Performance Management.	Customer Support & Governance Manager	31.03.21	●	0%		Annual Corporate Performance Management workshops held with each Division to review risk, business continuity planning and forward operational planning.	Will be completed during Q3/Q4 for Operational Plan development for 2021/2022.
	Core Corporate Systems and Network available to ensure Council is able to deliver services.	Chief Information Officer	30.06.21	●	25%		There is a >98% uptime for Corporate applications - Authority & ECM. Network availability is at >99%.	Corporate applications uptime expected success measure at 99.95%. However due to some hardware failures network connectivity just under at 98.2%.
	Enable efficiencies via mobilisation and collaboration, through the provision and management of devices and connectivity.	Chief Information Officer	30.06.21	●	25%		Faulty or damaged devices are replaced within 2 working days. Staff WiFi availability in main administration buildings is >98%.	8 devices faulty or damaged this quarter, 5 of these met the SLA. This was due to equipment shortages. Staff WiFi availability in main administration buildings is 99.52%.
	Financial Statements to be finalised in line with QAO expectations.	Chief Financial Officer	30.09.20	✓	100%		No audit qualifications and recommendations finalised in line with QAO and legislative timelines.	QAO audited statements identifying that there are no qualifications.
	Delivery of Budget.	Chief Financial Officer	30.06.21	●	0%		2021-22 budget adopted by Council. Budget and Long Term Forecast meet financial sustainability ratios with deficiency in Asset sustainability Ratio noted.	Will be completed during Q4.
	Operation of Budget.	Chief Financial Officer	30.06.21	●	25%		Overall Revenue and Expenditure in line with budget, identify any material variations and report to management and Council monthly.	September finance report identifies that Council is \$3.2 million favourable versus budget. Monthly reporting to Council is met.
Our long term financial planning guides informed and accountable decision making.	Promote Council as a strong employer of choice in the Western Downs.	Communication and Marketing Manager	30.06.21	●	25%		A 10% increase in engagement on social media for Council's recruitment positions using targeted marketing via Facebook and LinkedIn.	More video content and paid advertising for recruitment positions.
	Continue to increase capacity of in house legal team to handle a greater volume and complexity of matters.	General Counsel	30.06.21	●	25%		15% reduction in legal spend on external legal services.	Have achieved a 30% reduction in external legal spend when compared to 2019 quarter.
	Effectively manage property assets to maximise value to Council and the community.	General Counsel	30.06.21	●	25%		100% of new leases and property transactions comply with standard work practises.	All leases and property transactions entered into for this period are compliant - internal audit review.
	Commence preparation for Corporate Plan 2022-2027	Customer Support & Governance Manager	30.06.21	●	0%		Project Brief detailing scope, methodology, timeframes and deliverables developed.	To be developed in Q3 of 2020/21 financial year.
	Continually developing long term financial and asset management plans that ensure the services provided by Council are sustainable for the long term	Chief Financial Officer	30.06.21	●	25%		Capital works programs exceeding value of \$100k are assessed using the Council "Whole of Life" costing model.	Budget papers reflect 'Whole of Life' costing model being used for CAPEX over \$100k.
Our value for money culture enables us to deliver our core functions sustainably.	Embed "Value for Money" as a core decision making consideration by staff.	Chief Financial Officer	30.09.20	●	25%		Continuous improvement programs in place to improve staff consideration of value for money in making procurement decisions.	Procurement have recommenced their annual procurement training, driving 'Value for Money' as one of the key outcomes.
	Measurement of current transport asset renewal and upgrade unit rates is completed to enable sound financial planning and management of Council's Transport Capital Works Program.	Works Construction Manager	31.12.20	●	25%		Unit rates of completed projects reviewed quarterly against established benchmarks and shared across Strategic Planning for inclusion into the 10 year capital works program.	Q1 rates reviewed for all completed projects and communicated Q2 rates in progress.
	Council's transport infrastructure maintenance practices enable sound financial management of maintenance budgets and operating funds.	Works Maintenance Manager	30.06.21	●	25%		A program of maintenance works to allow efficiencies to be identified and action is developed and maintained. Annual reseal programs reviewed against the 10 year capital works program to minimise maintenance expenditure ahead of planned reconstruction works.	A maintenance program is being maintained to allow efficient programming of repairs. The annual reseal program is in development and will be checked against Council's 10 year capital works program prior to delivery.
	Council owned Health Services deliver financially responsible service models to our local communities.	Health Services Manager	30.06.21	●	25%		An average ACFI Income is sustained of over \$120/resident/day. Unspent funds in Community Home Care Packages are reduced by 10%.	Average ACFI income this quarter was \$135.00/resident/day and unspent funds per discharged client was reduced significantly when compared to Q1 2019/20.
	Provide a well controlled and safe gas network to the community.	Utilities Manager	30.06.21	●	25%		Achieve <15% unaccounted for gas in the distribution networks.	There has been a metering error for this quarter which resulted in September bulk meter being under read. The unaccounted for gas in July and August did not meet the measure of success, averaging 20%.
Our agile and responsive business model enables us to align our capacity with service delivery.	Take a strategic approach to compliance matters, focusing on reducing development that are approved and not complaint and dealing with both routine and reactive planning compliance activities.	Planning and Environment Manager	30.06.21	●	25%		50% of the delinquent development approvals (issued since 2008, acted upon but not compliant) become compliant by 30 June 2021. The annual Compliance Audit programs are delivered on schedule.	The compliance backlog audit has commenced, and a full schedule and project plan for the completion of the compliance backlog audit has been prepared. Council's normal proactive audit, the anniversary check and the investigation of development customer requests continue as normal.
	Continue to seek external funding opportunities that assist landholders and syndicates address priority pests emerging after drought. Annual action plans will be developed to guide how we target priority pests in specific areas.	Planning and Environment Manager	30.06.21	●	25%		100% implementation of pest management action plans.	Overall, satisfactory progress is being made to deliver the Priority Pest Action Plans, with a status report being prepared quarterly to track progress of 19 specific pest management projects.
	Our fleet is utilised effectively and efficiently.	Senior Works Manager	31.12.20	●	50%		Actual utilisation rates of fleet reviewed quarterly and target utilisation rates adjusted accordingly in line with industry benchmarks and actual WDRC utilisation rates.	Q1 actual utilisation rates of fleet reviewed within each relevant department.
	Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements.	Customer Support & Governance Manager	30.06.21	●	25%		100% of Right to Information and Information Privacy applications processed within legislative timeframes.	1 RTI application received during the quarter. Decision made within legislative timeframes.
	We align our service delivery behind a contemporary customer service strategy.	Customer Support & Governance Manager	30.06.21	●	25%		A customer service strategy is developed with implementation goals identified.	Draft customer service strategy nearing completion.
Effective asset management ensures that we only own and maintain assets that are utilised.	Improve our asset management capabilities and planning to deliver quality, well maintained, fit-for-purpose facilities to the community.	Facilities Manager	30.06.21	●	50%		100% of identified high priority buildings are condition assessed with maintenance and capital plans prepared.	Condition assessments completed. Maintenance and capital planning underway.
	Our fleet remains agile and is reflective of business requirements.	Senior Works Manager	31.03.21	●	25%		The fleet will be adjusted accordingly in conjunction with department consultation to align with operational requirements. Under utilised / non required assets will be disposed of.	Following quarterly review - non required assets identified for disposal. Delay in auction due to the COVID restrictions on auctions (group viewings).
	Asset Management Plan (AMP) - Develop AMP with Asset Managers to ensure continued focus on delivering fit for purpose levels of service to the community.	Technical Services Manager	30.06.21	●	75%		Asset Management Plans approved and initiatives actioned as scheduled.	Draft AMPs have been prepared and currently being reviewed by respective Asset Managers.

Title Corporate Services Financial Report October 2020

Date 3 November 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 month ending October 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:

1. Council notes the October 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 Budget

The operating profit at the end of October 2020 is \$12.857 million compared to a budgeted profit of \$10.701 million which is \$2.156 million better than budget. This better than budgeted position mainly relates to an underspend in Materials and Services expenditure of \$3.483 million. There will always be a timing difference with this expenditure.

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

Council Consolidated	Original Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Operating Revenue					
Rates and Utility Charges	(91,355,089)	(45,648,975)	(46,073,347)	(424,372)	Rates and Utility Charges revenue is greater than budget due to favourable QVAS adjustments.
Volumetric	(6,723,086)	-	(65)	(65)	Volumetric revenue has a credit value due to some minor adjustments.
Less: Discounts & Pensioner Remissions	5,317,113	2,683,558	2,470,418	(213,140)	Discounts & Pensioner Remissions are under budget due to less take up of the discount compared to what was budgeted.
Net Rates and Utility Charges	(92,761,062)	(42,965,417)	(43,602,994)	(637,577)	
Fees and Charges	(5,559,170)	(2,034,159)	(1,830,036)	204,123	Fees and Charges revenue is under budget \$0.204 million due to: > Accruals for the Aerodromes of \$0.279 million not being unwound in October. Accruals for this income is based on outstanding amounts. This will correct when outstanding fees are collected (timing issue). > Waste Fees are also under budget \$0.142 million due to a delay in processing waste dockets (timing difference). This is offset with some favourable outcomes: > \$0.088 million ahead of budget at the Washdown Bays due to increased activity. > \$0.079 million ahead of budget for water sales from the standpipes.
Rental and Levies	(1,588,400)	(529,464)	(629,871)	(100,407)	Rental and Levies revenue is over budget by \$0.100 million purely due to a phasing issue. No budget concerns.
Sales of Major Services	(26,558,756)	(8,876,811)	(5,966,080)	2,910,731	Sales of Major Services revenue in under budget by \$2.911 million mainly due to Commercial Works being behind budget by \$2.833 million. This is due to outstanding progress claims. All projects are on schedule and no budget concerns.
Operating Grants, Subsidies and Contributions	(21,451,589)	(3,751,989)	(4,691,388)	(939,399)	Operating Grants, Subsidies and Contributions revenue is over budget by \$0.939 million due to: > \$0.477 million received for the Health Services Sector, with additional income being received from the Commonwealth in relation to COVID-19 pandemic and an additional 30 per cent increase in the viability supplement and the residential care homeless supplement. > \$0.395 million received for Communities Combating Pest and Weeds. This was not budgeted.
Interest Revenue	(1,615,000)	(538,332)	(421,393)	116,939	Interest Revenue has come in under budget \$0.117 million due to interest rates being budgeted at 1%, where Council is currently receiving 0.77% as at 31 October 2020.

Council Consolidated	Original Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Other Income	(1,601,075)	(386,326)	(142,507)	243,819	Other income has come in under budget by \$0.244 million mainly due to cinema revenue being behind budget (\$0.163 million) due to COVID-19 working conditions. Legal Fees recovered are also under budget by \$0.101 million with no revenue being received to date.
TOTAL OPERATING REVENUES	(151,135,052)	(59,082,498)	(57,284,268)	1,798,230	
Operating Expenses					
Employee Benefits	57,255,425	17,130,372	17,101,840	(28,532)	Employee Benefits are in line with budget.
Less Capitalised Employee Benefits	(4,728,745)	(1,435,726)	(1,878,269)	(442,543)	Capitalised Employee Benefits are better than budget with staff working on more capital works opposed to maintenance.
Net Employee Benefits	52,526,680	15,694,646	15,223,570	(471,076)	
Materials and Services	58,360,000	18,022,166	14,539,000	(3,483,166)	Materials and Services expenditure is under budget due to outstanding invoices not being accrued at the end of the current month (October). To date there has also been savings in Diesel & Fuel expense of \$0.302 million.
Depreciation and Amortisation	43,869,076	14,623,044	14,623,044	-	
Finance Costs	593,055	41,352	41,492	140	Finance Costs are in line with budget.
Corporate Overhead	-	-	-	-	
TOTAL OPERATING EXPENSES	155,348,811	48,381,208	44,427,107	(3,954,101)	
Operating (surplus)/deficit	4,213,759	(10,701,290)	(12,857,162)	(2,155,872)	

2. Capital Revenue and Expenditure

• Capital Revenue

Capital Revenue is \$5.011 million ahead of budget as at the end of October. This better than budgeted position is due to grants being received for some of the COVID-19 accelerated works projects in which an income budget has not been allocated. This will be adjusted in the mid-year review. Capital Contributions are behind budget \$0.795 million, this is purely a timing issue with works complete and outstanding payment claims. No budget concerns

• Capital Expenditure

Capital Expenditure is \$4.325 million behind budget as at the end of October due to outstanding progress payments and works in progress not being invoiced. There will always be a lag in capital expenditure with works complete and payment for those works.

3. Cash and Investments

Council's Cash and Investments at 31 October 2020 totalled \$198.305 million which represents 15.32 months of Operating Expenses including depreciation. The balance as at 30 June 2020 was \$174.933 million. The

reason for this increase is due to the first half year's rates being received and high level of funding received. Council expects its cash to slowly decrease until the next half year's rates are issued and monies received.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Council adopted the FY2021 Original Budget on 22 July 2020. The attached One-Page report details the progress made against Year-To-Date (YTD) budget for the period ending 31 October 2020.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

There are currently no budget concerns as at the end of October.

Attachments

1. One Page Report October 2020

Authored by: C. Prain, MANAGEMENT ACCOUNTANT



Western Downs Regional Council
One Page Result
Period Ending: 31 October 2020

	Council Consolidated				Council Net				Commercial Works				Gas				Water				
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	
Operating Revenue																					
Rates and Utility Charges	(91,355,089)	(45,648,975)	(46,073,347)	(424,372)	(70,892,507)	(35,417,683)	(35,844,284)	(426,601)	-	-	-	-	-	-	-	-	(5,923,280)	(2,961,640)	(2,960,660)	980	
Volumetric	(6,723,086)	-	(65)	(65)	-	-	-	-	-	-	-	-	-	-	-	-	(6,723,086)	-	(65)	(65)	
Less: Discounts & Pensioner Remissions	5,317,113	2,683,558	2,470,418	(213,140)	3,955,125	1,977,563	2,044,412	66,849	-	-	-	-	-	25,000	25,083	83	635,023	317,512	92,914	(224,598)	
Net Rates and Utility Charges	(92,761,062)	(42,965,417)	(43,602,994)	(637,577)	(66,937,382)	(33,440,120)	(33,799,872)	(359,752)	-	-	-	-	-	25,000	25,083	83	(12,011,343)	(2,644,128)	(2,867,811)	(223,683)	
Fees and Charges	(5,559,170)	(2,034,159)	(1,830,036)	204,123	(2,642,810)	(1,062,035)	(825,023)	237,012	-	-	-	-	(31,000)	(10,332)	(16,923)	(6,591)	(770,000)	(256,668)	(336,443)	(79,775)	
Rental and Levies	(1,588,400)	(529,464)	(629,871)	(100,407)	(1,513,400)	(504,464)	(590,887)	(86,423)	-	-	-	-	-	-	-	-	(75,000)	(25,000)	(38,984)	(13,984)	
Sales of Major Services	(26,558,756)	(8,876,811)	(5,966,080)	2,910,731	-	-	-	-	(12,050,000)	(3,900,000)	(1,066,415)	2,833,585	(3,132,662)	(994,121)	(903,259)	90,862	(12,070)	(4,024)	(5,677)	(1,653)	
Operating Grants & Subsidies	(21,451,589)	(3,751,989)	(4,691,388)	(939,399)	(21,451,589)	(3,751,989)	(4,691,388)	(939,399)	-	-	-	-	-	-	-	-	-	-	-	-	
Interest	(1,615,000)	(538,332)	(421,393)	116,939	(1,615,000)	(538,332)	(409,833)	128,499	-	-	-	-	-	-	-	-	-	-	(9,706)	(9,706)	
Other Income	(1,601,075)	(386,326)	(142,507)	243,819	(1,561,075)	(372,990)	(131,140)	241,850	-	-	-	-	-	-	-	-	-	-	(11,366)	(11,366)	
TOTAL OPERATING REVENUES	(151,135,052)	(59,082,498)	(57,284,268)	1,798,230	(95,721,256)	(39,669,930)	(40,448,142)	(778,212)	(12,050,000)	(3,900,000)	(1,066,415)	2,833,585	(3,163,662)	(979,453)	(895,099)	84,354	(12,868,413)	(2,929,820)	(3,269,938)	(340,168)	
Operating Expenses																					
Employee Benefits	57,255,425	17,130,372	17,101,840	(28,532)	46,999,291	14,062,543	14,004,279	(58,264)	2,076,057	612,824	674,798	61,974	365,279	107,744	104,720	(3,024)	4,178,985	1,233,913	1,250,239	16,326	
Less Capitalised Employee Benefits	(4,728,745)	(1,435,726)	(1,878,269)	(442,543)	(4,256,418)	(1,256,433)	(1,644,102)	(387,669)	-	-	-	-	-	-	-	-	-	-	(70,579)	(70,579)	
Net Employee Benefits	52,526,680	15,694,646	15,223,570	(471,076)	42,742,873	12,806,110	12,360,177	(445,933)	2,076,057	612,824	674,798	61,974	365,279	107,744	104,720	(3,024)	4,178,985	1,233,913	1,179,660	(54,253)	
Materials and Services	58,360,000	18,022,166	14,539,000	(3,483,166)	27,442,493	8,608,205	7,604,318	(1,003,887)	8,691,790	2,523,366	2,097,323	(426,043)	1,179,815	393,362	235,056	(158,306)	4,167,079	1,272,974	1,346,836	73,862	
Depreciation and Amortisation	43,869,076	14,623,044	14,623,044	-	36,544,733	12,181,588	12,181,588	-	-	-	-	-	276,836	92,284	92,284	-	4,036,243	1,345,412	1,345,412	-	
Finance Costs	593,055	41,352	41,492	140	480,878	41,352	41,492	140	-	-	-	-	45,650	-	-	-	28,490	-	-	-	
Corporate Overhead	-	-	-	-	(4,208,017)	(1,402,676)	(1,402,676)	-	456,576	152,192	152,192	-	298,210	99,404	99,404	-	1,468,926	489,644	489,644	-	
TOTAL OPERATING EXPENSES	155,348,811	48,381,208	44,427,107	(3,954,101)	103,002,960	32,234,579	30,784,899	(1,449,680)	11,224,423	3,288,382	2,924,313	(364,069)	2,165,790	692,794	531,464	(161,330)	13,879,723	4,341,943	4,361,552	19,609	
Operating (surplus)/deficit	4,213,759	(10,701,290)	(12,857,162)	(2,155,872)	7,281,704	(7,435,351)	(9,663,244)	(2,227,893)	(825,577)	(611,618)	1,857,898	2,469,516	(997,872)	(286,659)	(363,635)	(76,976)	1,011,310	1,412,123	1,091,564	(320,559)	
Capital Revenue																					
Capital Grants & Subsidies	(20,163,093)	(2,406,628)	(8,658,255)	(6,251,627)	(20,153,093)	(2,406,628)	(8,658,255)	(6,251,627)	-	-	-	-	-	-	-	-	(10,000)	-	-	-	
Contributions	(1,028,790)	(816,473)	(21,161)	795,312	(1,028,790)	(816,473)	(21,161)	795,312	-	-	-	-	-	-	-	-	-	-	-	-	
Contributions - Contributed Assets	(1,000,000)	(333,333)	(41,043)	292,291	(1,000,000)	(333,333)	-	333,333	-	-	-	-	-	-	-	-	-	-	(22,941)	(22,941)	
Contributions from Developers - Cash	(700,000)	(233,333)	(39,738)	193,595	(700,000)	(233,333)	(39,738)	193,595	-	-	-	-	-	-	-	-	-	-	-	-	
Disposal of Non-Current Assets	(850,000)	(283,333)	(324,227)	(40,894)	(850,000)	(283,333)	(324,227)	(40,894)	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL CAPITAL REVENUE	(23,741,883)	(4,073,101)	(9,084,424)	(5,011,323)	(23,731,883)	(4,073,101)	(9,043,381)	(4,970,280)	-	-	-	-	-	-	-	-	(10,000)	-	(22,941)	(22,941)	
Capital Expenses																					
Restoration of Land Provision	-	-	8,752	8,752	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Expense Write-Off	9,200,000	3,066,667	613,672	(2,452,995)	8,200,000	2,733,333	481,797	(2,251,536)	-	-	-	-	-	-	-	-	800,000	266,667	9,272	(257,395)	
TOTAL CAPITAL EXPENDITURE	9,200,000	3,066,667	622,424	(2,444,243)	8,200,000	2,733,333	481,797	(2,251,536)	-	-	-	-	-	-	-	-	800,000	266,667	9,272	(257,395)	
Net Result (surplus)/deficit	(10,328,124)	(11,707,724)	(21,319,162)	(9,611,437)	(8,250,179)	(8,775,119)	(18,224,828)	(9,449,709)	(825,577)	(611,618)	1,857,898	2,469,516	(997,872)	(286,659)	(363,635)	(76,976)	1,801,310	1,678,790	1,077,895	(600,894)	
Capital Funding Applications																					
Capital Expenditure - New Assets	15,522,931	2,145,263	1,843,948	(301,315)	15,022,931	2,045,263	1,829,598	(215,665)	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Expenditure - Upgrade Assets	7,517,137	2,462,780	1,517,750	(945,030)	7,077,137	2,297,311	1,468,506	(828,805)	-	-	-	-	-	-	-	-	370,000	109,430	32,324	(77,106)	
Capital Expenditure - Replacement Assets	45,249,617	12,001,650	8,923,225	(3,078,425)	40,038,865	10,069,956	7,999,766	(2,070,190)	-	-	-	-	-	-	-	-	2,765,000	947,492	382,435	(565,057)	
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	68,289,685	16,609,693	12,284,923	(4,324,770)	62,138,933	14,412,530	11,297,870	(3,114,660)	-	-	-	-	-	-	-	-	3,135,000	1,056,922	414,759	(642,163)	



Western Downs Regional Council
One Page Result
Period Ending: 31 October 2020

	Sewerage				Quarry				Waste				Saleyards				Washdown Bays			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue																				
Rates and Utility Charges	(9,008,465)	(4,504,233)	(4,503,682)	551	-	-	-	-	(5,530,837)	(2,765,419)	(2,764,720)	699	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	450,423	225,212	193,660	(31,552)	-	-	-	-	276,542	138,271	114,349	(23,923)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	(8,558,042)	(4,279,021)	(4,310,022)	(31,001)	-	-	-	-	(5,254,295)	(2,627,148)	(2,650,371)	(23,223)	-	-	-	-	-	-	-	-
Fees and Charges	-	-	(887)	(887)	-	-	-	-	(1,715,360)	(571,792)	(429,700)	142,092	-	-	-	-	(400,000)	(133,332)	(221,060)	(87,728)
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(12,070)	(4,024)	(2,830)	1,194	(8,551,954)	(2,966,642)	(2,971,176)	(4,534)	-	-	-	-	(2,800,000)	(1,008,000)	(1,016,723)	(8,723)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	(1,549)	(1,549)	-	-	-	-	-	-	(305)	(305)	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	(40,000)	(13,336)	-	13,336	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	(8,570,112)	(4,283,045)	(4,315,287)	(32,242)	(8,551,954)	(2,966,642)	(2,971,176)	(4,534)	(7,009,655)	(3,212,276)	(3,080,377)	131,899	(2,800,000)	(1,008,000)	(1,016,723)	(8,723)	(400,000)	(133,332)	(221,060)	(87,728)
Operating Expenses																				
Employee Benefits	1,367,262	403,707	471,166	67,459	1,156,494	381,330	324,996	(56,334)	478,263	141,175	111,605	(29,570)	500,045	147,655	130,596	(17,059)	133,749	39,481	29,440	(10,041)
Less Capitalised Employee Benefits	-	-	(2,747)	(2,747)	(472,327)	(179,293)	(155,965)	23,328	-	-	-	-	-	-	(4,876)	(4,876)	-	-	-	-
Net Employee Benefits	1,367,262	403,707	468,419	64,712	684,167	202,037	169,031	(33,006)	478,263	141,175	111,605	(29,570)	500,045	147,655	125,720	(21,935)	133,749	39,481	29,440	(10,041)
Materials and Services	1,419,217	459,236	463,004	3,768	5,508,461	1,952,019	1,100,249	(851,770)	8,011,672	2,215,848	1,277,794	(938,054)	1,448,399	473,968	330,383	(143,585)	491,074	123,188	84,037	(39,151)
Depreciation and Amortisation	2,116,623	705,544	705,544	-	22,394	7,464	7,464	-	424,371	141,460	141,460	-	419,208	139,736	139,736	-	28,668	9,556	9,556	-
Finance Costs	-	-	-	-	1,467	-	-	-	14,636	-	-	-	2,991	-	-	-	18,943	-	-	-
Corporate Overhead	841,587	280,528	280,528	-	352,460	117,488	117,488	-	527,143	175,716	175,716	-	209,279	69,760	69,760	-	53,836	17,944	17,944	-
TOTAL OPERATING EXPENSES	5,744,689	1,849,015	1,917,495	68,480	6,568,949	2,279,008	1,394,232	(884,776)	9,456,085	2,674,199	1,706,575	(967,624)	2,579,922	831,119	665,599	(165,520)	726,270	190,169	140,978	(49,191)
Operating (surplus)/deficit	(2,825,423)	(2,434,030)	(2,397,792)	36,238	(1,983,005)	(687,634)	(1,576,944)	(889,310)	2,446,430	(538,077)	(1,373,802)	(835,725)	(220,078)	(176,881)	(351,124)	(174,243)	326,270	56,837	(80,083)	(136,920)
Capital Revenue																				
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	(18,102)	(18,102)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL REVENUE	-	-	(18,102)	(18,102)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenses																				
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	8,752	8,752	-	-	-	-	-	-	-	-
Capital Expense Write-Off	100,000	33,333	15,397	(17,936)	-	-	-	-	-	-	-	-	100,000	33,333	107,206	73,873	-	-	-	-
TOTAL CAPITAL EXPENDITURE	100,000	33,333	15,397	(17,936)	-	-	-	-	-	-	8,752	8,752	100,000	33,333	107,206	73,873	-	-	-	-
Net Result (surplus)/deficit	(2,725,423)	(2,400,697)	(2,400,497)	200	(1,983,005)	(687,634)	(1,576,944)	(889,310)	2,446,430	(538,077)	(1,365,050)	(826,973)	(120,078)	(143,548)	(243,918)	(100,370)	326,270	56,837	(80,083)	(136,920)
Capital Funding Applications																				
Capital Expenditure - New Assets	-	-	-	-	-	-	-	-	500,000	100,000	14,350	(85,650)	-	-	-	-	-	-	-	-
Capital Expenditure - Upgrade Assets	70,000	56,039	16,920	(39,119)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	2,280,000	944,202	535,661	(408,541)	-	-	-	-	115,752	40,000	-	(40,000)	50,000	-	5,363	5,363	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	2,350,000	1,000,241	552,581	(447,660)	-	-	-	-	615,752	140,000	14,350	(125,650)	50,000	-	5,363	5,363	-	-	-	-

Title Corporate Services Quarterly Report July to September 2020

Date 10 August 2020

Responsible Manager S. Peut, GENERAL MANAGER (CORPORATE SERVICES)

Summary

The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments during the first quarter of the 2020-2021 financial year.

Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- 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.
- We're recognised as one of the safest regions in Queensland.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

This this Report be received and noted.

Background Information

The Corporate Services division provides a quarterly report update of general status and performance, providing Council with information on significant activities.

Report

This Report lists the activities for the first quarter of the 2020-2021 financial year from the Customer Support and Governance, Facilities, Human Resources and Information Technology departments. The Finance department provide a separate monthly report to Council.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Conclusion

It is recommended that Council receive and note this Report.

Attachments

1. Corporate Services Quarterly Report July to September 2020

Authored by: K. Paech, EXECUTIVE OFFICER



CORPORATE SERVICES

QUARTERLY REPORT

Facilities.

achievements

Chinchilla Botanic Parkland won Parks & Leisure 'Park of the Year for Queensland'.

Completion of a number of projects across the region, including but not limited to:

- Kogan Pioneer Park - New picnic shelter,
- Tara Soldiers Memorial Hall - Strip & revarnish of flooring,
- Dalby Lions Park - New fence,
- Wandoan Cemetery - New shed,
- MYCNC - New footpaths,
- Miles Cemetery - New fence.

Supported Seniors Month in August - WD cinemas had over 150 in attendance.

New entry gardens established at Tarcoola and Tara Lagoon.

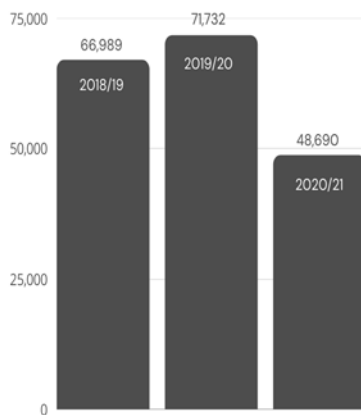
New seats installed at Meandarra & Moonie Cemeteries.

Dalby Events Centre logo incorporated into venue.

Painting of 4 Community Halls & 1 Community House.

Saleyards

Comparative throughput Jul to Sep



in progress

Adopt a Street Tree spring program has commenced - 980 trees expected to be planted.

Community engagement underway for Moonie cemetery gates.

Installation of plaques at the Myall Remembrance Park Services Memorial.

26 projects currently underway across the region, including but not limited to:

- Dalby Pool expansion joint replacement and new shade sails and sun lounges,
- Miles Leichhardt Hall kitchen update,
- Chinchilla Cultural Centre refurbishment,
- Meandarra Leo Gordon Park upgrade.



Annuals Planted

4,500

Banners Installed

240



Hectares Mowed

4,500

Mowing Time

890hrs

efficiencies



Solar Production = 192,180kWh generated

Saving = \$47,500 (avg)



Bell Ensor Park refurbishment - installation of 2 waterless urinals

45,000 to 90,000

litres of water saved each year per unit

coming soon

5 landscape Masterplan projects out for tender:

- Caliguel Lagoon
- Chinchilla Weir
- Lake Broadwater
- Waterloo Plains
- Tara Lagoon

Surveying of the Jandowae Cemetery to identify future graves and a full audit of records.

Major maintenance planned for Saleyards, with the inclusion of rust rectification, crush, head bale and hay racks.

achievements

10,000 Steps Challenge held to promote staff wellness, a total of 32 teams participated.

Finalist for the **QTA & LGMA awards**.

Reduced advertising costs by bulk advertising on SEEK & receiving job applications via Ezisuite (WDRC recruitment program).

356 skin checks conducted on employees.

22 EMPLOYEES REFERRED TO DOCTOR

Improved recruitment reporting functionality, including average days to complete total recruitment process.

8 students participated in **Work Experience** across the region.

Attended **Dalby Clontarf Career Forum** for indigenous high school students (pictured below).



FULL TIME EQUIVALENTS

653.88
Q1 2020

compared to

650.73
Q4 2019

HEADCOUNT



772
Q1 2020

775
Q4 2019

in progress

Applications opened for the **2021 Trainee & Apprentice Program**.

WDRC's Operational Staff Certified Agreement submitted to the QIRC for certification.

Reviewing **excessive unplanned absenteeism**, plan in place to reduce with identified employees.

training has recommenced

Face-to-face training recommenced with a total of 479 staff attending training sessions in the quarter. (Asbestos training pictured below)



	Target	YTD	Description	Achieved
Lost Time Injury Frequency Rate (LTIFR)	< 12.50 Benchmarked against like councils	6.45	Number of direct labour LTI's X 1 million/ Hours worked (FYTD)	✓
Average Time Lost Rate (ATLR)	< 33 days	2.0 days	Average time lost per LTI (Days)	✓
Incident Rate (IR)	< 2.32	0.30	The number of direct labour LTI's/ Number direct labour x 100	✓

achievements

Authority 7.1 upgrade completed.

Mandatory **online security training** completed by all email users.

New **Disaster Management** system selected. Enabling online access to incident information and progress.

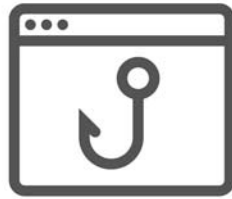
Intranet & Web Steering Group developed to ensure relevance, accuracy and consistency of WDRC main communication platforms.

Tenders / RFQ's completed: Customer Contact Centre Solution, Contract Management Solution, Chinchilla Cultural Centre AV equipment, SCADA analytics.

Forms on website updated to editable PDFs to improve convenience for the community.

PHISHING TEST RESULTS

71%
DECREASE



IN CLICKERS FOR THE 2ND ROUND OF PHISHING TESTS, HIGHLIGHTING SIGNIFICANT IMPROVEMENTS ACROSS WDRC.

CORPORATE APPLICATION UPTIME

>98.00%
TARGET

99.95%
RESULT



in progress

New cloud based **Customer Contact Solution** tender evaluations.

Phase 2 of **Security Program** initiated and RFQ for End Point Protection developed.

Automatic integration between OLR and ECM.

Replacement of **Wireless Access Points** to improve Wi-Fi connectivity in Council buildings nearing completion.

Selection of new **Contract Management Solution**.

Aged Care, Saleyards and Event Centre CCTV solutions in progress.

Replacement of Comms equipment (**WAN**) nearing completion.



coming soon

Mobile Device replacement program.

Community Portal for Disaster Management — including road closures.

Office 365 training .

achievements

Runners-Up Best Knowledge Management Project Results - National Livepro Awards.

Delivered Ethics Training to Health Services Team.

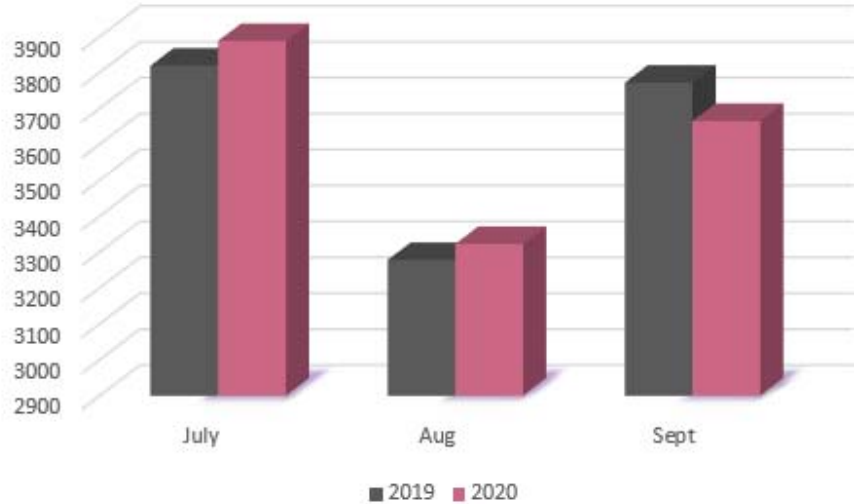
Successful engagement of Contract for Internal Audit Services.

Completed testing of Authority 7.1 modules and Actus application.

Process review across organisation during webform development.

Hosted Information Awareness Week (refer to photos).

contact centre total calls



95.6%

of calls resolved on first point of contact



14.5%

reduction in unanswered phone calls compared to the previous qtr across all departments



in progress

Organisational implementation of *Human Rights Act 2019* responsibilities.

Review Policy Framework.

Preparation of 2019/20 Annual Report.

New contact centre software and unified communications platform.

Development of Customer Service Strategy and Customer Experience Program.

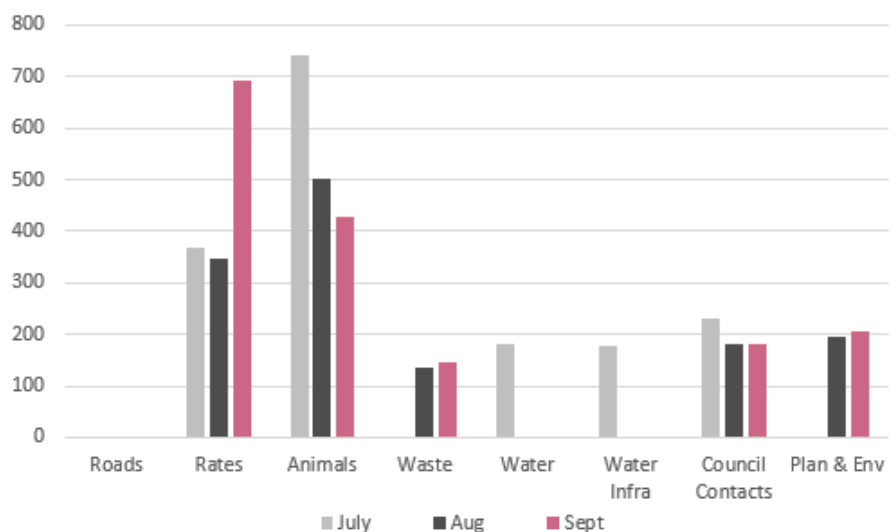
coming soon

Ci Anywhere Software Upgrade

Roll out Actus Mobility App

Strategic/Corporate Planning preparation

top 5 calls received



Title **Infrastructure Services Report Downs and Border Council Water Alliance**

Date 21 October 2020

Responsible Manager L. Cook, UTILITIES MANAGER

Summary

The purpose of this Report is to allow Council to consider participation in a formal water alliance with Toowoomba Regional and other participating Councils.

Link to Corporate Plan

Strategic Priority: Great Liveability

- Our residents enjoy convenience of modern infrastructure and quality essential services.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that Council:-

1. Support and participate in the Downs and Border Council's Water Alliance subject to the adoption of a suitable terms of reference under a formal alliance model.
2. Appoint Cr Paul McVeigh as Council's Downs and Border Alliance Representative

Background Information

At Toowoomba Regional Council's Ordinary Meeting of 18 August 2020 the Toowoomba Council resolved the following;

"That Council work to form a Water Alliance to include, but not limited to, Southern Downs Regional Council, Western Downs Regional Council, Tenterfield Shire Council and Toowoomba Regional Council."

Toowoomba Regional Council's Mayor Cr Paul Antonio has subsequently contacted Mayor's from Western Downs, Southern Downs, Goondiwindi, Tenterfield, Balonne and Lockyer Valley with the following correspondence;

"Dear Fellow Mayors,

Following a formal resolution by Toowoomba Regional Council to form a Water Alliance linking the councils of the Darling Downs and environs and those of the NSW Borders region, and similar resolutions by some of our neighbouring councils, it is timely to consider meeting for formalise this arrangement.

The purpose of this Alliance is to underpin joint advocacy to State and Federal governments for a collective vision on water security for all current and future regional needs including residential, agricultural, commercial, and industrial supplies. The establishment of new water sources, a regional water grid, and adoption of best practice water use in all applications are among the possible options to be pursued.

If you are agreeable, our first meeting could adopt a suitable name, such as the Downs and Border Councils Water Alliance, define a Terms of Reference, and set initial targets for working together.

I would like to suggest that an urgent task is to prepare an accurate and comprehensive map / inventory of

- Current water sources – above-ground, aquifers, recycling / regenerated and others – and their capacities and limitations*
- Current proposals for new sources*
- Open thinking on new options including inland diversion of coastal flows and smart water management in agriculture, industry and community uses.*

Our hope is to gain the assistance of the NSW Cross Border Commissioner in developing this scoping work, building on the existing relationships through the Border ROC and its members, as well as RDA-DDSW. We will also keep up pressure on the Queensland Government to appoint its own Cross Border Commissioner.

I will welcome your thoughts on this proposal, as well as which local governments would wish to be part of the Alliance. Those who took part in an initial meeting at Warwick in July 2019 to explore the Alliance concept were Toowoomba, Western Downs, Southern Downs and Tenterfield councils.

Common concerns seem to link these councils also with Goondiwindi, Balonne, and the other neighbouring northern NSW border councils in BROCC, namely Gwydir, Inverell and Moree Plains Shire Councils. Another potential member is Lockyer Valley Regional Council, with their proximity to Toowoomba and likely involvement in re-use of processed SEQ water which has potential to contribute to the region's water sources.

Please let me have your thoughts as soon as is convenient. I will then get my office to coordinate the time and location of our first meeting. If our schedules allow, there is no reason not to meet before the Qld state election."

Report

There is an increasing emphasis on regional approaches for many Council functions and for water and sewerage. This is increased by national and international pressures on local governments to regionalise services.

This issue was brought to the fore in 2011, when three (3) independent national reviews called the current management of services by local government into question and recommended regional approaches in Queensland (and New South Wales).

The Western Downs Regional Council currently has an informal partnership with Southern Downs Regional Council, Toowoomba Regional Council and Tenterfield Shire Council. The partnership between these Councils was first initiated to discuss long-term water security options that would benefit the areas which the group collectively represents.

While the partnership has allowed these Councils to discuss water security in general, to ensure the group is able to effectively advocate to other levels of government, it has been proposed that the group formalises its pre-existing relationship. A formal 'Water Alliance' would allow the group to advocate for a collective vision on water-security for not only residential water use, but for agriculture, commercial, industry and all water use.

It is envisaged a cross-collaboration approach to water security by a Water Alliance, rather than individual Councils, would hold more weight when advocating to other levels of government, much in the same way that the South East Queensland Council of Mayors and Darling Downs and South West Queensland Council of Mayors have operated.

Western Downs Regional Council is also an active participant in the Darling and Surat Basin Queensland Water Regional Alliance Program. This group consists of Western Downs, Toowoomba, Goondiwindi, Balonne, Southern Downs and Maranoa Councils. Currently the group consists mostly of Council water and sewerage managers that meet on a quarterly basis to progress minor collaboration opportunities that are eligible for funding under the program. Council has adopted the terms of reference of the group, however no formal alliance between Councils exists.

Consultation (Internal/External)

Cr Paul McVeigh, Mayor
Ross Musgrove, Chief Executive Officer
Graham Cook, Infrastructure Services General Manager

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

Participation in a water alliance will assist Council to advocate water supply security matters to state and federal government and ensure the Western Downs Region is considered in future water strategy.

Attachments

Nil

Authored by: Leigh Cook, Utilities Manager

Title **Infrastructure Services Report Purchase of Second Hand Plant and Equipment**

Date 11 November 2020

Responsible Manager B. Barnett, SENIOR WORKS MANAGER

Summary

The purpose of this report is to seek Council's approval to purchase used plant and equipment.

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. Delegate authority to the Chief Executive Officer, pursuant to s.257(1)(b) of the Local Government Act 2009, to procure a second hand truck and dog tipper unit and/or second hand water truck if suitable units become available.

Background Information

Each year Council prepares a Fleet Replacement Program to update the Council's plant fleet.

In addition to the programmed fleet replacement program approved through the budget process, Council at times may need to evaluate the replacement of its plant fleet outside of the budget process due to incidents, plant failures and condition monitoring.

Report

During the current financial year Council has experienced two major incidents where initial advice from Council's insurer is that these plant items will all be a total loss. With these units out of service this has left a gap in Council's works operations.

Due to the current new plant and equipment availability shortage, suitable used equipment in good condition is being investigated as a cost efficient and timely replacement option for these plant items. However, with the used market these items are often not available for extended periods of time, same with auctions.

The replacement of these units is not included in the 20/21 plant replacement capital budget. These units may have an insurance payout settlement which is paid to Council to offset the replacement of these units.

The units requiring replacement is a truck and dog tipper unit and a water truck.

Consultation (Internal/External)

External used equipment suppliers and auction houses

Legal/Policy Implications (Justification if applicable)

Under s.235 of the Local Government Regulation (Reg) a local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first having invited written quotes or tenders if (e) the contract is for the purchase of second-hand goods. The procurement is likely not within the financial delegation provided to the Chief Executive Officer (CEO) and therefore a resolution of Council delegating authority to the CEO to procure the second hand truck and dog tipper unit is required. There is no requirement for a resolution to be passed to procure second hand goods under s.235(e) of the Reg.

Budget/Financial Implications

Potential insurance payout settlement to offset the replacement of these units with savings in the 20/21 capital plant budget.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

It is recommended that this report be received and that Council, under s.257(1)(b) of the Local Government Act 2009, delegate power to the Chief Executive Officer to procure a second hand truck and dog tipper unit and/or water truck.

Attachments

Nil

Authored by: Chris Westaway, Program Coordinator Fleet & Resource

Title **Infrastructure Services Quarterly Report July To September 2020**

Date 5 November 2020

Responsible Manager G. Cook, GENERAL MANAGER (INFRASTRUCTURE SERVICES)

Summary

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.

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 noted.

Background Information

The Infrastructure Services department provides a general status and performance update on a quarterly basis, providing Council with information on significant activities completed, in progress and planned.

Report

This Report lists the significant activities for the first quarter from July to September 2020 for the Infrastructure Services' Works, Utilities and Technical Services teams.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

Nil

Conclusion

This Report is prepared for Council to receive and note.

Attachments

1. Infrastructure Services Quarterly Report Q1

Authored by: K Harvey, INFRASTRUCTURE SERVICES ADMINISTRATION OFFICER

Infrastructure Services

Quarterly Report

July to September
2020

WORKS CONSTRUCTION

Completed Projects

- Moreton Street and Drury Street, Dalby, reconstructed including kerb and channel upgrade.
- Nandi Road, Dalby, reconstructed.
- Dixon Street, Dalby, upgraded from gravel to bitumen. Works included extending the concrete floodway and drainage scour protection works.
- Bitumen dust suppressions completed on Blaxland South Road and Thrups Access Road, Dalby.
- Jandowae Macalister Road upgraded from gravel to bitumen. This 1.5 km section upgrade near Cooranga Creek now provides a bitumen sealed road all the way from Jandowae to Macalister.
- Bullock Head Road reconstruction and widening project complete.
- Drillham South Road upgraded from gravel to bitumen seal. This section upgrade now provides a bitumen sealed road.
- Freemans Road upgraded from gravel to bitumen (funded by the Resource sector).
- Canaga Street, Chinchilla, footpath extension to connect with the Botanic Parklands.
- Chinchilla Works Depot Wash Down Bay completed.



Dixon Street, Dalby

IN PROGRESS

- Alfred Street, Dalby, reconstruction including kerb and channel upgrade.
- Inverai Road, Jandowae, reconstruction project.
- Kupunn Road, Nandi, reconstruction.
- Arubial Road, Condamine, flood damage restoration works ahead of the Arubial Road upgrade project.
- Dalby Cecil Plains Road rehabilitation works in conjunction with the Department of Transport and Main Roads (DTMR).

61.5km

of Gravel Resheeting

15.7km

of Roads Constructed
and Bitumen Sealed

Achievements

- Four bitumen dust suppressions completed.
- Seven of the fifteen footpath packages completed by local contractors under the COVID-19 Recovery Package.

What's Next

- 40km of gravel resheeting to be performed on regional rural roads in the Kragra, Cadarga, Burra Burri, Auburn, Inglestone and Flinton areas. Works split into three packages and awarded to local contractors to deliver. Funded under Drought Communities Programme.
- February 2020 Flood Damage Reconstruction of Essential Public Assets (REPA) works due to commence. Work packages will be scoped for local contractor and Council crew delivery.
- Keehns Road, Jandowae, upgrade from formed to gravel formation.
- Ehlma Boundary Road reconstruction.
- Wood Street, Dalby, reconstruction.
- Next round of footpath projects to commence.
- Road condition survey of transport network in conjunction with Technical Services.

WORKS MAINTENANCE

Achievements

- Four REPA submissions approved with the Queensland Reconstruction Authority (QRA) for the February 2020 flood event at a value of \$7M.
- Emergent works and immediate reconstruction works submission lodged at a value of \$820K.
- Successful tender of \$6.5M additional commercial works with DTMR.

In Progress

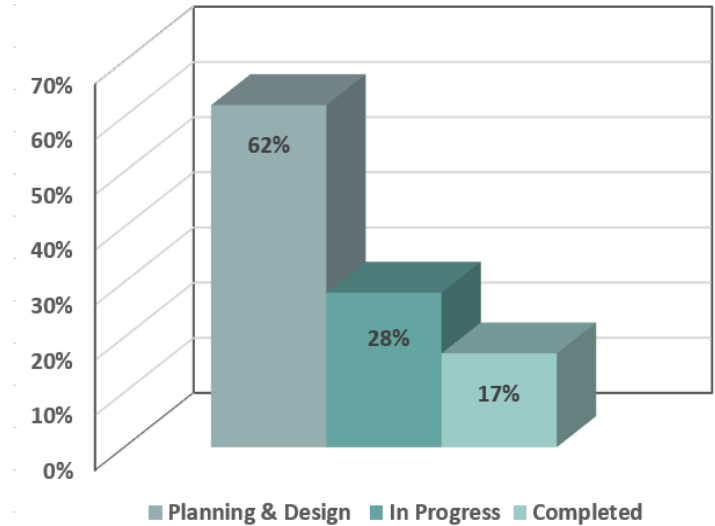
- \$11.5M worth of commercial works are currently underway on behalf of DTMR.
- Flood Damage REPA delivery is underway with packages being prepared for release to the market.
- Western Downs Regional Council's (WDRC) reseal program is under development.

What's Next

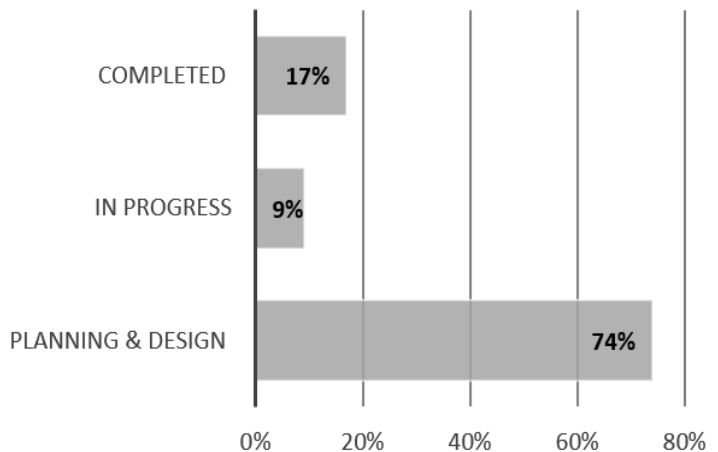
- Ongoing delivery of Flood Damage REPA packages over the next 12 months.
- Delivery of WDRC's annual reseal program.
- Resurfacing of WDRC's Miles and Dalby depot hardstands.



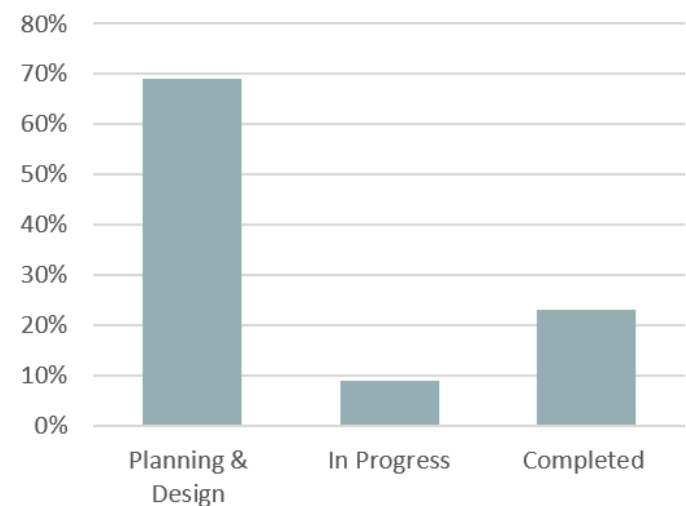
Works Capital



Commercial Works & RMPC



Works Operations



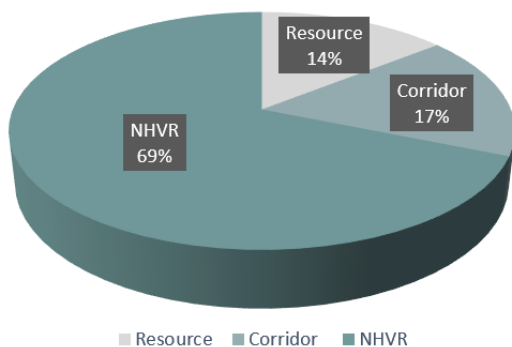
TECHNICAL SERVICES



Design In Progress

- 84% of the 2020/21 Design Program completed.
- Six of the remaining 2020/21 designs are over 80% complete and the remaining two have commenced.
- Detailed design of Gulera Road and Moonie Highway Intersection (Resources).
- Civil works design continuing for Tara Lagoon project.
- Civil design for the Miles CBD Streetscape project submitted to DTMR for approval. Landscape and architectural element design being finalised.
- Detailed design of the Bunya Mountains Mountain Bike Trail (MBT).

Permits



GIS & Asset Management

In Progress

- *Asset Management Plan rewrites continuing.*
- *Project capitalisation ongoing.*
- *Map requests ongoing.*

Achievements

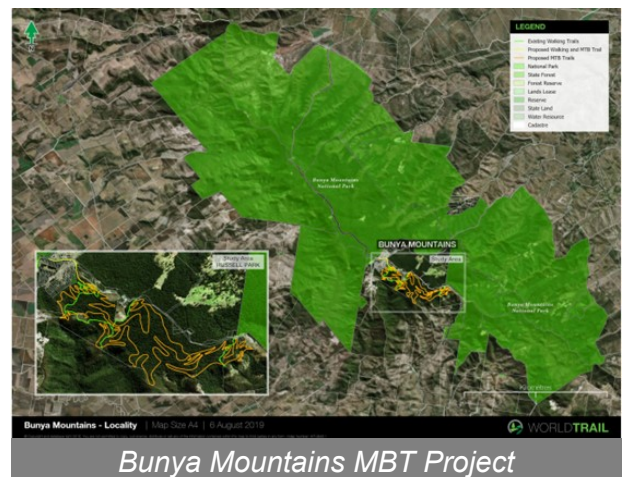
- *Spectrum Spatial Analyst platform stability improvements complete.*
- *2019/20 asset valuations complete and adopted by WDRC's Audit Committee. WDRC were the only local government in Queensland to have this completed by 31 March.*

Achievements

- *Meandarra Stormwater Stage 3 design complete.*
- *Integration of 12d Synergy Software complete.*
- *Additional jobs delivered outside of design program:*
 - Resource Industry designs.
 - WDRC Maintenance department requests.
 - Utilities department requests.

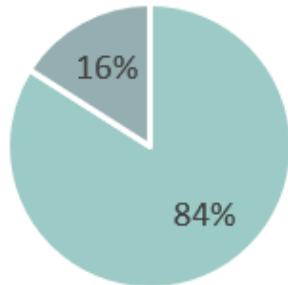
What's Next

- Complete 2020/21 Design Program.
- Commence Dalby East (Mary Street) stormwater design.
- Upgrade and enhance design skills of staff.
- Complete documentation for Miles CBD Streetscape project. Attain DTMR for approval.
- Complete detailed design for Bunya Mountains MBT project. Attain DTMR and DNR clearing approval.
- Progress gravel production at Quarry and Pits in advance of construction and maintenance programs.
- Complete gravel production package for works for Drought Communities Program (DCP) - external contract.
- Plant Control Upgrade Stage 1 program.
- Undertake road condition survey.
- Procure road, bridge and footpath comprehensive valuation.
- Configure Spectrum Spatial Analyst for public access.



TECHNICAL SERVICES

Design Program



■ Completed ■ In Progress

Corridor Management

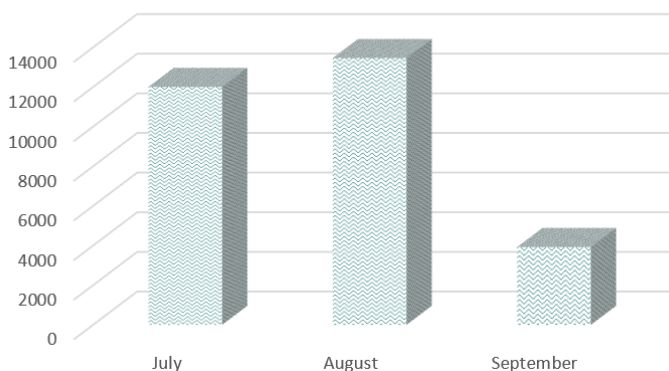
In Progress

- Draft Road Infrastructure Agreement for Wambo Windfarm.
- Arrow CSG - TIA review and detailed design review of proposed external road upgrades.
- Road Infrastructure Agreement for Dulacca Windfarm.
- Permit processing ongoing (217 Corridor, 184 Resource, 884 NHVR).
- Working with resource companies in ensuring traffic impact on road network is well managed.

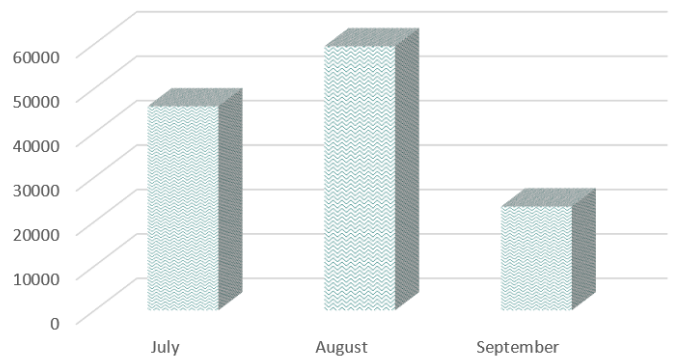
Achievements

- Arrow CSG completed maintenance projects on WDRC roads.
- The process of incorporating Rural Services and Corridors regarding clearing of fence lines is progressing well.

Jimbour Quarry Production



Mobile Quarry Material Issued



Quarry & Mobile Pits In Progress

- Production progressing for 2020/21 Program of Work, including external contract to produce 77,000t of gravel.

Achievements

- Mines directorate requirement to ensure plant is guarded is complete.
- Simtars hygiene monitoring report for August has dust exposure level below regulatory guidelines. Current controls are proven effective.
- 20,000 BCM blast completed for forward production.



Crusher Guarding Upgrade Project



1285

Permits issued from July-September

158,144t

of gravel produced by internal crushing crew

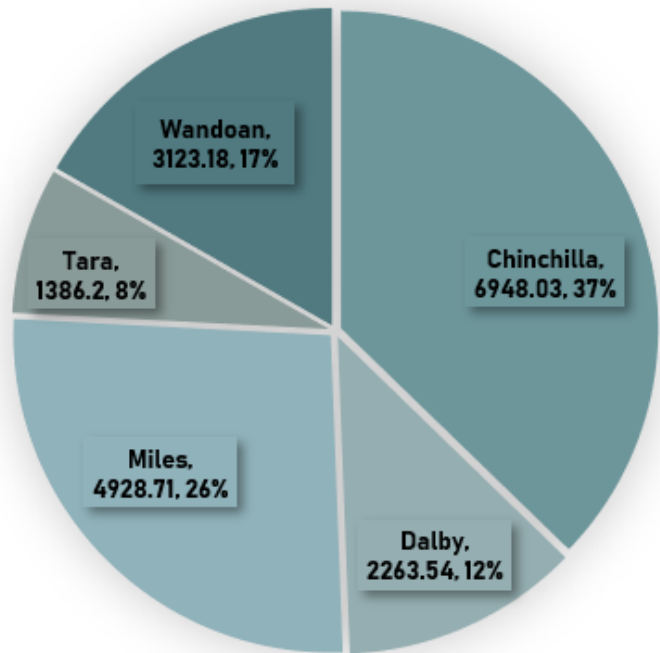


UTILITIES

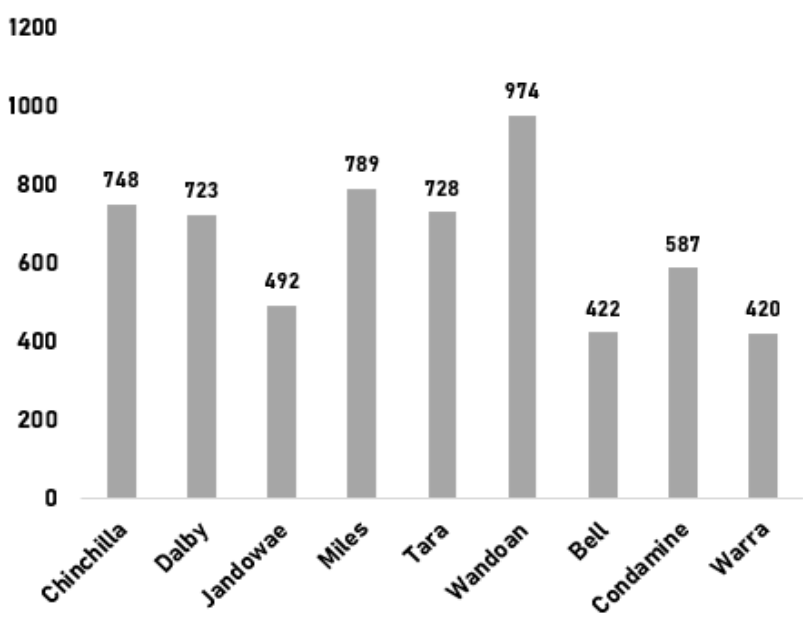
Completed Projects

- Chinchilla Waste Water Treatment Plant (WWTP) IAT Aeration diffusers.
- Fencing works at Warra and Meandarra Tarcoola main and service works completed.
- Koondaii tank pad installed.
- New compound fence at Tara WWTP.
- Partial rural fence installed at Dalby bio-solid storage facility.
- Under-road bore completed between Tara Showgrounds and WWTP.
- Dalby large reservoir repairs and internal clean/inspection.
- Dalby clear water tank emptied and cleaned/inspected.
- Chinchilla Riverdell and Industrial Estate reservoirs cleaned/inspected.
- Dalby RO1 maintenance and membrane replacement.
- Chinchilla Boyd Street bypass pump inlet cut-in.
- Desilting of Lagoon 4 at Chinchilla Water Treatment Plant (WTP).
- Scouring repaired and diversion bank installed at Brigalow RAW intake pumps.
- Two sewer jump-ups in over 7 metres deep completed in Dalby.

Standpipe Consumption (kL)



Scheme Average Daily Consumption/Connection (L/Connection/Day)



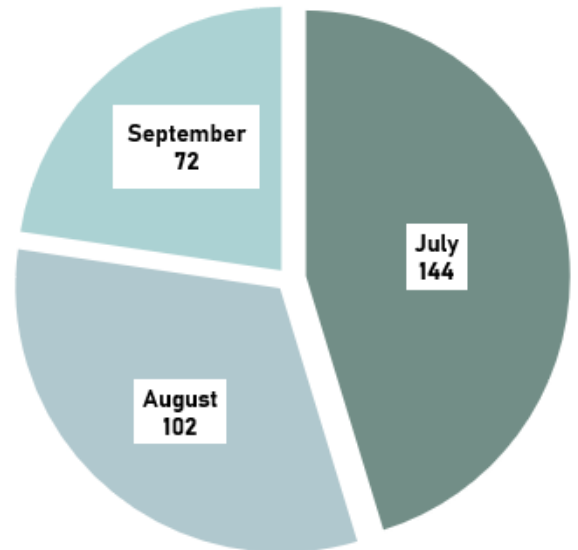
UTILITIES



In Progress

- RTU and SCADA Upgrade Stage 2 (Tara/Chinchilla) 95% complete.
- RTU and SCADA Upgrade Stage 2 (Miles/Wandoan) 25% complete.
- Chinchilla high service pumps received from Warrego Water and electrical switchboard design in progress.
- Chinchilla WTP pipework, train and CIP tank awarded.
- Water meter replacements at Tara 1/4 complete and preparation underway for Kaimkillenbun.
- Dalby water main replacements laid in Wood, Jessop, Twine and Hogan Streets, with water services and cut-ins currently in progress.
- Wandoan WWTP pipework aerobic digester to sludge lagoon expected to be completed by the end of October.
- Chinchilla reservoir rising main and Middle Street trunk main replacements 10% complete.
- Miles Slessars Lane/Murilla Street water main replacements 70% complete.
- Dulacca bore tank on tower.

CRM's Received



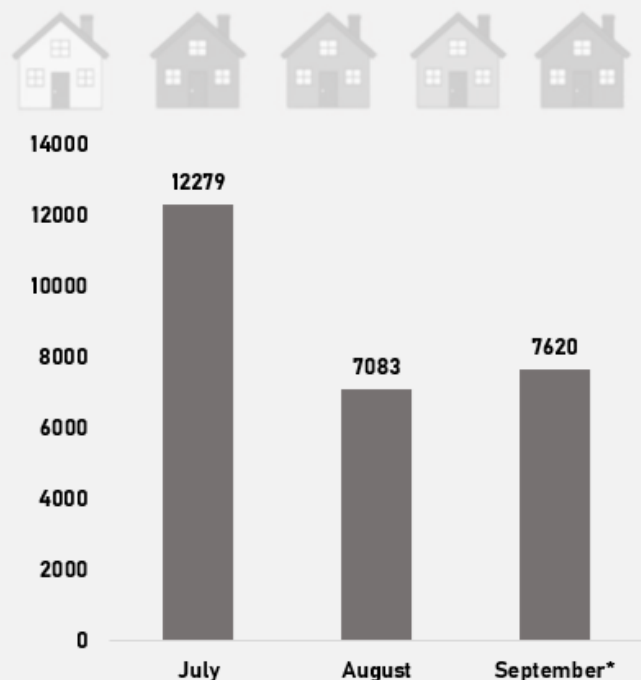
Achievements

Dalby RO1 Membrane Asset Life Extension

Dalby RO1 was recently overhauled with 74 replacement membranes. When commissioned in 2004, the life expectancy of the membranes was 5 years. Disciplined monitoring and rigid cleaning operations have resulted in the membranes lasting 16 years, saving an estimated \$300,000.

Well done to treatment staff on maintaining high performance operation.

Dalby Natural Gas Consumption Volume (Gj)



* Estimate only for September due to Meter error

Title **Community and Liveability Report Words for Wellbeing Collection Launch**

Date 2 November 2020

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

This report is to inform Council on the implementation of the *Words for Wellbeing* collection in Libraries and the successful launch of the project.

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: Great Liveability

- Our residents enjoy the 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 noted.

Background Information

At Western Downs Regional Council we are continually looking for opportunities to capitalise on external grant funding to create initiatives which benefit the community.

Through a successful application to Queensland Health's *Tackling Regional Adversity Through Integrated Care* (TRAIC) Grant program, a new *Words for Wellbeing* collection has been implemented in all nine library branches.

Report

The successful TRAIC grant, amounting to \$59,636, allowed Western Downs Libraries to establish a *Words for Wellbeing* zone at all of our nine branches across the region. Each space comprises of a collection of books and digital media, comfortable furnishings and informative displays to create 'zones' for wellbeing and relaxation. The collection itself consists of books, audiobooks, eBooks, and DVDs.

Topics covered in the collection include a wide range of materials, such as mental health, fitness, diabetes, cancer, aged care, parenting, autism, mindfulness, healthy eating and many more.

The collection will be built upon and updated, over time, using annual collection funding from the State Library of Queensland.

The aims of the collection are to:

- support and inform carers, sufferers and those interested in preventative health measure;
- provide a referral resource for health and wellbeing practitioners to support their clients;
- create networks and opportunities for Libraries' staff to partner with other organisations and promote awareness of health and wellbeing resources available in the Western Downs; and
- curate information about other health and wellbeing services available in the Western Downs in display-shelving to raise awareness and foster coordinated service delivery.

The collection has its own [Words for Wellbeing](#) web page with information about free community resources.

Launch event

On 14 October 2020, the Mayor launched the Words for Wellbeing collection during a COVID-Safe reception at the Dalby Leagues Club. Event emcee Councillor Maguire welcomed special guest, Daryl Elliot Green. The latter delivered a poignant and relevant message on dealing with and overcoming severe physical and mental health challenges during his time in the Queensland Police Force.

Senior Sergeant Daryl Green was shot twice in the face while on duty in May 2000. Through describing the physical challenges he faced, managing post-traumatic stress, and his eventual recovery, he provided attendees with insights, tips and skills for resilience and a positive mindset.

The CEO of the State Library of Queensland, Vicki McDonald; the Executive Director of Local Government Engagement at State Library of Queensland, Louise Denoon; and Fiona Riley from Darling Downs Health were also in attendance at the launch event.

The target audience was primarily community activators, and service providers within the health and wellbeing sector. The focus of the launch was to specifically promote the *Words for Wellbeing* collection within the health and wellbeing sector. Health and wellbeing practitioners have access to non-library users and present an opportunity to penetrate and then grow a new audience of users.

Since the launch, stories emerged, demonstrating the successful impact made by the collection:

- Upon discovering a young woman attending the Dalby Library did not have anywhere to sleep that night, the Dalby team used one of the networks made at the *Words for Wellbeing* launch to assist the young woman. She was successfully housed and continues to visit the library regularly.
- At a recent meditation class delivered by a local GP, the facilitator referred attendees to the *Words for Wellbeing* collection. She shared how the *Words for Wellbeing* launch inspired her, aiming to help attendees transition negative thoughts and feelings to constructive ones. This illuminates the value of the collection as a practitioner's referral resource.
- Since the inception of the collection, 772 loans have been generated.

Consultation (Internal/External)

During the grant application process, Libraries consulted with Western Downs Consumer and Carer Advisory Group (CCAG), an independent advisor to the Western Downs Mental Health Service, on various topics in this subject field.

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

The *Words for Wellbeing* collection received an enthusiastic welcome from community partners and library users. This collection is proving to be a valuable addition to existing tools helping Western Downs residents have control, be informed and make the right decisions about their health and wellbeing.

The collection will be built upon and embedded in Library marketing, public programs and tracked over time. The networks initiated as a result of this initiative will create further opportunities for raising awareness of the health and wellness services and activities available in our region.

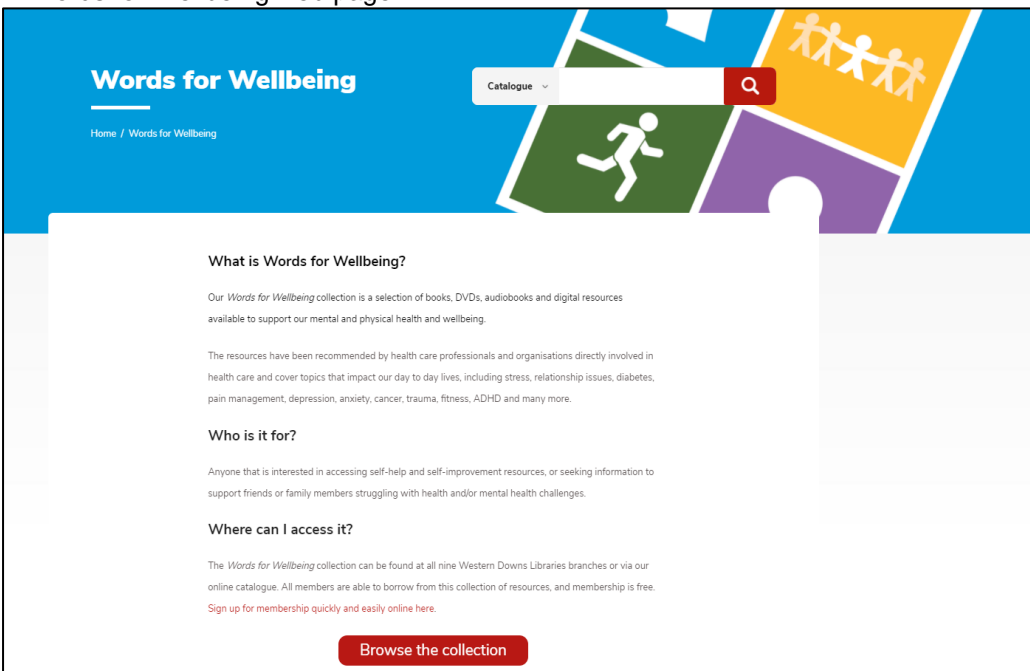
Attachments

1. Photos of the launch event and the collection attached.

Authored by: L. Harth, LIBRARY SERVICES COORDINATOR



1. Words for Wellbeing web page



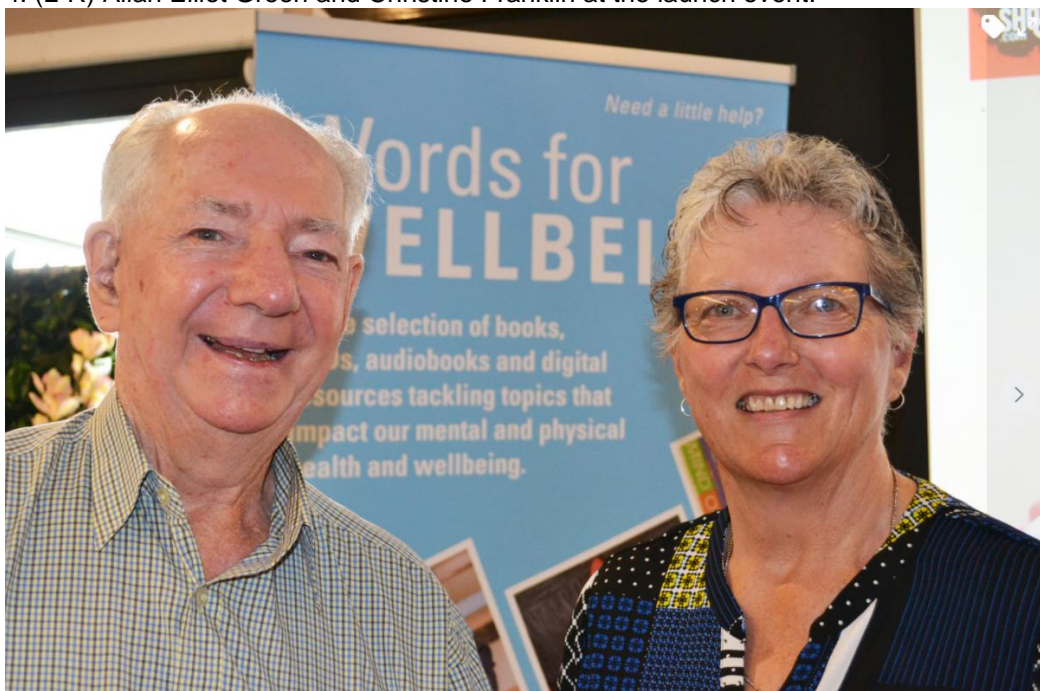
2. (L-R) Councillor Maguire, Daryl Elliot Green, Mayor McVeigh at the launch event.



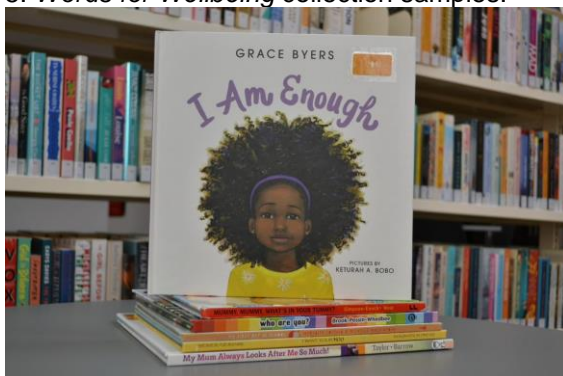
3. Members of the Western Downs Consumer and Carer Advisory Group (CCAG), an independent advisor to the Western Downs Mental Health Service with guest speaker, Daryl Elliot Green and Fiona Riley, far right (as proxy for Executive Director of Mental Health and AODS Darling Downs Health, Greg Neilson) at the launch event.

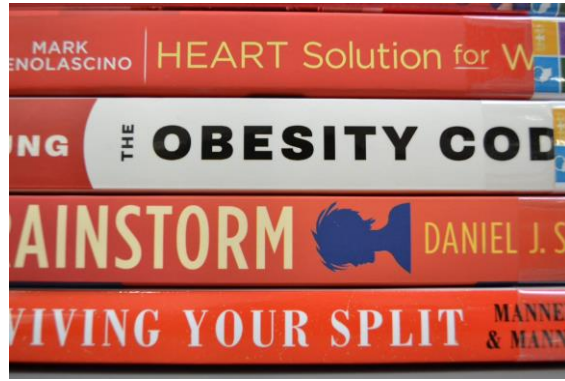


4. (L-R) Allan Elliot Green and Christine Franklin at the launch event.



5. Words for Wellbeing collection samples.





6. Online titles - eBooks and eAudiobooks

All Results eAudiobooks eBooks Sort by: Relevance

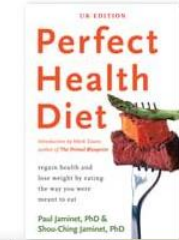
Showing 1 - 60 of 123 results

First | Next >



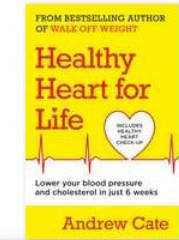
Preview Borrow

Happy, Healthy, Strong
Rachael Finch
Non-Fiction — Health
eBook



Preview Borrow

Perfect Health Diet
Paul Jaminet and Shou-Ching Jaminet
Non-Fiction — Health
eBook



Preview Borrow

Healthy Heart for Life
Andrew Cate
Non-Fiction — Health
eBook



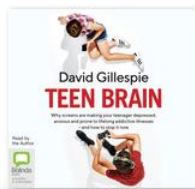
Preview Borrow

The Australian Healthy Skin Diet
Geraldine Georgeou
Non-Fiction — Health, Lifestyle - Food
eBook



Borrow

The Wellness Remodel
Christina Anstead and Cara Clark
Read by Andi Amdt and Jennifer Jill Araya
Non-Fiction — Health
eAudiobook — Unabridged



Borrow

Teen Brain
David Gillespie
Read by David Gillespie
Non-Fiction — Health
eAudiobook — Unabridged



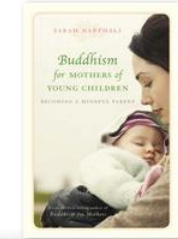
Preview Borrow

Preventing Cancer
Richard Beliveau
Non-Fiction — Health
eBook



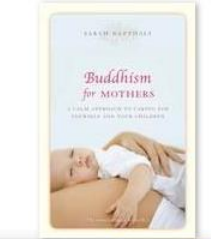
Preview Borrow

20 x 3
Dr. Steve Boutcher
Non-Fiction — Health
eBook



Preview Borrow

Buddhism for Mothers of Young Children
Sarah Napthali
Non-Fiction — Health
eBook



Preview Borrow

Buddhism for Mothers
Sarah Napthali
Non-Fiction — Health
eBook

7. Branch photos (clockwise from top left) - Chinchilla, Tara, Dalby



Title **Community and Liveability Quarterly Report July to September 2020**

Date 20 October 2020

Responsible Manager J. K. Taylor, GENERAL MANAGER (COMMUNITY & LIVEABILITY)

Summary

The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division for the first quarter of the 2020 / 2021 Financial Year.

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 noted.

Background Information

Nil.

Report

This Report outlines Community and Liveability Division activities and outcomes during the first quarter of the 2020 / 2021 Financial Year.

Consultation (Internal/External)

NIL

Legal/Policy Implications (Justification if applicable)

NIL

Budget/Financial Implications

NIL

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

There are no human rights implications associated with this report.

Conclusion

It is recommended that Council receive and note this report.

Attachments

1. Community and Liveability Division Quarterly Report - July to September 2020

Authored by: Alicia Mackay, Executive Officer (Community & Liveability)

QUARTERLY REPORT COMMUNITY & LIVEABILITY

JULY
SEPT 2020



ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT



YEAR AHEAD SERIES

The annual Year Ahead Series events were held in collaboration between WDRC and the Chambers of Commerce groups throughout the region. Dinners were held in Dalby, Tara and Wandoan, with Chinchilla hosting a breakfast event and Jandowae and Miles to host their events next quarter. Attendance at these events, including Councillors and staff were:

- Chinchilla - approx. 70
- Dalby - approx. 70
- Tara - approx. 20
- Wandoan - approx. 70.

COVID-19 BUSINESS SUPPORT

As part of COVID-19 Recovery Packages adopted by Council, three (3) initiatives were developed, as follows:

- Business Recovery Planning,
- E-Commerce, and
- Buy Local Platform.

These initiatives aim to support our local businesses with risk mitigation, business planning and recovery, and are vital to minimize the long-term effects of the crisis on the regional economy.

Business Recovery Planning

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.

Due to the significant interest and take up of this program, on 17 June 2020, Council approved to extend this program to support an additional 50 businesses across the region. Applications for round 2 of the Business Recovery Planning Initiative opened again on 1 July 2020.

To date, a total of 70 business applications have been approved across round 1 and round 2 to receive a free consultation session with their preferred local accountant. A total of 50 consultation sessions have been delivered and reimbursed by Council with the 20 remaining sessions yet to be scheduled and / or delivered by the accountant.

The program is open for applications until 31 June 2021, unless all funds are expended prior to this date.

E-Commerce and Digital Marketing

This initiative is designed to provide local businesses with expert advice regarding e-commerce and digital marketing. The importance of this has been reinforced by the challenges resulting from COVID-19.

The program included:

- Webinars providing expert advice on E-Commerce and Digital Marketing
 - Digital Marketing - which social media platforms to use, why and how
 - Digital Marketing - easy steps that you can implement to create low-cost and winning content
 - Webpage and website design enhancing your digital presence
 - E-commerce - steps to set up an e-commerce selling platform for your business
 - Branding - building your brand consistency
- Additional 5 hours of one-on-one consultation with a digital expert structured by a digital engagement plan.

A total of 16 businesses and 3 Chambers of Commerce joined the webinars and a total of 9 businesses enrolled for the one-on-one consultations.

This program received great feedback from business participants.

“It was a fantastic opportunity for small business to have this chance and to grow in the digital space”

“The webinars were so professional and interactive”

As the program was not fully subscribed, this program will be run again within this financial year. Considering that the webinars were recorded and have been added to Council's website, round 2 will focus on delivering one-on-one consultations.

Recordings of these webinars have been added to the Economic Development section on the Western Downs Regional Council website so businesses that were unable to attend the webinars are still able to benefit from viewing them.

Although we are unable to verify if all viewers are Western Downs residents, to date the webinars have been viewed multiple times demonstrating further support for local businesses:

- E-Commerce 101 – 46 views
- Retail Sales – 26 views
- Visual Merchandising – 14 views
- Social Media & Digital Marketing – 7 views
- E-Commerce – 5 views
- Build a Brand – 12 views

Buy Local Platform

The Buy Local Platform, being delivered by Chinchilla Community, Commerce & Industry (CCCI) includes a 'Buy Western Downs' Facebook page and a website, both of which have been launched.

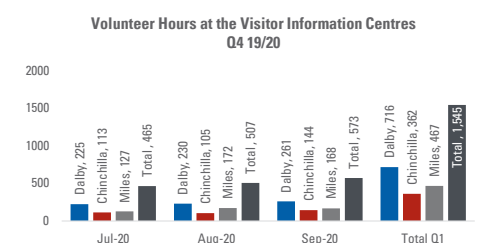
TOURISM

SOUTHERN QUEENSLAND COUNTRY TOURISM (SQCT)

SQCT launched their new [website](#). SQCT retrieve all its content from Australian Tourism Data Warehouse (ATDW) and in the last quarter the tourism officers assisted 39 Western Downs operators to sign up for a free ATDW listing, just in time for the new [website](#).

1,565 VOLUNTEERED HOURS AT THE VISITOR INFORMATION CENTRES

During the July to September quarter there was 1,565 hours of volunteered time to assist in welcoming visitors and sharing local knowledge. Although some volunteers are yet to return after Covid-19 interruptions, Chinchilla, Dalby and Miles have all welcomed new ambassadors.



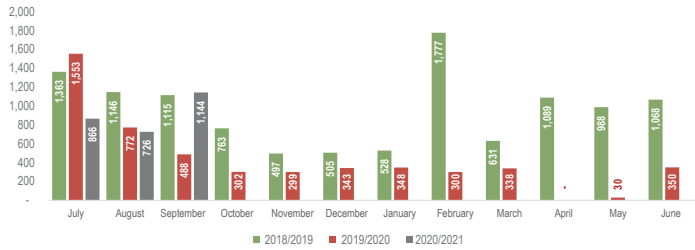
TOURISM

VISITOR INFORMATION CENTRE (VIC)

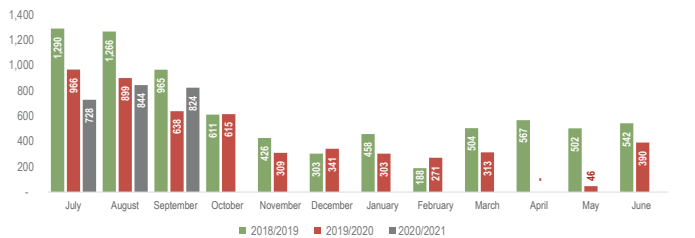
The September quarter delivered an influx of visitors, predominately from South East Queensland and many of who had never ventured further east than Toowoomba. There were lots of families traveling both within and outside of school holidays. An increased number of grey no-vans (grey-haired visitors who stay in booked accommodation) making up the majority.

In addition, the Chinchilla Museum reported a significant increase in visitors and the Miles Historical Village Museum (MHVM) recorded their biggest quarter in 10 years, 4,946 visitors compared to 3,193 for the same period in 2019.

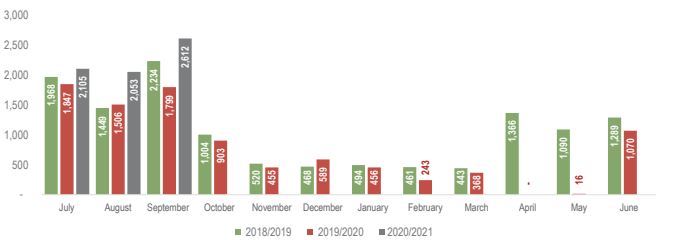
Chinchilla VIC Visitation Numbers by Year



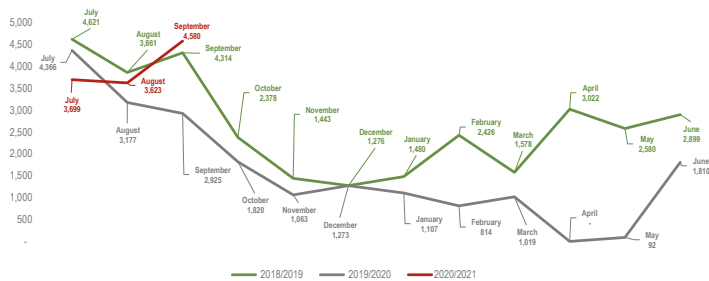
Dalby VIC Visitation Numbers by Year



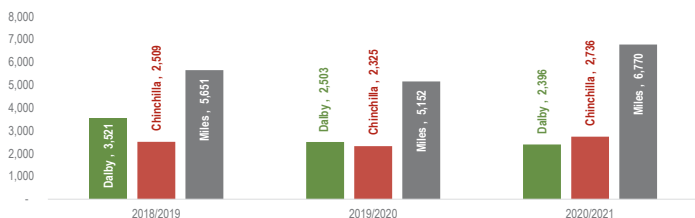
Miles VIC Visitation Numbers by Year



VIC Visitation by Month



Total VIC Visitation Numbers by Year for July to September Quarter



Western Downs Queensland ONLINE ENGAGEMENT JULY TO SEPTEMBER 2020



55 POSTS



12,045 FOLLOWERS



11,630 ENGAGEMENTS



54 POSTS



1,773 FOLLOWERS



3,130 ENGAGEMENTS

In July, a Facebook advertising campaign was instigated to drive acquisition (new followers). The result of this campaign reported an acquisition of 4 times the followers to the page since the campaign inception, with 11,630 engagements, doubling that of the previous quarter at 5,074.

Good to Go Campaign

In addition to the Facebook acquisition advertising campaign, Shell OGC (Business Navigators) funded a campaign competition to win 3 nights' accommodation in the Western Downs. This was on the back of Tourism Queensland's "Good to Go" Campaign. This was also an opportunity to capture a database from the entries given the strong response in a very short competition period (3 weeks).

- 5,160 entries
- 4,710 marketing consents

TOURISM PRODUCTS



Camping, Caravanning & Fishing Brochure

Completion of project to revamp the current Fishing, Camping & Caravanning brochure for the region to focus on our best assets.

The release of the new brochure hit the shelves on the 21 September, just in time for school holidays. The brochure can be found on the Western Downs Queensland website:

westerndownsqueensland.com.au/experiences/fishing-camping-caravanning/

Explore Warra Brochure

This brochure has been added to the Western Downs Explore series - The Warra Progress and Heritage Association reached out to the Tourism Team and a combined effort has seen the creation of the first ever Explore Warra.

Get Out of Town

WARRA MINE SITE
Stands just 61 kilometres north west of Dalby on the Warrego Highway. Warra was originally known as Warra Warra named after the Warra Warra pastoral run.

JIMBOUR HOUSE
In 1903-06 Warra had experienced a large influx of farm settlers, many from Victoria, when Joshua Thomas Bell (son of Joshua Peter Bell, former owner of the great Jimbour homestead) granted farm settlement in the Warra district. Step back in time as you take a 30-minute drive to Jimbour Homestead and explore the living history of the magnificent Jimbour House.

TRUMPETERS CORNER
Located just 20kms from Warra on Jezz's Road, Trumpeters Corner is home of pig-paint and heron-stories and tall tales. Jandowae farmer Mick Gracie gave the name "Trumpeters" to the 21 World War II veterans who drew Soldier Settlement blocks in the area. The men would meet at the pub, tell yarns and "blow their own trumpet".

SAVE THE DATE
Warra comes alive on the first Saturday in July when the race club holds its annual Warra Races which attracts a large crowd.

ASK A LOCAL
We hope you enjoy your stay. The information is a guide only. Always drive to conditions and if in doubt, ask a local!

Dalby Visitor Information Centre
Thomas Jack Park
Cnr Dryden & Condamine Streets
DALBY QLD 4485
(07) 4276 4461
dalbyvic@qld.gov.au
www.westerndownsqueensland.com.au

Explore WARRA

We invite you to journey through the then and now of Warra

WELCOME to WARRA

Western Downs Queensland

WASTE



3,717.06
TONNES

Disposed through Council's Windfields Road Landfill, a 16.61% increase when compared to the same quarter last year (3,187.56 tonnes).



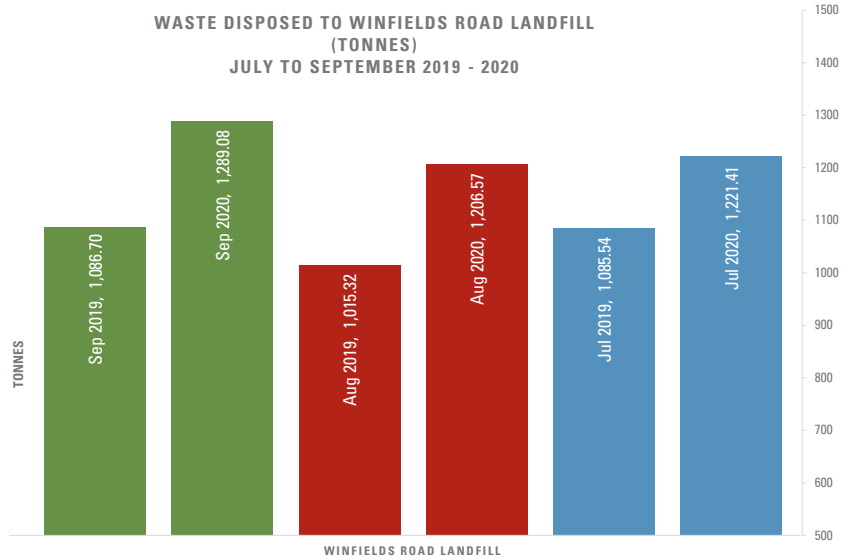
315.76
TONNES

Collected through Council's Recycled Waste Collection Service, 5.59% decrease when compared to the same quarter last year (334.46 tonnes)

RECYCLED WASTE COLLECTION, VIA KERBSIDE (TONNES) JULY TO SEPTEMBER

Year	July	August	September
2019	122.54	104.56	107.36
2020	109.82	101.66	104.28

WASTE DISPOSED TO WINFIELDS ROAD LANDFILL (TONNES) JULY TO SEPTEMBER 2019 - 2020



RURAL SERVICES

WILD DOG SCALPS

Quarter 1

20/21

19/20



329

303

*45% Council Trappers

*36% Council Trappers



151

131



112

99



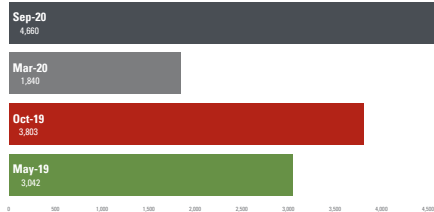
66

73

WILD DOG BAITING

There was a higher than usual level of participation for the latest round of Wild Dog baiting. As well, historical 'heat map' data shows that Wild Dog Activity increases in December, so an additional wild dog baiting round is being trialled this year, with the endorsement of many landholders

1080 Baits Released (Qty)



STOCK ROUTES

STOCK PERMITS

Quarter 1

20/21

19/20



1,429

3,432

OF PERMITS

8

37

PERMIT \$

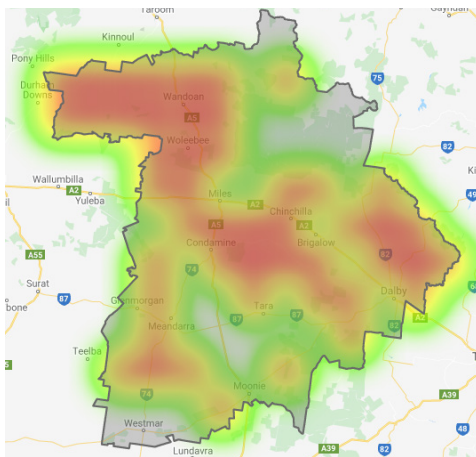
\$302.08

\$12,579.90

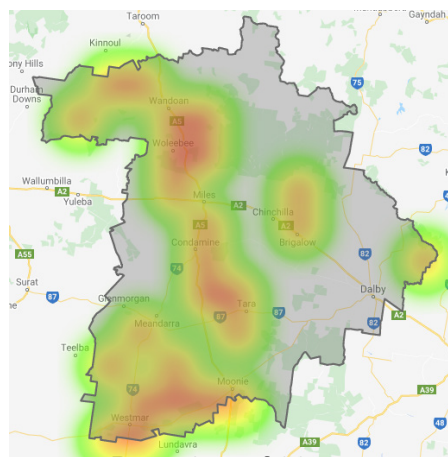
Nil stock permits were issued in September, which reflects better conditions across parts of the region and state. Drivers seeking feed for stock appear more likely to have been able to find agistment on private properties rather than relying on the stock route

The Rural Services team have derived this heat map data from our Pest Monitoring program, where Artificial Intelligence is used to classify images captured in a series of cameras. This heat map information has been used to direct additional pest management resources and to contact affected landholders to seek their participation in pest control activities

WILD DOG LOCATIONS

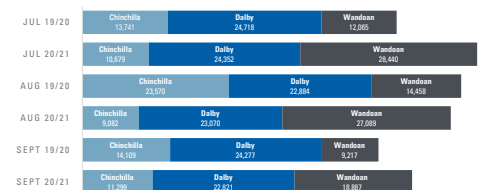


FERAL PIG LOCATIONS



WASHDOWN BAYS

WASHDOWN UTILISATION (MINUTES) JULY TO SEPTEMBER



Washdown usage continues to be very strong in Dalby and Wandoo, with near record usage in July. Increased preventative maintenance has been undertaken to help the facilities remain in service during periods of high use.

PLANNING & ENVIRONMENT

PLANNING

DEVELOPMENT ASSESSMENT

12 DAYS Was the benchmark result measured for the average number of days, for assessment of all active applications across all stages of the development process during the July to September Quarter. The Statutory timeframe is 70 days per application, under the *Planning Act 2016*.

74 Development Applications (DA) received during the July to September Quarter. **54** Development Applications (DA) decided during the July to September Quarter.

80% Development Applications (DA) decided without additional information requests, under the *Planning Act 2016*.

“Thank you for your help turning around the change applications for Columboola Solar Farm recently - you really have been the best Council we've ever dealt with, anywhere, ever.” - *on the application process*

“You are amazing, thank you so much, really appreciate your quick help on this.” - *on requesting flooding information.*

“Thanks for getting these approvals through nice and quickly” - *on the application process*

COMPLIANCE

4 Certificate(s) of Compliance issued	0 Penalty Infringement Notice(s) (PIN's) issued
14 Complaint(s) received	0 Legal Proceeding(s) commenced
13 Alleged Unlawful Development(s)	4 Outstanding Infrastructure Charges letter(s) issued
5 Matter(s) of Non-Compliance	0 Outstanding Infrastructure Charges placed on land
2 Enforcement Notice(s) issued	2 Feedlot Audit(s) undertaken
8 Show Cause Notice(s) issued	

BUILDING & PLUMBING

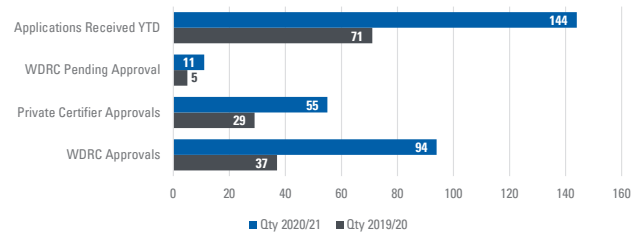


4.6 DAYS was the average length of time required to issue a Building approval during the July to September Quarter.

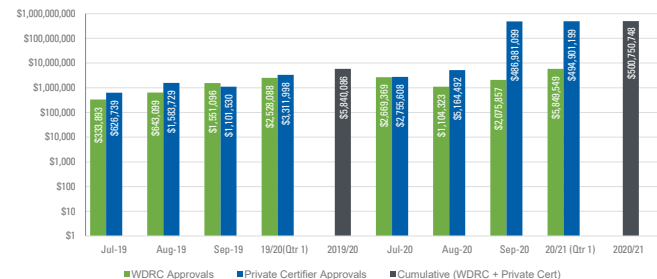


50 PLUMBING INSPECTIONS were conducted for the July to September Quarter, which is a decrease of 12.28% to the number of inspections conducted in the same quarter last year.

Number of Building Approvals July to September (Qtr 1)



Building Approval Values July to September (Qtr 1)



ENVIRONMENTAL HEALTH

ANIMAL MANAGEMENT

5,728 DOGS REGISTERED (YTD)

61 Dogs declared Dangerous or Menacing (YTD)

JULY TO SEPTEMBER QUARTER

CRM's	Enforcement
27 Animal Attacks/Aggression	7 Warning/Advise Letters
90 Noisy Animals	31 Infringement Notices
166 Dog Impoundments	4 Compliance Notices
122 Cat Impoundments	11 Dog Declarations
17 Dog Re-homing	17 Compliance Assessments
90 Cat Re-homing	

FOOD SAFETY

77 COMPLIANCE INSPECTIONS COMPLETED

285 Licences (Total) Issued YTD

- 6** Warning/Advise Letters
- 1** Penalty Infringement Notice(s) (PIN's) issued
- 4** Improvement Notice(s)
- 40** Licence Suspension(s)
- 1** Food Handling Training Conducted

COVID-19 Awareness & Education

Following a request from the Chief Health Officer, Council made contact with approx. 49 businesses / community organisations and churches, providing information regarding their COVID-19 responsibilities.

REGULATED PARKING



18 Illegal Parking CRM's

0 Warning Letters issued

39 Infringement Notices issued

MYALL CREEK OIL SPILL CLEAN UP

On Sunday, 20 September 2020, an oil spill was reported in the Myall Creek that had spread into three separate slicks. The initial focus was on the cleanup given the risk of environmental harm and community concern. This has been complete and a thorough investigation is underway to determine the person(s) responsible for the discharge.

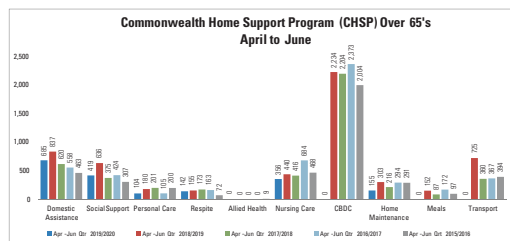


COMMUNITY CARE

Tara, Meandarra and Jandowae Community Care kitchens have now successfully had their Food Licences renewed following external kitchen audits.

85,278 KM'S TRAVELLED
Delivering care to 306 community clients

This is an increase of 1,620km's travel to deliver services to 56 more clients than the same quarter last financial year.



Community Care Programs have increased Home Care Packages, with 30 clients over the last quarter choosing to receive their package care services from WDRC. As at 30 September, there were 2 x Level 1 clients; 10 x Level 2 clients; 9 x Level 3 and 9 x Level 4 package care clients.

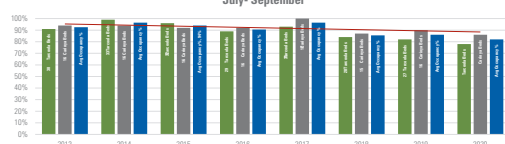
AGED CARE

WDRC have received advice from the Aged Care Quality and Safety Commission that the re-accreditation application and self-assessment against the 8 Standards for Tarcoola is due to the Commission by the 11 October 2020. An un-announced 3-day re-accreditation visit will occur at some point before April 2021.

A review of the Carinya laundry operations has resulted in a move away from the Miles Hospital providing the linen service, with a contract being awarded to Dalby Dry Cleaners. This is a great success for one local business and a positive result for the local economy.

Tarcoola and Carinya kitchens have now successfully had their Food Licences renewed following external kitchen audits.

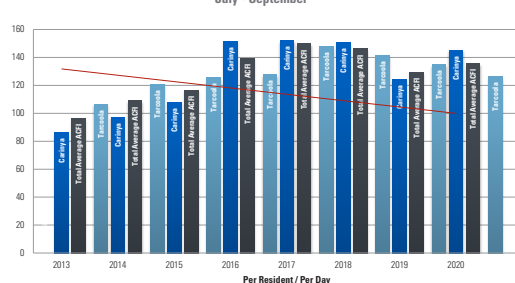
Residential Aged Care Occupancy July - September



Occupancy at both Tarcoola and Carinya continue to be impacted by the threat of COVID-19 with fewer referrals being received, this is a trend that has been seen across residential aged care services industry wide. The negative and repetitive media surrounding outbreaks of COVID-19 in residential facilities in NSW and VIC has resulted in a further reluctance of members of the community to enter care, preferring to access care in the home.

Average ACFI results indicate positive upward trending. This is a direct result of engaged clinical staff and site leadership. Both aged care facilities are working through a program of resident reviews and re-assessments with the results of this action starting to materialise.

Average Aged Care Funding Instrument (ACFI) Rates July - September



OPERATIONS

COVID -19 PREPAREDNESS AND RESPONSE

Regional

Health Services remain vigilant to the risks that COVID-19 poses to the frail and aged within the Western Downs community and the residential aged care facilities. Service delivery across the department continues to be influenced by infection control strategies and precautions.

A survey was conducted to understand if the health services clients and representatives trust that WDRC are doing enough to protect our residents and clients from potential exposure to COVID-19. Participants had the option of completing the survey in hard copy or online. Community Care and Home Maintenance received a total of 68 survey responses and Residential a total of 23 responses. Results of the surveys received were very positive towards Councils' Health Services response to the COVID-19 threat.

On 2 September, the Health Services leadership team undertook a pandemic response scenario – desktop exercise to test the Aged Care Business Continuity Plan and Outbreak Management Plan. Following this exercise, it was recommended that a more formal exercise be undertaken in preparation for a COVID-19 outbreak within an aged care facility.

Health Services uniform range has been reviewed and updated in consultation with staff. Colours and styles now allocated to assist residents, clients and visitors to recognise administrative staff, registered nurses and personal care and support workers. Feedback from staff, clients and residents has been very positive to date.

Residential

On 31 August, the Western Downs was deemed an 'identified LGA' by the Chief Health Officer which resulted in both Tarcoola and Carinya becoming 'Restricted Aged Care Facilities'. This resulted in further restrictions on residents being visited, all staff and site visitors were required to wear single use surgical masks and no social visitors allowed on site – in effect 'locking down' the facilities. Communication was circulated to residents and family members. On 17 September, the restrictions were lifted allowing the facilities to return to the pre - 31 August restrictions, with communication once again being circulated to residents and families. The Chief Health Officer has now released Aged Care Direction number 12 which includes further lessening of restrictions on movement into and out of our aged care facilities, in response to a continuing reduction in COVID-19 cases within QLD. The requirement for a 2020 Flu vaccination, along with close screening of all staff and visitors continues to be a requirement for anyone entering an aged care facility.

The Aged Care Quality and Safety Commission undertook an unannounced on-site audit at Carinya on 10 September. Auditors reviewed the Residential Aged Care COVID-19 Outbreak Management Plan, observed staff infection control practices and assessed the sites preparedness to successfully manage a potential outbreak. The Auditors were satisfied the site was well prepared.

Community

Services to the Community Care client's have now been reinstated, with clients requesting the recommencement of Centre-based respite services and social support groups. The Community Care teams are finalising preparations to deliver these support groups in a 'COVID-safe' way. Groups are expected to recommence late October / early November 2020.

Jandowae Domiciliary Team were very deservedly short listed for the We are WDRC Team Awards and attended the Team Luncheon.

EB NEGOTIATIONS

EB negotiations continue for the Personal Care and Support Worker Agreement and for the Nurses Agreement.

VOLUNTEERING

Community Care volunteers are being offered the opportunity to re-engage with the services however are also being cautioned to consider their own general health and wellbeing. Community Care services have risk management strategies in place and will continue to monitor and support our volunteers as they begin to connect with the services once again.

Due to the higher COVID-19 risk to residents living in aged care facilities, volunteers will be asked to wait a little longer before they are invited to re-connect. We look forward to inviting them back to our services as soon as the COVID-19 threat and restrictions are lifted at a Federal, State and Local level.

NETWORKING OPPORTUNITIES

Tara Helipad Project Group - Practical Completion (PCV) date on or before 2 November 2020.

Health Services leadership team attended a Residential Aged Care Forum in Chinchilla on the 2 October. The meeting was attended by representatives of the DDHHS Health Emergency Operations Centre including the Toowoomba Public Health Unit with the intent of reviewing and discussing pandemic planning, response and support expectations in the event of a COVID outbreak in an Aged Care Facility.

ROYAL COMMISSION INTO AGED CARE QUALITY AND SAFETY

The Royal Commission into Aged Care Quality and Safety resumed hearings in July. The Commissioners handed down a special report on the COVID-19 pandemic in aged care to the Governor General on 1 October 2020. The report is the result of a hearing of the Royal Commission into the impact of COVID-19 on aged care, which was held in Sydney from 10 to 13 August 2020. There are 6 Recommendations that have been made by the Commissioners:

1. The Australian Government should report to Parliament by no later than 1 December 2020 on the implementation of these recommendations.
2. The Australian Government should immediately fund providers that apply for funding to ensure there are adequate staff available to allow continued visits to people living in residential aged care by their families and friends.
3. The Australian Government should urgently create Medicare Benefits Schedule items to increase the provision of allied health services, including mental health services, to people in aged care during the pandemic. Any barriers, whether real or perceived, to allied health professionals being able to enter residential aged care facilities should be removed unless justified on genuine public health grounds.
4. The Australian Government should establish a National Aged Care Plan for COVID-19 through the National Cabinet in consultation with the aged care sector.
5. All residential aged care homes should have one or more trained infection control officers as a condition of accreditation. The training requirements for these officers should be set by the aged care advisory body we propose.
6. The Australian Government should arrange with the States and Territories to deploy accredited infection prevention and control experts into residential aged care homes to provide training, assist with the preparation of outbreak management plans and assist with outbreaks.

STAFF TURNOVER

7% Health Services Staff Turnover for Quarter 1 (July to September 2020), which is a decrease when compared to 11% for last quarter (April to June 2020). There continues to be challenges in attracting and retaining suitably skilled and qualified health services staff to our rural and remote communities.

SENIORS MONTH

Seniors Month was celebrated in August in the Western Downs as a way of showing thanks to the region's older residents for their ongoing contributions. This year however, COVID-19 prompted Council to consider other ways of promoting inclusiveness in the community.

Although Seniors Month couldn't be celebrated how it usually would, there was still a variety of activities that took place to show our appreciation to our local seniors. Some of the activities were:

- Cake provided to Senior Groups for Morning Tea,
- Hoofprints for Change at Carinya Aged Care Facility,
- Movie Screenings at Ningana & Karingal,
- Performance by Josh Arnold at Tarcoola Aged Care Facility,
- Senior Spotlight posts on Social Media, and
- Videos compiled by Councillors and School Students provided to Aged Care facilities.

Generally, a Movie screening would be held at WD Cinemas as a Seniors activity, however due to the restrictions for this year, it was decided that throughout the month of August, all Seniors could attend Chinchilla or Dalby Cinema for a reduced ticket cost of \$2.00.

- 29 Seniors attended Chinchilla Cinema; and
- 121 attended Dalby.

A lucky door prize was drawn at the end of the month with winners from both Chinchilla and Dalby taking away vouchers from local businesses. WD Cinemas received 44 new Mailchimp subscribers from the Seniors attendance throughout the month.



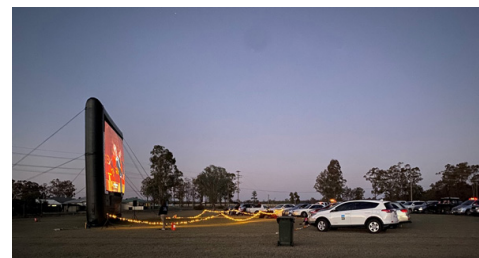
PARTNERSHIPS

On Sunday, 23 August, approx. 30 people attended the Vietnam Veterans and Long Tan Day. Council partnered with Tara RSL Sub-Branch and invited the community to come along to commemorate and pause to remember the sacrifices of those who died and say thank you to those who served during the Vietnam War and Battle of Long Tan.

DRIVE-IN MOVIE NIGHTS

For the first time, Western Downs Regional Council partnered with a company 'Starry Nights Outdoor Movies' to bring a new initiative to our communities. Residents from across the region had the opportunity to experience and enjoy the outdoor Drive-In Movie experience featuring The Lion King, 2019 Live Edition. This film was a photorealistic computer-animated remake of Disney's traditionally animated 1994 film of the Lion King.

On Friday, 21 August 2020 over 50 vehicles and 216 people cruised into Tara Showgrounds and parked up for a night where they were taken on a journey to the Pridelands and joined in the fun with Simba, Timon and Pumba. The Tara State College P&C catered for the event which was a huge success and were able to fundraise about \$700. Also, the Tara Emergency Service Cadets were a great assistance with the gate and parking of vehicles.



It was Miles turn on Saturday, 22 August 2020 and once again over 55 vehicles and about 177 people lined up on Centenary Oval for another night in Africa. The Miles Football Club had their canteen operating along with Ludwig & Will Coffee Van. The Year 12 students also sold bags of popcorn as a fundraiser.

COMMUNITY PROJECTS & GRANTS

AUSTRALIA DAY AWARDS

The Australia Day Awards 2021 campaign has been launched. Marketing tools include social media (including video stories of last year's winners), radio advertising, direct mail flyers, posters, electronic newsletters, electronic notice boards, direct approaches and traditional media releases.

CAPITAL PROJECTS

Regional Entry Signage



All permits for the installation of the new Regional Entry signs are approved and we are ready for manufacture and install. Awaiting final notification of design.

Wandoan Soldier Settler Avenue of Honour



In a fitting tribute to the 102 original soldier settlers in the Wandoan area, this project will create an avenue celebrating the contribution these families made to the Wandoan district. The avenue will consist of an individual plaque for each family running down the existing walking path in O'Sullivan Park. The entry statements will honour the soldiers and their families and will be complemented by landscaping and information panels.

The stories attached to this project are a wonderful by-product of this project. The Facebook page dedicated to the project to trace the original families has connected so many people. The project is providing a connection with old family and friends and will be a wonderful opportunity for these previous residents to connect with the new Wandoan generation.

Currently quotes are being finalised and planning is underway to deliver the opening event on Saturday 24 April 2021. It is hoped that many of the families will return to Wandoan for a weekend, also joining the community for its Anzac Day service.

SUCCESSFUL GRANTS

GRANT	# OF SUCCESSFUL APPLICATIONS	AMOUNT
In Kind Assistance Program	6	\$5,58.00
Local Events Program	5	\$8,349.00
Community Projects Program	1	\$1,352.00
Reimbursement Program	7	\$4,216.47
Individual Excellence Program	3	\$750.00
Community Activation Program	0	\$0.00
Community Organisation Hardship and Assistance Program	22	\$94,861.34

On 30 September 2020 saw the closing of our stimulus funding program, the Infrastructure Grants Program. 24 applications were received with a total request of funds for \$1,076,353.85. The assessment of these application will be undertaken at the November Council meeting.

The September round of funding also saw a significant increase in the demand on the Community Projects Program. This is the first time we have seen an over-subscription of this program in the first round of the year. Community groups are very focused on undertaking projects in the absence of events being held.

The Grants team support many other departments across the organization to implement funding programs utilizing the Smarty Grants platform. This quarter we assisted the Utilities department to develop the Water Tank Rebate scheme which to date has 274 applications submitted.

STORYTIME WITH STORYWALKS

The Tara Community can now enjoy Storytime with Storywalks, at the Tara Lagoon.



“ I go around every day with my mobility scooter and it is a pleasure to read this story. It has a wonderful moral to it. Please parents walk with your children and read the story.”

184
Hours of online public programs viewed this quarter

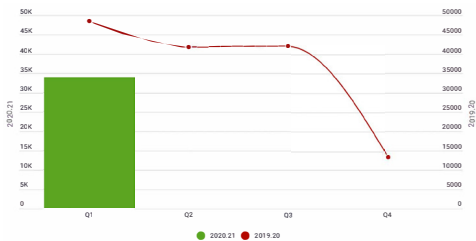
576
Storytime @ Home and STEM @ Home kits loaned to families this year

220%
Increase in Wandoan children's book loans since beginning of 2020

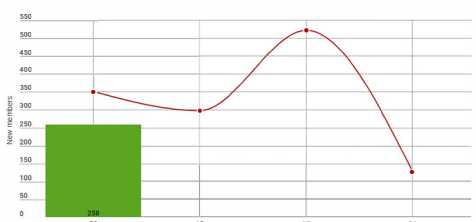
70%
Visitation compared to same quarter last FY

75%
Loan rate Sept 2020 compared to Sept 2021

VISITORS

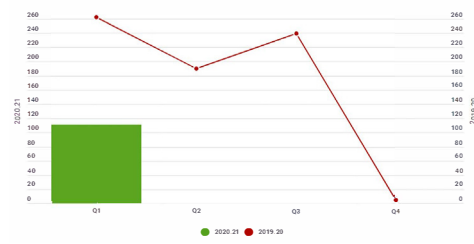


NEW MEMBERSHIPS

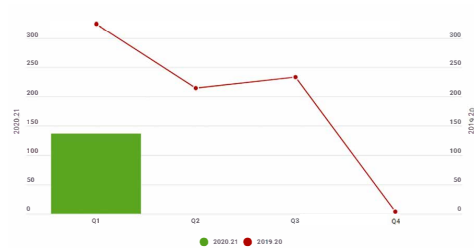


PUBLIC PROGRAMS

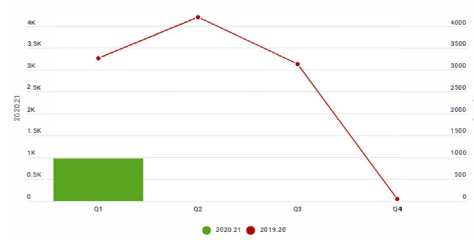
Number of Public Programs



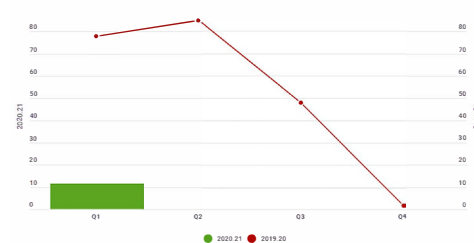
Public Program Hours



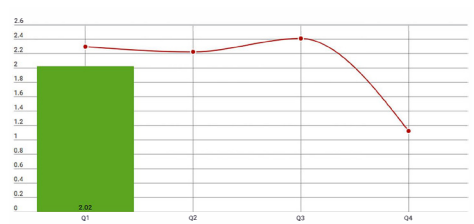
Public Programs Attendance



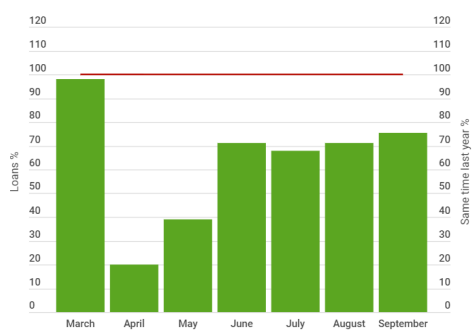
Public Programs in Partnership



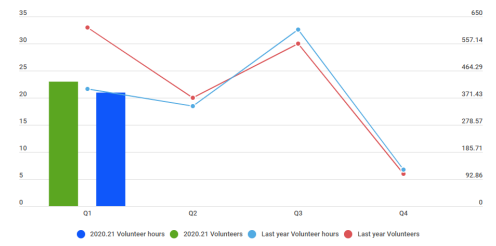
COLLECTION TURNOVER



LOANS IN LOCKDOWN - AVG 75% OF USUAL



VOLUNTEERS



WESTERN DOWNS Libraries

ONLINE ENGAGEMENT
JULY TO SEPTEMBER 2020

142,169
REACH

791
FOLLOWERS

PROJECTS

2021 Words Out West (WOW)



ARTS & CULTURE



EVENTS & PUBLIC PROGRAMS

Dogwood was closed from 23 March to 5 September in accordance with the COVID-19 restrictions.

443
TOTAL ATTENDANCE

EXHIBITIONS - 5 SEPT TO 14 NOV

Contemporary: Selection from the Western Downs Region Art Collection

Landscapes: Western Downs



Great to see this collection come out of hiding!

'Thank you for hanging this original Dalby collection - they look amazing on these large walls.'

ONLINE PROGRAMS

Contemporary: Featured artists: David Rankin, Nick Mourtzakis, David Paulson, Keith Looby, Guy Warren

Reach: 1,570
Engagements: 109
Comments: 1
Shares: 15
Link clicks: 44
Video views: 104

Landscape: Featured artists: Jo Smiles, Barbara Lee, Jack Wilson, Angela Goulton, Helen Dennis

Reach: 1,761
Engagements: 126
Comments: NIL
Shares: 15
Link clicks: 34

24
TOTAL ATTENDANCE

PROGRAMS - 22 AUG

Queensland Art Gallery / Gallery of Modern Art: Kids on Tour - Island Fashion



Excellent, all the kids enjoyed it. We will come again. Thank you!

'Great session for children and adults. We would attend if you held another one. Maybe a little longer?'

10 ARTISTS PREVIEW EVENT

The 10 Artists preview event was held 2 September at the Chinchilla Culture Centre, showcasing the videography project that was completed in August. The local artists profiled include Carol McCormack, Cindy Grimes, Dion Cross, Elizabeth Graetz, Graeme McCullough, Helen Dennis, Karen Gaskell, Patricia Hinz, Regina Hyland, and Ruth Storey. The Artists along with their families and Portfolio Councillors were in attendance.

COLLECTIONS MANAGEMENT SYSTEM VEEVART

The Corporate Art collection and Heritage collection continues to be documented through professional photography, and ongoing data migration.

FLICKERFEST

The Flickerfest Short Film Festival was delivered across 4 locations. Australian Shorts showcased at the WD Cinemas (Chinchilla and Dalby) from 11-12 September, and Flicker kids showcased at the Mobile Cinemas at Jandowae and Drillham from 18-19 September. COVID Safe Plans were in place allowing with a total attendance of 48 at the WD Cinemas, and 102 in attendance at the Mobile Cinemas.

Film making workshops were held in Chinchilla and Dalby with the Bin Film Festivals, with total of 60 students in attendance.



SUCCESSFUL GRANTS

GRANT	SCOPE	AMOUNT	COMMENCEMENT
Play Local Grant (Arts Qld)	For delivery of Groovin into Town	\$9,741.00	By 30 June 2022

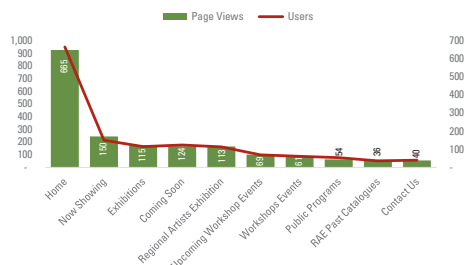
MEANDARRA ANZAC MEMORIAL MUSEUM ATTENDANCE

The museum re-opened with reduced hours, in accordance with COVID-19 restrictions, with a total of 838 in attendance for the quarter.



Meandarra Museum before dawn on 17 July 2020, captured by Peter Waddington.

DOGWOOD WEBSITE



Title **Community and Liveability Report Health Services Quarterly Statistics July to September 2020**

Date 4 November 2020

Responsible Manager C. Ole, HEALTH SERVICES MANAGER

Summary

The purpose of this Report is to provide Council with an update in relation to key governance areas within the Health Services sites and services for the first quarter of the 2020 / 2021 Financial Year.

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 noted.

Background Information

Organisations providing Commonwealth subsidised aged care services are required to comply with the Aged Care Quality Standards (Quality Standards). Organisations are regularly assessed and must be able to provide evidence of their compliance with and performance against the Quality Standards.

Standard 8 - Organisational Governance

The intention of this Standard is to hold the governing body of the organisation responsible for the organisation and the delivery of safe and quality care and services that meet the Quality Standards.

The governing body is expected to promote a culture of safety and quality, and to include this in the organisation's governance systems. The governing body is expected to drive and monitor improvements to make sure the organisation is committed to quality care and services and the best interests of consumers.

While governance systems are a foundation for most businesses, this Standard is focused on how these systems support the delivery of safe and quality aged care services. It is expected that the organisation has governance systems in place to assess, monitor and drive improvement in the quality and safety of the care and services they provide. This includes making sure consumers have a quality experience.

There are also particular requirements related to the following key areas:

- managing high-impact or high-prevalence risks in the care of consumers
- identifying and responding to abuse and neglect of consumers
- antimicrobial stewardship
- minimising the use of restraint
- practicing open disclosure.

Report

This report is to provide Council with an update on clinical governance. In particular, the attached outlines statistics and trends from the first quarter of the 2020 / 2021 financial year for consumer care high-risk areas relating to the WDRC Residential Aged Care Facilities and Community Care Services. The results demonstrate no significant areas of concern.

The Aged Care Quality and Safety Commission also undertook an unannounced on-site audit at Carinya on the 10th September, 2020. Auditors reviewed the Residential Aged Care COVID-19 outbreak management plan, observed staff infection control practices and assessed the sites preparedness to successfully manage a potential outbreak. The Auditors were satisfied the site was well prepared.

Consultation (Internal/External)

NIL

Legal/Policy Implications (Justification if applicable)

NIL

Budget/Financial Implications

NIL

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) (the Human Rights Act) requires public entities 'to act and make decisions in a way compatible with human rights'.

All activities will be undertaken in accordance with Council's human rights obligations.

Conclusion

Council is responsible for the delivery of safe and quality care and services to the residents of Council owned and operated aged care facilities and to community care clients. The provision of health care services is considered a critical organisational enterprise risk, therefore high quality corporate and clinical governance is paramount.

It is recommended that Council receive and note this report.

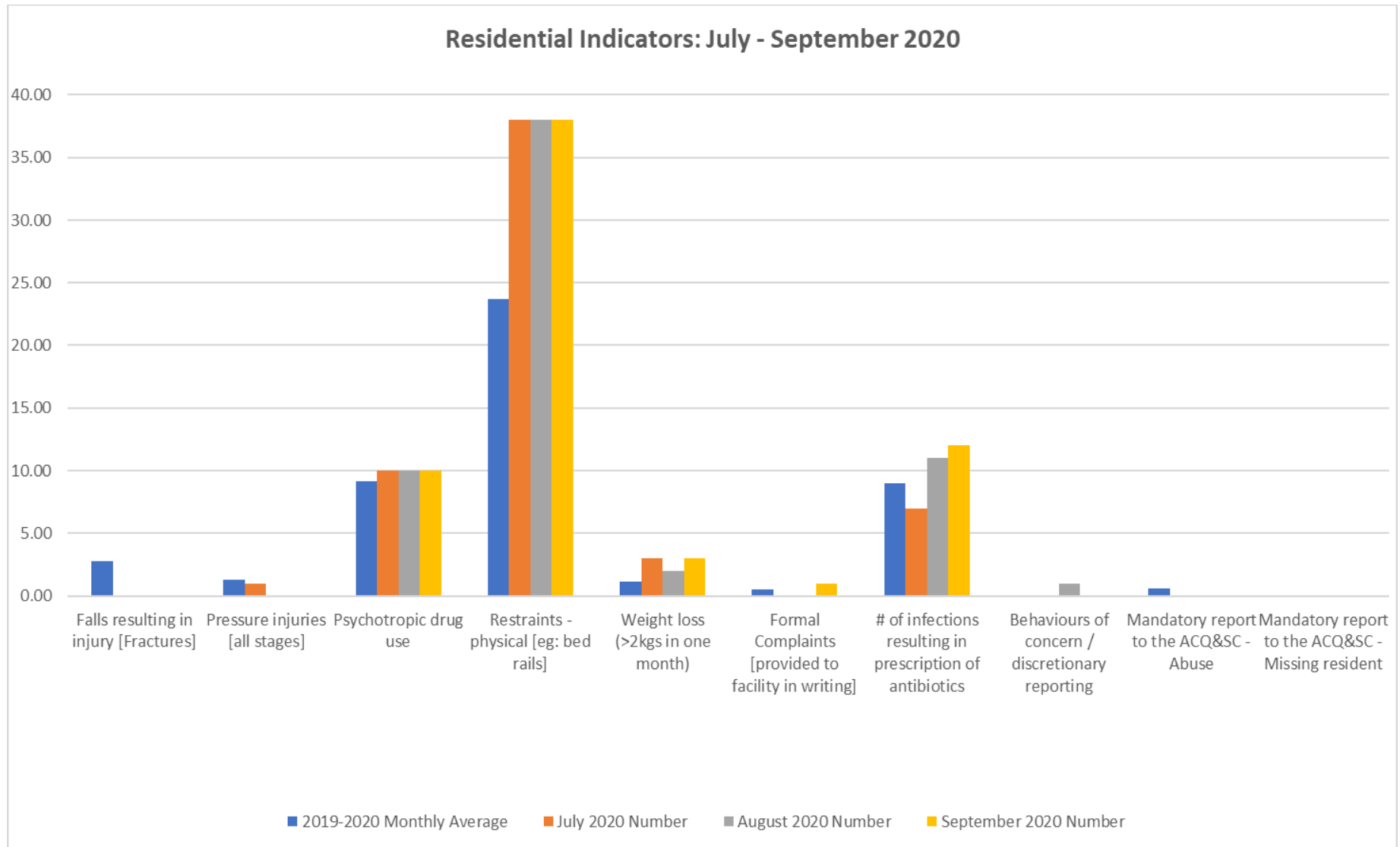
Attachments

1. Health Services Quarterly Report - July to September 2020

Authored by: C. Ole, HEALTH SERVICES MANAGER

Health Services - Council Report July - September 2020 - Quarter #1

Combined Residential Aged Care [Tarcoola & Carinya]:



Comments:

Falls with significant injuries [Fractures]: There have been no significant injuries such as fractures, resulting from falls at the Aged Care Facilities this Quarter - well below the 2019/20 average of 2.8/month

Pressure injuries [all stages]: One resident acquired a pressure injury during a hospitalisation in July which was resolved by September, also below the 2019/20 average of 1.3 / month.

Psychotropic drug use: has remained steady this Quarter. Clinical staff at both sites are actively working with the prescribing general practitioners and pharmacists to review regular and 'as required' prescription anti-psychotics, in consultation with residents, with a view to reduce the use across both facilities.

Restraint - physical [e.g. bed rails]: use is being reviewed monthly in line with the National Quality Indicator Program [NQIP], use is primarily environmental. This includes the pin coded front doors for wandering dementia residents, bed rails, recliner chairs and overbed tables. There has been no increase or decrease in application this quarter due to resident choice and diagnosis.

Weight Loss: 3 residents have lost weight this Quarter however for two of these residents the weight loss is desirable due to current high BMI's, the third resident is frail / aged and declining in health. Strategies are in place for the declining resident including dietary supplements and smaller high calorie snack sized meals offered more frequently.

Formal Complaints: Following the Chief Health Officer's declaration of the Western Downs as a 'Restricted Area' Tarcoola received one formal complaint from a relative in relation to the tightened visiting arrangements and has continued to contact officers and elected officials in relation to the facility's set visiting hours that are required to enable appropriate COVID screening of visitors and additional cleaning to be undertaken at Tarcoola.

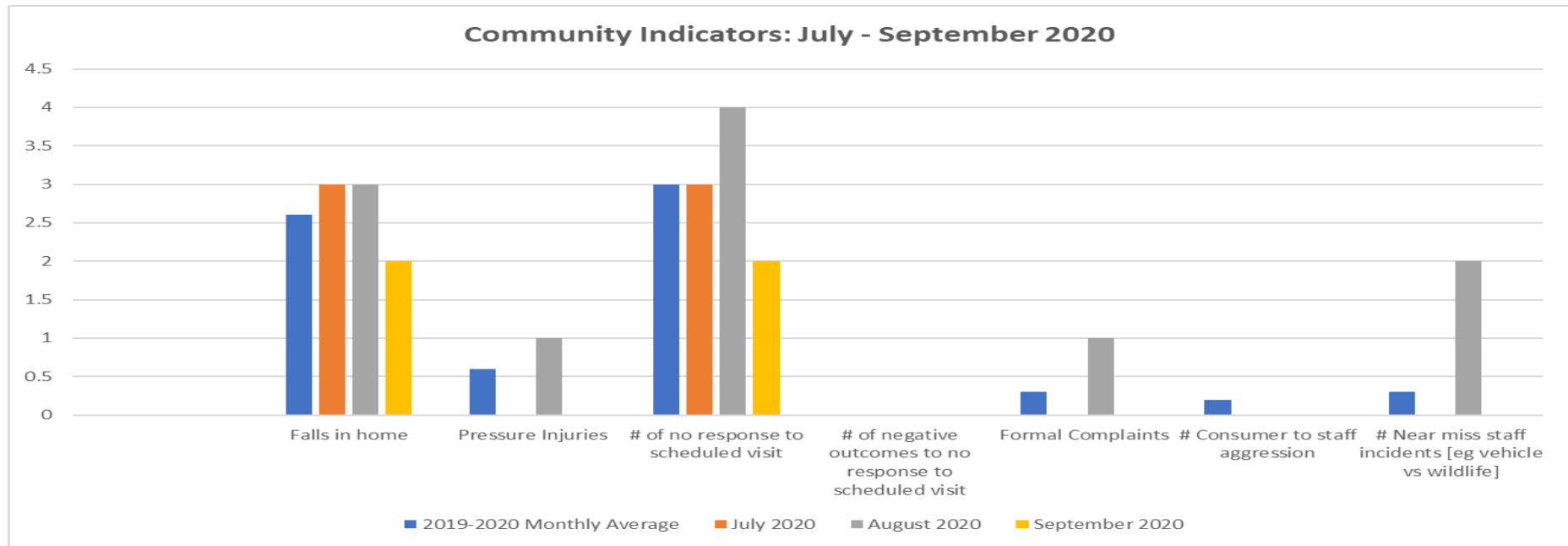
Antimicrobial Stewardship: Antibiotic prescription has increased this Quarter from 7 in July to 12 in September. Three residents were treated for Upper Respiratory Tract Infections, all of which resolved without issue. 9 residents experienced infected wounds requiring 14 antibiotics to support healing. Wounds were incurred as a result of medical intervention and skin tears. Urinary tract Infections (UTI's) have been identified as an area requiring focused strategies at both sites. 9 residents at Carinya were treated for 14 UTI's and 6 residents at Tarcoola were treated for 9 UTI's this quarter. Alternative strategies for UTI prevention and early intervention are being implemented with limited success, strategies being employed include promoting resident fluid intake, care with personal hygiene, offering cranberry juice. Further education with residents and staff in relation to preventative measures and additional consultation with GP's to prescribe alternatives such as Ural is being undertaken.

Behaviours of Concern / Discretionary Reporting: There was one incident of a resident with dementia hitting another resident with a flyswat. There was no injury sustained. The resident has a confirmed diagnosis of dementia, the GP and families were notified, there is a behaviour management plan in place which was reviewed by the registered nurse, the site completed a discretionary report which does not require notification to the ACQSC.

Mandatory Report: Abuse: There have been no allegations of physical or sexual abuse of residents this quarter.

Mandatory Report: Missing Resident: There have been no residents reported missing from either Aged Care Facility this quarter.

Combined Community Care [Tara, Meandarra, Miles, Chinchilla & Jandowae]:



Comments:

Falls in home: 7 clients sustained falls this quarter in their own homes, with two clients being admitted to hospital for treatment. Community clients are increasingly aging and reluctant to enter full-time care, with the average fall number for this Quarter being 2.3/month, below 2.6/month for 2019/2020.

Pressure injuries: One client was found to have sustained a pressure injury whilst in hospital this Quarter. The injury was treated by the Nursing Staff at Jandowae Domiciliary and has now resolved.

Number of 'No response to scheduled visit': There were a total of 9 Community clients who did not respond to the scheduled visits this Quarter an average of 3/month which is in line with the 2019/20 monthly average. The most reported reason for not responding to scheduled visits was that the client had forgotten their appointment however were immediately contactable via mobile phone despite the Service contacting the client in the morning. One client had been admitted to hospital post fall however the Service had not been notified, the other client was with a relative.

Number of negative outcomes to 'No response of scheduled visit': Nil reported this Quarter.

Formal Complaints: There was one complaint received by the Tara Community Care Supervisor in relation to client unmet expectations from staff, the Supervisor was able to mediate the situation and it is now resolved.

Consumer to staff aggressive incidents: Nil reported this Quarter.

Near miss staff incidents [e.g. vehicle vs wildlife]: Two near misses were reported by Community Care staff whilst driving in the region: One incident involved a passing truck throwing up a branch at the drivers side window as the two vehicles passed and the other was a kangaroo jumping across the road in front of the driver.